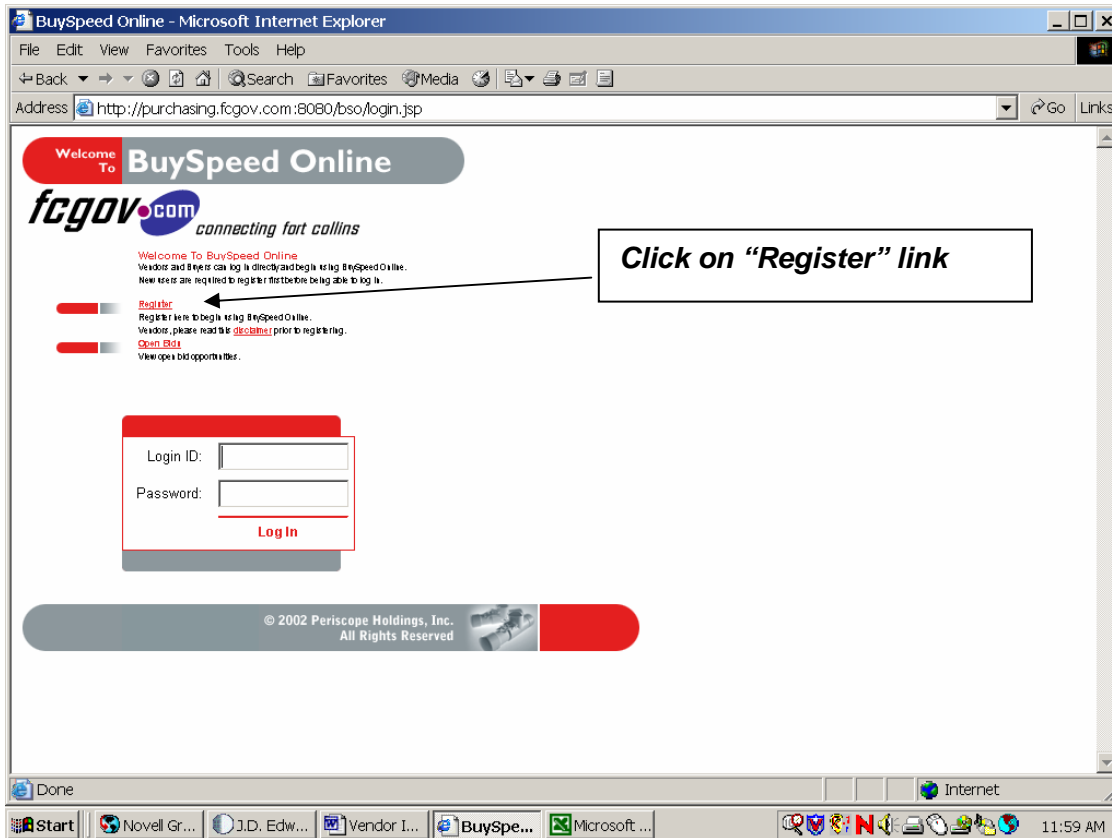
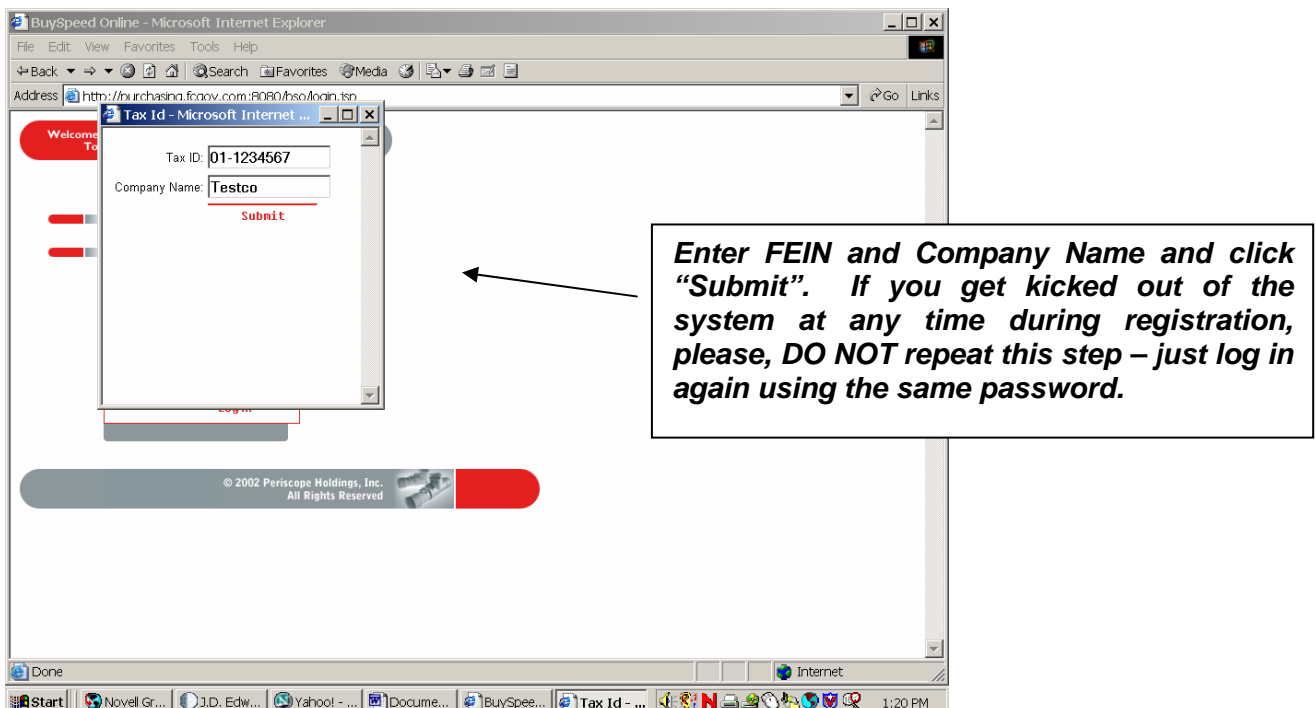


