


# BuySpeed Electronic Submittal Instructions

These instructions are for uploading electronic attachments to a BuySpeed solicitation. The process is not intuitive, and the nomenclature of the system can sometimes be misleading. There are also a number of fields that are not necessary for City of Portland submittals, so these instructions will highlight only those fields that are necessary for City submittals. Please plan at least 30 minutes to submit your proposal, and when possible, submit your bid at least one business day before it is due.

**Step 1:** log in to the BuySpeed system. <https://procure.portlandoregon.gov>. Make sure you are in the “seller” not the “seller admin” role by clicking on this icon on the top right corner of the page:  and select “seller.”

Then navigate to the solicitation number. Click the solicitation number link to open the solicitation page containing a summary of the solicitation information. The resulting page should look similar to the image below.

Bid Solicitation: 00000694

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### Header Information

<b>Bid Number:</b>	00000694	<b>Description:</b>	SUBMITTAL UPLOAD INSTRUCTIONS	<b>Bid Opening Date:</b>	09/20/2017 12:00:00 PM
<b>Purchaser:</b>	Jeff Blade	<b>Organization:</b>	City of Portland		
<b>Department:</b>	GOODSANDSERVICES - Goods & Services	<b>Location:</b>	GS - Goods & Services		
<b>Fiscal Year:</b>	17	<b>Type Code:</b>	04 - G&S RFP	<b>Allow Electronic Quote:</b>	Yes
<b>Alternate Id:</b>		<b>Required Date:</b>		<b>Available Date :</b>	09/19/2017 02:27:17 PM
<b>Info Contact:</b>	Contact Jeff Blade at (503)823-6858	<b>Bid Type:</b>	OPEN	<b>Informal Bid Flag:</b>	No
<b>Purchase Method:</b>	Open Market				

**Pre Bid Conference:** None.

**Bulletin Desc:** Electronic submittal upload instructions.

<b>Ship-to Address:</b>	Please See Solicitation Documents City of Portland Portland, OR 97204 US Email: test@periscopeholdings.com Phone: (123)456-7890	<b>Bill-to Address:</b>	Please See Solicitation Documents City of Portland Portland, OR 97204 US Email: test@periscopeholdings.com Phone: (123)456-7890	<b>Print Format:</b>	
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**File Attachments:** [Instruction.txt](#)

**Form Attachments:**

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### Item Information

**Item # 1: ( 918 - 58 ) SUBMITTAL UPLOAD INSTRUCTIONS**

NIGP Code: 918-58  
Governmental Consulting

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each				

<b>Manufacturer:</b>	<b>Brand:</b>	<b>Model:</b>
<b>Make:</b>	<b>Packaging:</b>	

Print Page

Create Quote

Bid Q & A

Exit

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**Step 2:** Click the “Create Quote” button at the bottom of the page to start the quote wizard. “Quote” is a generic term in the BuySpeed environment for a solicitation submittal. City solicitation documents generally refer to submittals as “**Bid**”, “**Proposal**”, or “**Quote**”, depending on the type of solicitation.


**Item # 1: ( 918 - 58 ) SUBMITTAL UPLOAD INSTRUCTIONS**

NIGP Code: 918-58  
Governmental Consulting

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate
1.0		EA - Each		

Manufacturer: Brand:  
Make: Packaging:

[Print Page](#) [Create Quote](#) [Bid Q & A](#) [Exit](#)



**Step 3:** The screen will open to the “General” tab. If you would like to insert contact info or comments for your own reference, you can do that in the appropriate boxes, but additional information in this tab is not required. Click the “Save & Continue” button when ready to move to the next step.

### New Quote

[General](#) [Items](#) [Questions](#) [Subcontractors](#) [Notes](#) [Terms & Conditions](#) [Attachments](#) [Summary](#) [Back to Bid](#)

Quote #: Bid #: **00000694**

Organization: City of Portland

Status: In progress

Description\*: SUBMITTAL UPLOAD INSTRUCT x

Delivery Days: 0

Discount Percent: 0.0 %

Is "No Bid": ☐

Alternate Bid: ☐

Shipping Terms:

Freight Terms:

Ship Via Terms:

Payment Terms:

