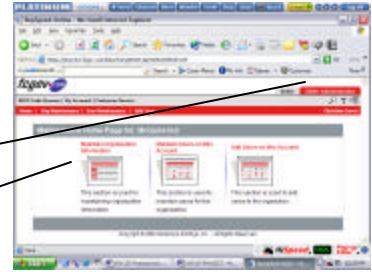


ADDING COMMODITY CODES

- (1) Log in to BuySpeed <https://secure3.fcgov.com/bso/login.jsp>
- (2) Click the upper right hand corner TAB that says SELLER ADMINISTRATOR



- (3) Click MAINTAIN ORGANIZATION INFORMATION

- (4) Click MAINTAIN COMMODITY CODES AND SERVICES
- (5) Click MAINTAIN COMMODITY CODES (current codes on your account will then be displayed)



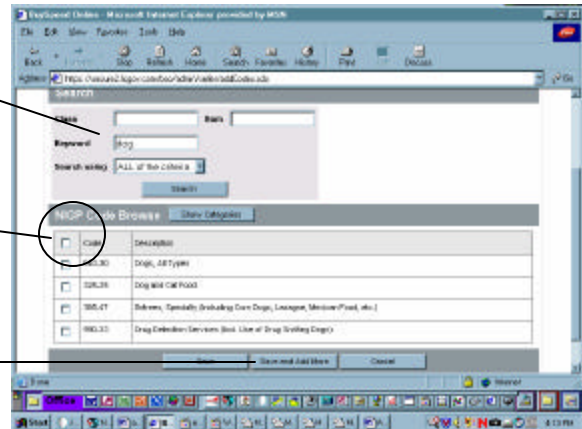
- (6) Click ADD ADDITIONAL CODES

- (7) Enter a ROOT keyword* into the KEYWORD BOX that describes the types of bidding opportunities that you would like to receive notification for. Examples: construct, consult, electric, part, truck etc.

- (8) Click SEARCH

- (9) SELECT ALL codes that you would like to add to your account.

QUICK TIP: Click the top check box in the grey shaded area at the top of EACH page, to select all codes on each page.



- (10) Click **SAVE AND ADD MORE** **

- (11) REPEAT STEPS (7-10) to continue adding commodity codes.

- (12) Click CANCEL when you are finished

*Remember keep search using keywords for the types of BID's/RFP's, that you would like to receive electronic notification for. For example, if your company sells manhole covers, or does trade work, you may consider adding multiple commodity codes for general construction to your account.

** CLICKING ONLY (SAVE) MAY ERASE ANY OTHER COMMODITY CODES THAT YOU MAY HAVE ALREADY ADDED TO YOUR ACCOUNT.

Contact the Purchasing Division directly at (970) 221-6775 if you need further assistance.