## Instructions for Vendor Registration:

At the login screen (<https://secure2.fcgov.com/purchasing>) click on **Register**.



Enter **Federal Employer Identification Number (FEIN)** and **Company Name** where indicated:



Fill out the online application form. Fields marked with an asterisk (\*) must be filled out.

This screenshot shows the 'Company Information' section of the registration form. The browser window title is 'City of Fort Collins - Register - Microsoft Internet Explorer'. The address bar shows the URL: <http://purchasing.fcgov.com:8080/bsol/external/register.sdo?taxId=01-1234567&orgName=Testco>. The 'BuySpeed Online' logo is at the top left. The form fields are as follows:

Company Name*	Testco		
Business Description			
Mailing Address Line 1*	12345 Address Street		
Address Line 2			
Address Line 3			
Address Line 4			
City*	Nowhere	State/Province*	CO
ZIP*	88765	County	
Country		Company Phone*	970 123 4567
Company FAX		Company Email	name@testco.com
Tax ID #*	01-1234567	Length of Time in Business	1 Weeks
State of Incorporation	CO	Year of Incorporation	2003

This screenshot shows the 'Administrative User Information' section of the registration form. The browser window title is 'City of Fort Collins - Register - Microsoft Internet Explorer'. The address bar shows the URL: <http://purchasing.fcgov.com:8080/bsol/external/register.sdo?taxId=01-1234567&orgName=Testco>. The form fields are as follows:

Tax ID #*	01-1234567	Length of Time in Business	1 Weeks
State of Incorporation	CO	Year of Incorporation	2003
Preferred Delivery Method	Email		
Would you like to be registered as an emergency supplier in the case of an emergency? Note: Emergency suppliers must be available 24 hours a day, 7 days a week. <input type="radio"/> Yes <input type="radio"/> No			
Emergency Phone*	970 123 4567	Ext.	
Emergency Contact*	Who Knows	Emergency Email*	NAME@testco.com
Emergency Info Comment			

