

BuySpeed

Vendor

Guidelines



VIRGINIA BEACH CITY PUBLIC SCHOOLS
CHARTING THE COURSE

Office of Purchasing Services
(757) 263-1175

Table of Contents

BUYSPEED LANDING PAGE	3
About.....	3
General.....	3
LOGGING INTO BUYSPEED	4
General.....	4
Procedures.....	4
CHANGING YOUR PASSWORD	5
General.....	5
Procedures.....	5
APPLICATION BASICS	6
Home Page.....	7
DOWNLOADING AWARDED PURCHASE ORDERS	8
General.....	8
Procedures.....	8

BUYSPEED LANDING PAGE

About

BuySpeed provides access to users and approvers allowing requisition entry, document tracking, and easy purchasing. Features:

- Redesigned user interface
- Easier to use catalog
- Faster searches
- Open market purchase requisitions, payment requests, and releases from blanket PO's.
- Direct ordering via a punch-out to vendor eCommerce sites
- Purchase Order receipts

General

There are configurable areas (boxes) which allows the Office of Purchasing Services to display short bulletins, or important links. While you may still find this information on the BuySpeed intranet page, the ability to see links and updates before logging in provides a time management benefit to BuySpeed users.

The Red box, Browse by Category, is explicitly for vendor use. This is where vendors will register with BuySpeed and see open Bids.

The Yellow box, Public Bulletins, is for everyone's use. This is where notifications will go of a public nature.


The Purple box, Important Links, is for everyone's use. This is where links of varying nature will get posted. Simply click on the link and you will be redirected.

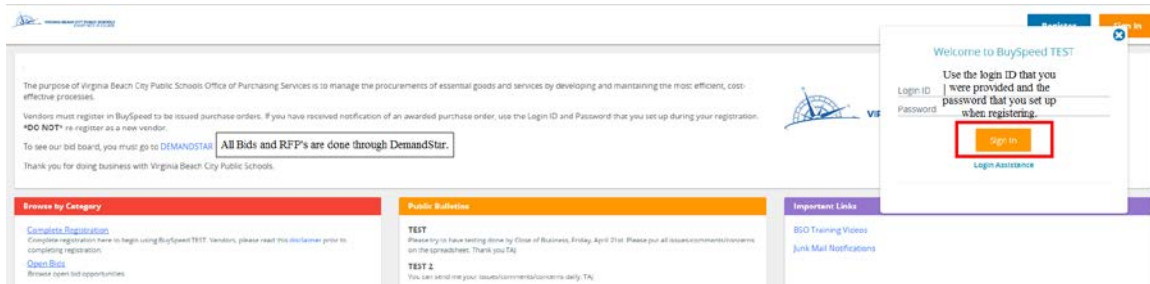
LOGGING INTO BUYSPEED

General

When working in BuySpeed, it is required to use your personalized log-on each time that you want to work in the program. Using a password is a safeguard to protect each person when working in the system.

Procedures

1. Open Internet Explorer, go to www.vbschools.com > Quick Links > Purchasing & Bids*
2. Click on this button: 
3. On the BuySpeed Landing Page there is a “Sign In” button at the top right corner. Click it and you see the “login” screen with blank lines for a Login ID and password



4. Enter your login ID that you were provided and the password that you set up when registering
 - **DO NOT** attempt to re-register if you have a login ID
5. Click on “Sign In” and you will now be on your Home Page

*All Bids and RFPs are currently done through DemandStar. Clicking on the blue link on the login page will take you directly to the page.

If you need further assistance, please contact The Office of Purchasing Services at 757-263-1175, and you will be directed to the appropriate staff member.

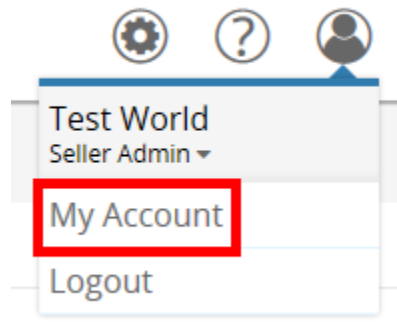
CHANGING YOUR PASSWORD

General

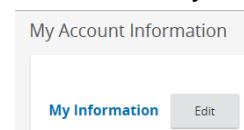
Passwords expire every 90 days, but can be changed any time you deem appropriate. All passwords must have a minimum length of 8 characters, maximum length of 50, and contain at least three of the following 4 types of characters: upper case letters, lower case letters, numbers, or symbols. If your current password does not meet this criterion, you will be prompted to change it the first time you log on.

Procedures

1. Once you are logged in to BuySpeed, you can change your password by clicking on the person icon and then *My Account*



2. Once you click on *My Account*, click on the *Edit* button located next to “My Information”
3. Once you are in the edit screen, you can now change your password
 - The full name or network user ID may not be contained anywhere in the password
4. Once you change your password, you can now click on *Save & Exit*.
 - Login Question and Login Answer are required fields and used for the Change Password process
5. It will bring you to the *My Account* screen where you click on *Exit* to bring you back to the main screen



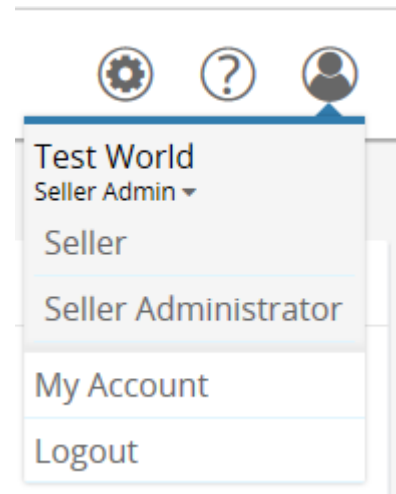
CHANGING YOUR USER ROLE

General

When a vendor is added to BuySpeed, they will have one user who has been setup to maintain the account. More can be added from the vendor maintenance page by filling in the required information and choosing the user's role: Seller Administrator and/or Seller. BuySpeed will always open to the last user role you were in.