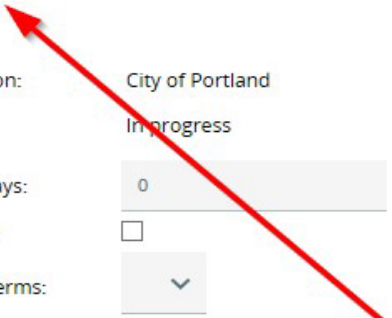
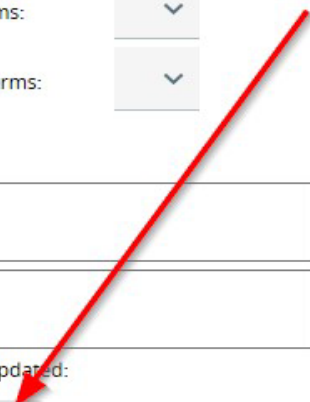
Promised Date: (MM/DD/YYYY)

Info Contact:

Comments:

Date Last Updated: User Last Updated:

[Save & Continue](#)

**Step 4:** You'll now see a warning at the top of the page stating that the terms and conditions are not acknowledged. Ignore that for now as the error will be addressed in Step 6.

Quote Validation Errors

Terms & Conditions is not acknowledged.

Quote Validation Warnings

Your quote has not been submitted.

Quote 00000939 - Magic Nose Goblins Inc

General

Items

Questions

Subcontractors

Notes

Terms & Conditions

Attachments

Summary

Back to Bid

Other Quotes for this bid by the same vendor: 00000938

Quote #:

00000939

Bid #:

00000694

Organization:

City of Portland

Status:

In progress

Description\*:

SUBMITTAL UPLOAD INSTRUCTIONS

Delivery Days:

0

Discount Percent:

0.0

%

Is "No Bid":

☐

Alternate Bid:

☐

Shipping Terms:

▼

Freight Terms:

▼

Ship Via Terms:

▼

Payment Terms:

▼

Promised Date:

(MM/DD/YYYY)

Info Contact:

Comments:

Date Last Updated:

09/20/2017 10:56:06 AM

User Last Updated:

Stimpson J Cat

Save & Continue

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**Step 4a:** Click the “Items” tab. This tab is important because there are fields here that must be completed in order to submit a quote.

Quote 00000939 - Magic Nose Goblins Inc

General **Items** Questions Subcontractors Notes Terms & Conditions Attachments Summary [Back to Bid](#)

**General** Notes

Sort by Column: Print Sequence ☐ Sort Descending

Item #	Print Sequence	Questions Exist	Description	Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachment (s)
1	1.0	No	SUBMITTAL UPLOAD INSTRUCTIONS	1.0	EA	0.00	0.0		0.00	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Alternate Description : <input type="text"/>													
											Quote Response Total \$0.00		

**Step 5b:** Enter the total amount from your bid, quote or proposal, in the “Unit Cost” field. If your submittal does not include a total amount, use \$10 as the value. After entering an amount, click the “Save & Continue” button.

Item #	Print Sequence	Questions Exist	Description	Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachment (s)
1	1.0	No	SUBMITTAL UPLOAD INSTRUCTIONS	1.0	EA	750000.00	0.0		0.00	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Alternate Description : <input type="text"/>													
											Quote Response Total \$0.00		

**Save & Continue**

! Discount only quotes indicate discount amount off of list catalog price.

**Step 5c:** Both the “No Bid” and “No Charge” checkboxes should be cleared, and the “Quote Response Total” has been calculated. Uncheck each checkbox if still checked.

Description	Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
SUBMITTAL UPLOAD INSTRUCTIONS									
	1.0	EA	750000.00	0.0	▼	0.00	\$750000.00	<input type="checkbox"/>	<input type="checkbox"/>
							Quote Response Total	\$750000.00	

**Step 6a:** Click the “Terms & Conditions” tab.

Click the “Yes” radio button to accept the terms and conditions of the solicitation, and then click the “Save & Continue” button.

### Quote 00000939 - Magic Nose Goblins Inc

General Items Questions Subcontractors Notes **Terms & Conditions** Attachments Summary [Back to Bid](#)

The following list constitutes all the attachments for the bid which may include supplemental terms and conditions.

File Name	Description	File Size
Instruction.txt <a href="#">(view details)</a>	This instruction is for uploading submittal documents electronically in BuySpeed.	81 bytes