**Administrative User Information**

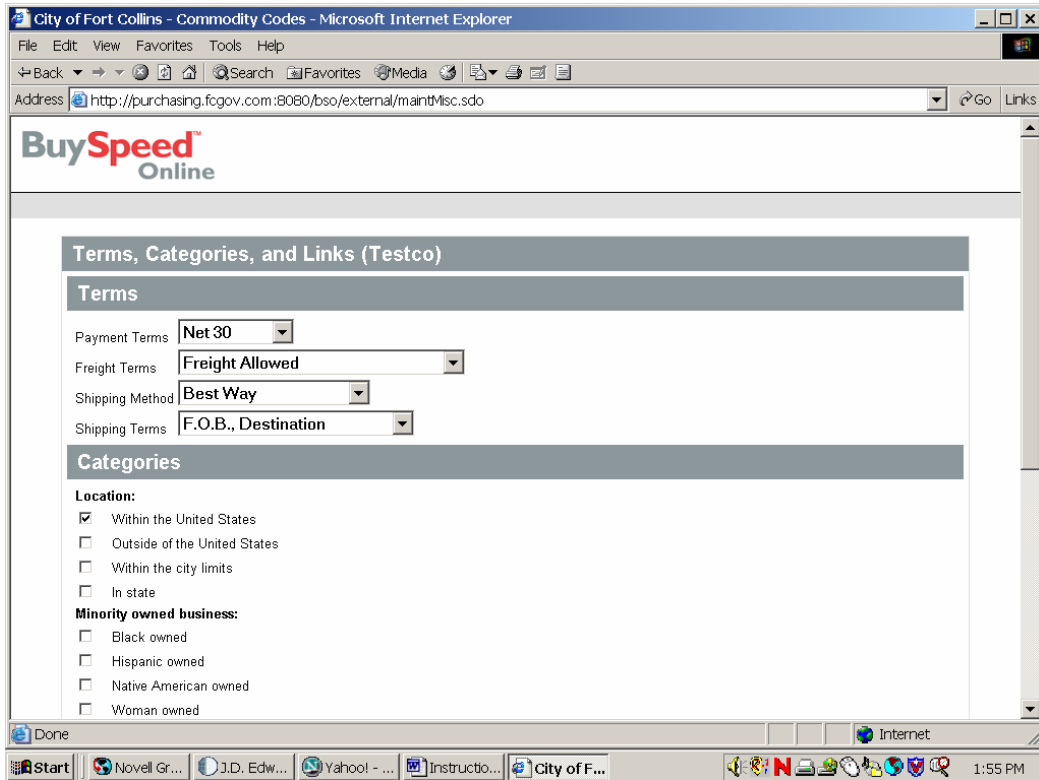
Salutation	Mr.	First Name*	Who	Last Name*	Knows
Job Title*	Chief of State	Department			
Email*	hoknows@testco.com	Phone*	970 123 4567		
Login ID*	knows				
New Password*	*****	Confirm Password*	*****		
Login Question	who	Login Answer	knows		

Buttons: Add Another Address, Continue Registration, Cancel

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Click "Continue Registration" when you are ready to proceed.

Complete the freight terms section and select any of the applicable categories:



City of Fort Collins - Commodity Codes - Microsoft Internet Explorer

Address: <http://purchasing.fcgov.com:8080/bso/external/maintMisc.sdo>

### BuySpeed Online

#### Terms, Categories, and Links (Testco)

##### Terms

Payment Terms:

Freight Terms:

Shipping Method:

Shipping Terms:

##### Categories

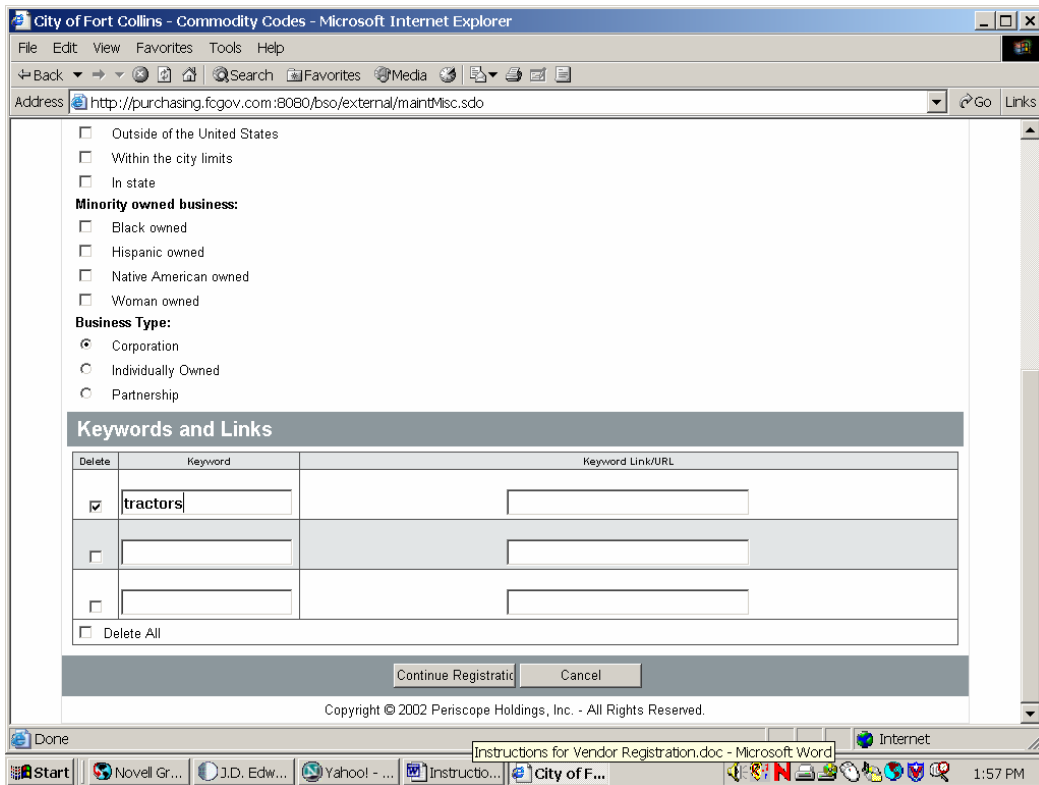
**Location:**

- Within the United States
- Outside the United States
- Within the city limits
- In state

**Minority owned business:**

- Black owned
- Hispanic owned
- Native American owned
- Woman owned

Enter **Keywords** which best describe your commodities. Leave Keyword links/URL blank.



City of Fort Collins - Commodity Codes - Microsoft Internet Explorer

Address: <http://purchasing.fcgov.com:8080/bso/external/maintMisc.sdo>

Outside of the United States

Within the city limits

In state

**Minority owned business:**

- Black owned
- Hispanic owned
- Native American owned
- Woman owned

**Business Type:**

- Corporation
- Individually Owned
- Partnership

#### Keywords and Links

Delete	Keyword	Keyword Link/URL
<input checked="" type="checkbox"/>	<input type="text" value="tractors"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

