

## Buyspeed Registration Process

1. Go to Buyspeed at <http://www.purchasing.cityofno.com/bs/>.
2. click **“Register”** on home screen as shown below.

The screenshot shows a web browser window with the address bar displaying [www.purchasing.cityofno.com/bs/](http://www.purchasing.cityofno.com/bs/). The page header includes "Welcome To City of New Orleans" and the city's logo. Below the logo, the text reads "CITY OF NEW ORLEANS" and "Mitchell J. Landrieu, Mayor". A navigation menu on the left side contains the following items:

- Register**: Register here to begin using City of New Orleans. Vendors, please read this [disclaimer](#) prior to registering.
- Complete Registration**: Complete registration here to begin using City of New Orleans. Vendors, please read this [disclaimer](#) prior to completing registration.
- Open Bids**: Browse open bid opportunities.
- Active Contracts**: Browse active Contracts/Blankets.
- Contract & Bid Search**: Search for Bids and active Contracts/Blankets.

Below the menu is a login form with fields for "Login ID:" and "Password:", and a "Login" button. A link for "Forgot your password?" is located below the form. At the bottom of the page, the copyright notice reads "© 2016 Periscope Holdings, Inc. All Rights Reserved".

**2. Vendor Information:** Enter basic information about your company. Please complete all required fields, which are indicated by an **asterisk (\*)**. You may leave other fields blank.

**Instructions for International Responders** - If your firm has a non-US address, enter the following placeholder information in required fields

- Country – select **“US-United States of America”**
- City – enter **“New Orleans”**
- Zip – enter **“99999”**
- State / Province – select **“LA”**
- Tax ID – email [Procurement@nola.gov](mailto:Procurement@nola.gov) to request a placeholder Tax ID. We will provide a tax ID **within 2 business days** of receipt of your request.

Also, please provide your address using the following lines:

- Mailing Address Line 1
- Address Line 2
- Address Line 3
- Address Line 4

If you experience problems, email [Procurement@nola.gov](mailto:Procurement@nola.gov) for assistance.



CITY OF NEW ORLEANS  
Michele J. Landry, Mayor

Register - Bejide Legania - [bjlegania@nola.gov](mailto:bjlegania@nola.gov)

Company Information | Administrator | Address | Terms | Categories & Certifications | Commodity/Service Codes | Summary

Company Name*	<input type="text" value="Bejide Legania"/>	Vendor Legal Name*	<input type="text" value="Bejide Legania"/>	Vendor Legal Name Info goes here
Business Description:	<input type="text"/>			
Mailing Address Line 1*:	<input type="text" value="1300 Perdido St."/>			
Address Line 2:	<input type="text"/>			
Address Line 3:	<input type="text"/>			
Address Line 4:	<input type="text"/>			
Country*:	<input type="text" value="US - United States of America"/>			
City*:	<input type="text" value="New Orleans"/>	State/Province*	<input type="text" value="LA"/>	
ZIP*:	<input type="text" value="70112"/>	Country:	<input type="text"/>	
Company Phone*:	<input type="text"/>	Company FAX:	<input type="text"/>	
Company Email*:	<input type="text" value="bjlegania@nola.gov"/>	Tax ID #*:	<input type="text" value="417856845"/>	
Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)? <input checked="" type="radio"/> EIN <input type="radio"/> SSN		Year of Incorporation:	<input type="text" value="0"/>	
State of Incorporation:	<input type="text"/>			
Preferred Delivery Method:	<input type="text" value="Fax"/>			
Would you like to be registered as an emergency supplier in the case of an emergency? <input type="radio"/> Yes <input checked="" type="radio"/> No <small>Note: Emergency suppliers must be available 24 hours a day, 7 days a week.</small>		Ext.:	<input type="text"/>	
Emergency Phone:	<input type="text"/>	Emergency Email:	<input type="text"/>	
Emergency Contact:	<input type="text"/>			
Emergency Info Comment:	<input type="text"/>			

**Input Screen 2 – Contact Person Information:** Enter information of the person who will manage the vendor profile. Use a generic email so other people in your company can access the account if this person leaves the company.

Register - Bejide Legania - blegania@nola.gov ?

Company Information **Administrator** Address Terms Categories & Certifications Commodity/Service Codes Summary

**Administrative User Information**

Salutation:

First Name\*:  Last Name\*:

Job Title\*:  Department:

Email\*:  Phone\*:

Login ID\*:  Confirm Password\*:

New Password\*:  Login Answer\*:

Login Question\*:

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**Input Screen 3a – Address Confirmation:** Confirm the mailing address you registered.

