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:

Enter FEIN and Company Name and click "Submit". If you get kicked out of the system at any time during registration, please, DO NOT repeat this step – just log in again using the same password.
Fill out the online application form. Fields marked with an asterisk (*) must be filled out.

Click "Continue Registration" when you are ready to proceed.
Complete the freight terms section and select any of the applicable categories:

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

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

Thank you.