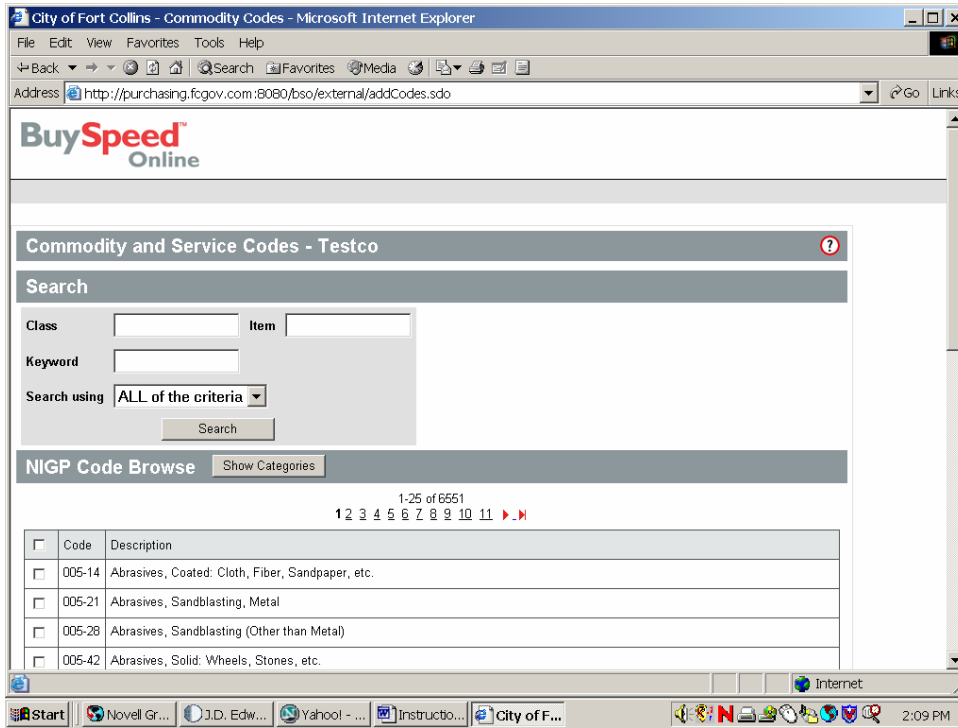
Delete All

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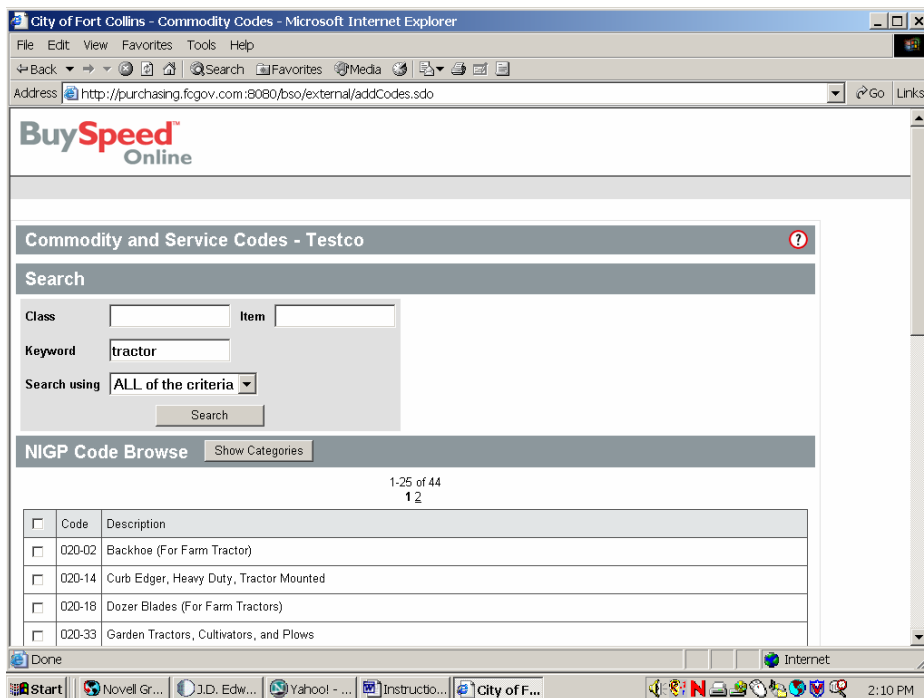
Click **“Continue Registration”**

When selecting commodities, you can click on “**Show Categories**” to show all NIGP Merchant category codes and browse to the ones you want to select, but entering a **Keyword** and clicking “**Search**” will allow you to find and select categories more quickly.