**Optional additional address** - you can add an optional second address for remittances, bids, purchase orders or mail. This is NOT required.

1. To add another address, click **“Add Another Address”** at the bottom.
2. Otherwise, click **“Continue Registration.”**

Register - Bejide Legania - blegania@nola.gov ?

Company Information Administrator **Address** Terms Categories & Certifications Commodity/Service Codes Summary

**Maintain Addresses for: Bejide Legania**

Name	Address Type	Address Information	Status	Default for Type
<a href="#">General</a>	General Mailing Address	Bejide Legania 1300 Perdido St. New Orleans, LA 70112 US Email: blegania@nola.gov Phone: (504)669-0490 FAX: (504)285-7655	Active	Yes

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**Input Screen 3b:** If you add another address, specify the address type and add it to your profile.

Address Book - Bejide Legania

Enter a New Address

Address Type: **No Mailing Address**  
Emergency Mailing Address  
Purchase Order Mailing Address  
Remit Address

Name this Address\*  
Contact Name\*  
Address Line 1\*  
Address Line 2\*  
Address Line 3\*  
Address Line 4\*  
Country\*  
City\*  
State/Province\*  
Zip\*  
County\*  
Phone\*  
Fax\*  
Email\*  
Status: Active  
 Default address for this address type

Save & Add Another Save & Continue Registration Reset Cancel & Continue Registration

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**Input Screen 4 – Payment Terms:** Responders are not required to enter this information.

To skip, click **“Continue Registration.”**

Register - Bejide Legania - bjelegania@nola.gov

Company Information Administrator Address **Terms** Categories & Certifications Commodity/Service Codes Summary

Payment Terms  
Freight Terms  
Shipping Method  
Shipping Terms

Save & Continue Registration Continue Registration

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**Input Screen 5 – Additional Vendor Information:** This screen captures more basic information about your firm like:

1. Company Structure – e.g.) partnership, LLC, corporation, etc. This is required.
2. Disadvantaged business enterprise (DBE) classification, if applicable. This is optional.
3. Optional demographical information (race, gender). This is optional.

Register - Bejide Legania - bjelegania@nola.gov

Company Information | Administrator | Address | Terms | **Categories & Certifications** | Commodity/Service Codes | Summary

**Category: OWNERSHIP**

Description: Type of Business Ownership

Please select exactly one category value

Select

<input type="checkbox"/>	PRIVATE/PUBLIC INSTITUTION
<input type="checkbox"/>	CORPORATION
<input type="checkbox"/>	GOVERNMENT AGENCY
<input type="checkbox"/>	JOINT VENTURE
<input type="checkbox"/>	LIMITED LIABILITY COMPANY/CORPORATION
<input type="checkbox"/>	LIMITED LIABILITY PARTNERSHIP
<input type="checkbox"/>	PARTNERSHIP
<input type="checkbox"/>	SOLE PROPRIETORSHIP

Notes:

**Category: DISADVANTAGED BUSINESS ENTERPRISE**

Select

<input type="checkbox"/>	NO DBE certified other
<input type="checkbox"/>	YES - OTHER
<input type="checkbox"/>	YES-DBE certified CHONAOB/SWB

Notes:

**Category: Optional Information to be Used for Statistical Record Keeping Only**

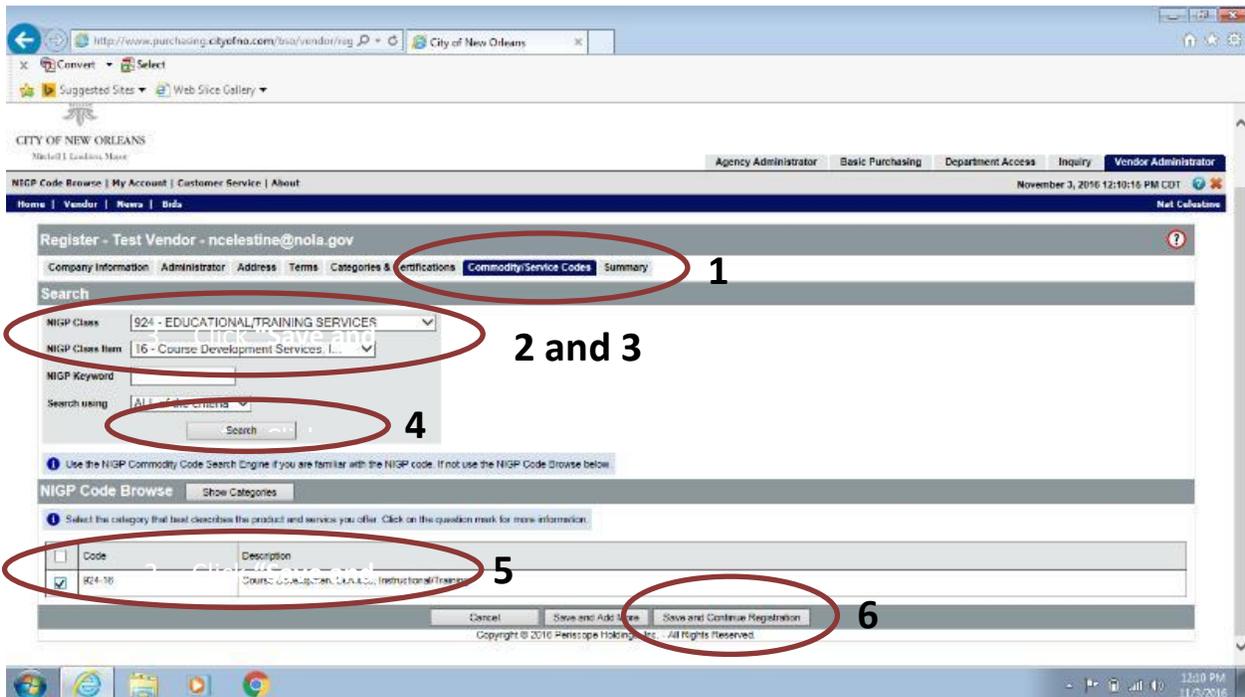
Please select at most one category value

Select

<input type="checkbox"/>	African-American
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**Input Screen 6 - National Institute of Governmental Purchasing (NIGP) Code** – Please classify your business according to the type of goods and/or services you offer. The City uses this information to notify you of future procurements for which your firm may be qualified to respond.

1. Select **Commodity Service Codes** from the top menu bar
2. For NGIP Class – choose **“924 – EDUCATIONAL TRAINING SERVICES”** from the drop down menu
3. For NGIP Class Item – choose **“16 – Course Development Services”** from the drop down menu
4. Click **“Search”**
5. Check the box to the left of 924-16 in the search results below
6. Click **“Save and Continue Registration”**



## Input Screen 7 – Summary:

1. Verify that the information you entered is correct
2. If you omitted a required field on a previous screen, you will get a validation error
3. Update missing and incorrect information
4. Click **“Complete Registration”** at the bottom

You’re registered in Buyspeed with the City of New Orleans.

Keep your login information in an easily accessible place. If you lose your login information, email [purchasing@nola.gov](mailto:purchasing@nola.gov) to update your account or to reset your password.

Register - Bejide Legania - bjlegania@nola.gov ?

Company Information | Administrator | Address | Terms | Categories & Certifications | Commodity/Service Codes | Summary

Company Information

Vendor ID:	00034377	Alternate ID:	Bejide Legania	Company Name:	Bejide Legania
Status:	Active	Status Change Reason:		Tax ID#:	417856945
Tax ID Type:	EIN	Incorporation Details - State:		Year of Incorporation:	0
Business Description:		Preferred Delivery Method:		Fax:	
Emergency supplier:	No			Vendor Email:	bjlegania@nola.gov
Emergency Phone:					
Emergency Contact:					
Emergency Email:					
Emergency Info Comment:					

Users Information

Login ID	First Name	Last Name	Status	Roles
bjlegania	Bejide	Legania	Active	Seller Seller Administrator

Address Information

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	Bejide Legania 1330 Perdido St New Orleans, LA 70112 US Email: bjlegania@nola.gov Phone: (504)668-0490 FAX: (504)265-7855	Active	Yes

Commodity Codes and Services Information

Code	Description	Date Added
208-37	Database Software	10/27/2016
208-39	Desktop Publishing	10/27/2016

Terms

Payment Terms: N/A  
 Freight Terms: N/A  
 Shipping Method: N/A  
 Shipping Terms: N/A

Categories & Certifications