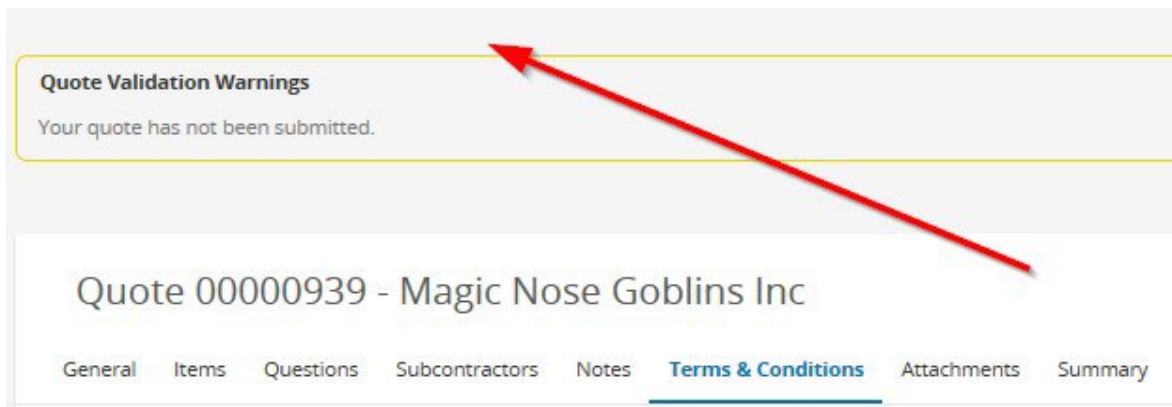
Do you accept the terms & conditions of the bid?

☒ Yes ☐ Yes with exceptions ☐ No

If you do not fully accept the terms & conditions, please note the exceptions below:

[Save & Continue](#)

**Step 6b:** You'll see that the terms & conditions warning message is gone.

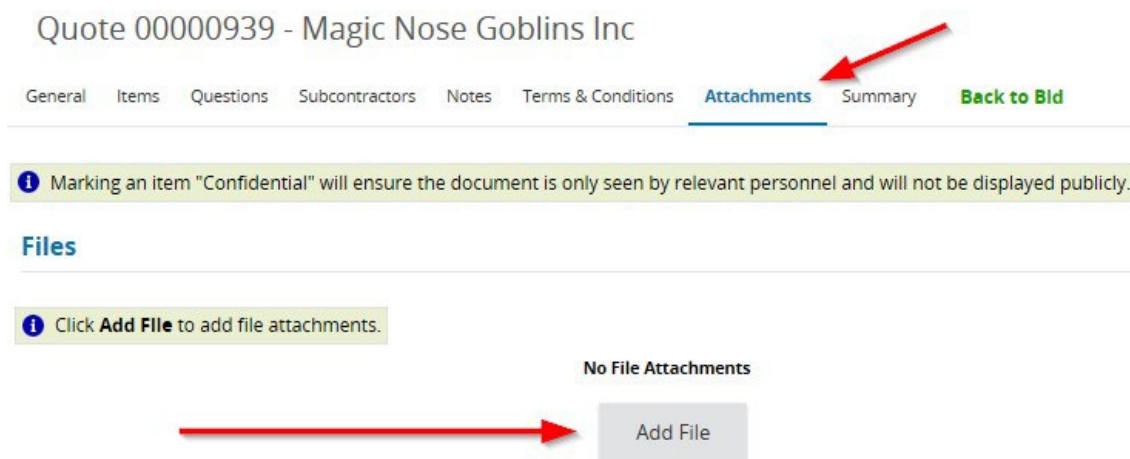


**Quote Validation Warnings**  
Your quote has not been submitted.

Quote 00000939 - Magic Nose Goblins Inc

General Items Questions Subcontractors Notes **Terms & Conditions** Attachments Summary

**Step 7a:** Click the "Attachments" tab. Then click the "Add File" button.



Quote 00000939 - Magic Nose Goblins Inc

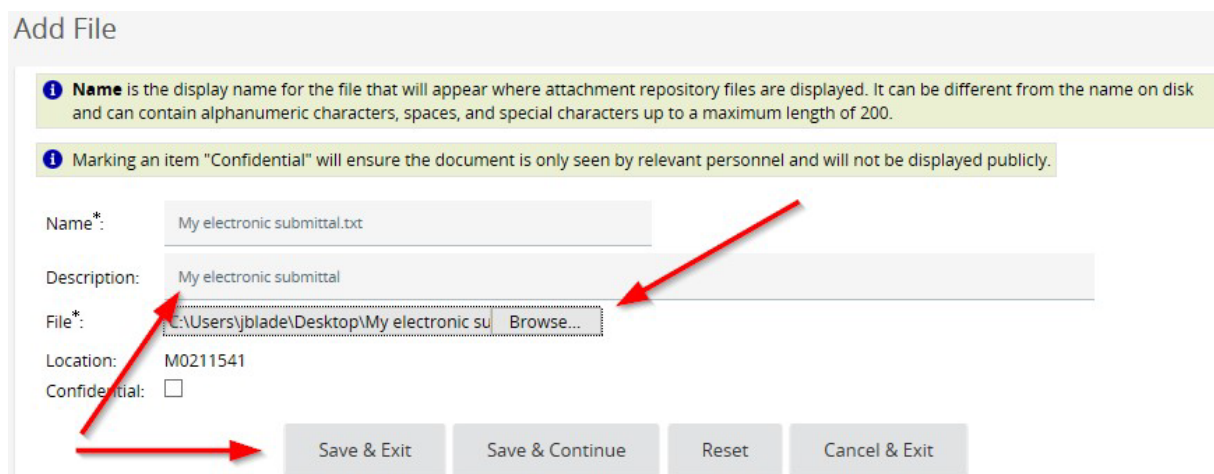
General Items Questions Subcontractors Notes Terms & Conditions **Attachments** Summary [Back to Bid](#)