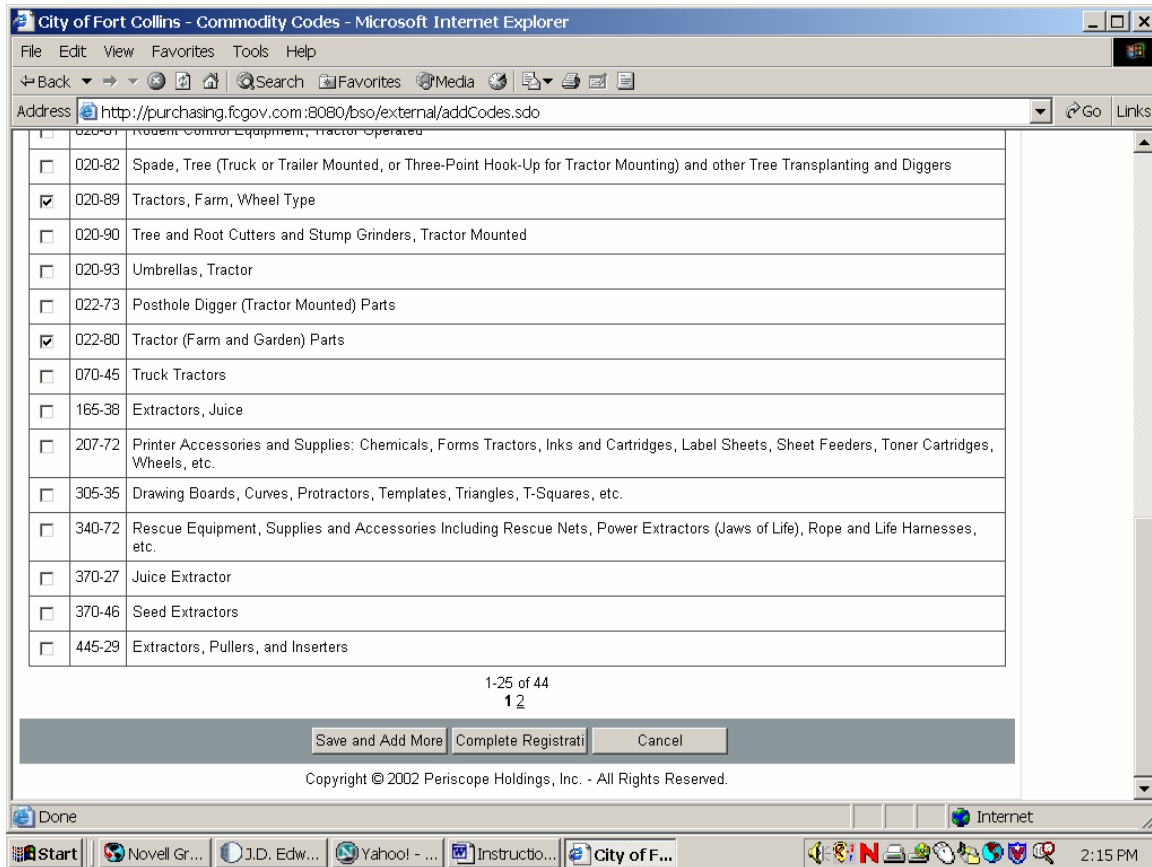
Here’s an example of a “**Show Categories**” search.



Here is an example of a **Keyword** search:



Select commodities by clicking in the box to the left of the commodity number. Click on “**Save and Add More**” at the bottom of the page to select more commodities. Click on “**Complete Registration**” when you have added all your commodities.



**That's it!**

You're done. You will receive email or fax notification when bids are advertised for the commodities you have selected.

Login to the City of Fort Collins BuySpeed site at:

<https://secure2.fcgov.com/purchasing>

Enter your **Login Name** and **Password** to enter the system. The first screen that appears is for **Seller Administration**. You can toggle between the administration screen and postings of open and closed bids or RFPs using the two tabs in the upper right corner, although, for the present, bids and RFPs will not be posted on BuySpeed. Go to the Purchasing page at: <http://www.fcgov.com/purchasing> for current postings.

Once we begin using BuySpeed for bid postings you will be able to view such bids by logging on to your account or by clicking on the **Open Bids** link above the login fields.

Once registered, check you company data and set up your authorized users as needed. Call us (970-221-6775) with any questions you may have.

**Thank you.**