Procedures

1. Once logged in to BuySpeed, you can change your user role by clicking on the person icon and then clicking the dropdown arrow to expand the user role field under your name
2. Once expanded, click on the desired role
 - a. Seller Administrator – Can maintain organization information and can maintain and add users to the seller account
 - b. Seller – Can view and respond to bids, view, acknowledge, and print purchase orders and change orders, and create invoices (VBCPS currently does not allow this feature)
3. The page will blink and then provide the level of access based on the selected role

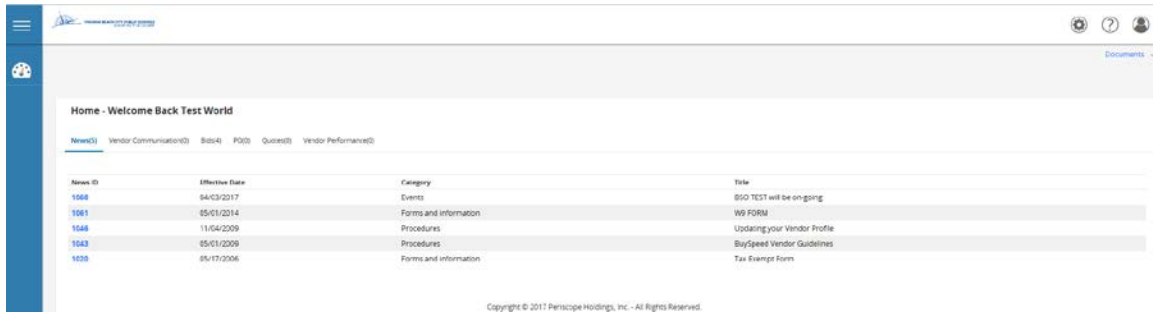



APPLICATION BASICS




Home Page

After logging in to the system, your home page appears. This is the Control Center for all documents pertaining to you and your organization, and the main menu from which these documents will be viewed and maintained.

On this screen you will see any pending documentation that requires your immediate attention. The number in each box is the number of documents waiting for your attention. Also, any News & Information regarding your local BuySpeed system (i.e.: “servers will be down tonight.”) will be displayed below the boxes under the heading News. Clicking on any document’s tab will take you to a page for that document type, showing statuses of documents as well as the number in each status.



- **Home icon**  - will return you to the opening home screen when you logged into BuySpeed


	Settings – Advanced Search and Reports
	Help – View About BuySpeed, User Manual, NIGP Code Browse
	Account – View and edit your account information and Log Out of BuySpeed.

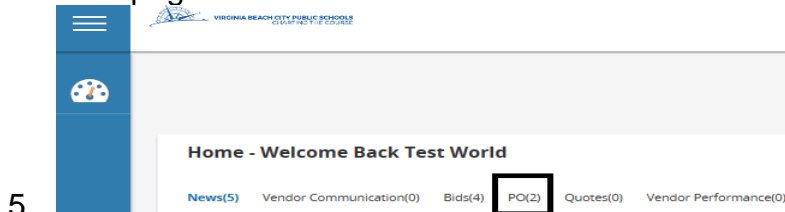
DOWNLOADING AWARDED PURCHASE ORDERS


General

When Virginia Beach City Public Schools has awarded a purchase order to your company AND you have made your preferred delivery method “e-mail,” you will receive an email notification from BuySpeed that will prompt you to login and download the PDF version of the purchase order. Make sure your user profile role is set to SELLER. See page 6 for directions.

Procedures

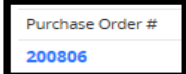
1. Open Internet Explorer, go to www.vbschools.com > Quick Links > Purchasing & Bids, or click the link provided in your email - if so, skip to step #3
2. Click on this button: 
3. Login using your log in/password
4. From your homepage click on the PO tab



5. 
6. From the Purchase Orders / Change Orders (Un-Acknowledged) section you will see a list of any purchase orders that have not previously been reviewed; click on the purchase order number to open the order details

Purchase Orders / Change Orders (Un-Acknowledged)

Purchase Order #	Organization	Purchase Order Date
200806	Virginia Beach	05/02/2017

7. 
8. You must acknowledge receipt of the purchase order before you can view the details. To acknowledge the purchase order:
 - i. Check the box marked “I’m acknowledging receipt of this purchase order”. If you are not acknowledging receipt, leave the box unchecked
 - ii. Check the box marked “Notify requestor of receipt of the order” if you want an email to be sent to the document requestor. If you do not want to send the notification, leave the box unchecked
 - iii. Click Proceed to view the purchase order. You may be required to acknowledge receipt of the purchase order prior to viewing it

Download Acknowledgement

- I am acknowledging receipt of this purchase order.
- Notify requestor of receipt of this purchase order.

Proceed

Cancel & Exit

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9. This purchase order detail page shows the customer’s billing and shipping information, as well as a list of the products they ordered from you
10. You can review it on the screen, or print a hard copy by clicking on the Print button at the bottom of the page