**Files**

**No File Attachments**

**Add File**

**Step 7b:** Type a description for the file in the "Description" field. Then click the "Browse..." button and navigate to the file location. When the file is attached, click the "Save & Exit" button to upload it. Repeat this as necessary for any additional files.



**Add File**

**Name** is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Name\*: My electronic submittal.txt

Description: My electronic submittal

File\*: C:\Users\blade\Desktop\My electronic su **Browse...**

Location: M0211541

Confidential: ☐

**Save & Exit** **Save & Continue** **Reset** **Cancel & Exit**

**Step 7c:** After a document is uploaded, it will appear with its details under the “Attachments” tab.

The number in parentheses appended to the tab label denotes how many files have been uploaded.

You can also delete files by clicking the “Delete” checkbox next to the appropriate file and then clicking the “Save & Continue” button.

Quote 00000939 - Magic Nose Goblins Inc

General Items Questions Subcontractors Notes Terms & Conditions **Attachments(2)** Summary [Back to Bid](#)

**1** Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

**Confirmation Messages**

Changes saved successfully.

**Files**

Name	Description	Confidential	Order	Attached By	Attached Date	Delete
<a href="#">My submittal.txt</a> <a href="#">(view details)</a>	First doc	<input type="checkbox"/>	1	Stimpson J Cat	09/20/2017	<input type="checkbox"/>
<a href="#">Attachment.txt</a> <a href="#">(view details)</a>	Second doc	<input type="checkbox"/>	2	Stimpson J Cat	09/20/2017	<input type="checkbox"/>

[Save & Continue](#) [Add File](#)

**Step 8:** Click the “Summary” tab, and then click the “Submit Quote” button to complete the quote process.

**Note:** If this last step is NOT completed, the quote will not have been submitted.

Quote 00000939 - Magic Nose Goblins Inc

General Items Questions Subcontractors Notes Terms & Conditions Attachments(2) **Summary** Back to Bid

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**Header Information**

<b>Quote #:</b>	00000939	<b>Bid #:</b>	00000694	<b>Status:</b>	In progress
<b>Organization:</b>	City of Portland				
<b>Description:</b>	SUBMITTAL UPLOAD INSTRUCTIONS	<b>Delivery Days:</b>	0	<b>Discount Percent:</b>	0.0
<b>Bid Flag:</b>		<b>Alternate Bid:</b>	No	<b>Shipping Terms:</b>	
<b>Freight Terms:</b>		<b>Ship Via Terms:</b>		<b>Payment Term:</b>	
<b>Promised Date</b>		<b>Info Contact:</b>		<b>Quote Total</b>	\$750,000.00
<b>Comment:</b>	Second quote.	<b>User Last Updated:</b>	Stimpson J Cat		
<b>Date Last Updated:</b>	09/20/2017 11:26:04 AM				

**Vendor accepts the terms & conditions with no exceptions.**

**Bid Acknowledgements:**

Document	Amendment Note	Notifications	Acknowledged Date/Time
Amendment 1	Bid amendment 1. Header 1. Bid Opening Date changed from "09/20/2017 12:00:00 PM" to "09/20/2017 04:00:00 PM". Enrollment Date Changes:	Ready to send to : test@periscopeholdings.com at 09/20/2017 12:22:44 PM	

**Attachments**

**Agency Files:**

**Agency Forms:**

**Vendor Files:** My submittal.txt Attachment.txt

**Vendor Forms:**

**Item Information**

**Print Sequence # 1.0 : ( 918 - 58 ) SUBMITTAL UPLOAD INSTRUCTIONS**

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachment(s)
1.0	EA	\$750,000.00	0.0%	0.0%	\$0.00	\$750,000.00	No	No	No

Print Submit Quote Cancel Quote