



BuySpeed e-Procurement Solutions
Quick Reference Guide

March 2023

[Port Houston's BuySpeed eProcurement Solution](#)

Welcome to BuySpeed

BuySpeed is an Internet-enabled application that provides decentralized Purchasing functionality specifically designed for government agencies.

- 1) Expedite work by increasing efficiency and speed with sourcing, routing, and record retention.
- 2) Centralize vendors, increase Bid awareness/access, and increase transparency.



Benefits of BuySpeed

BuySpeed offers numerous benefits to sellers including:

- Electronic Notifications both Internal and External.
- Enhanced Vendor profiles.
- Seller Administration role at the vendor level offering controls.
- Electronic purchase order submission sent to the supplier.
- Time stamps of the process on approving time and date.
- Ad hoc reporting capabilities.



Benefits of BuySpeed

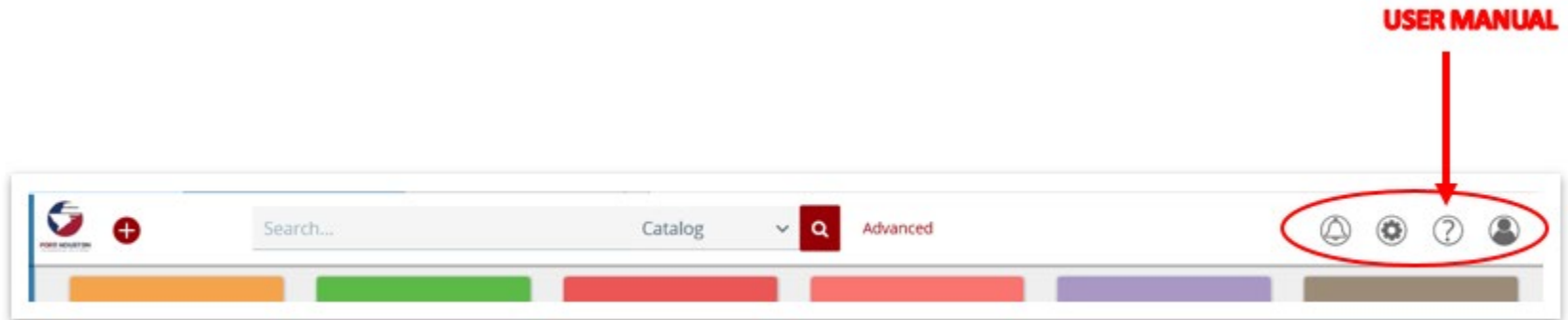
BuySpeed benefits (continued):





- Advance searches on bids, commodity codes, items, purchase orders, requisitions.
- Proxy capability for approvers.
- BuySpeed electronic manual can be viewed on the system.
- NAICS to NIGP crossover walk for suppliers for conversion assistance.
- News alerts for Vendors and PHA staff.



Application Basics

- BuySpeed was designed to put the information you need right at your fingertips in in an easy-to-use format.
- There are several key icons in the navigation menu:



	Alerts – View Events, Reminders, and System Messages.
	Settings – Access User Dashboard, Reports, Vendor Notification, Form Builder, Dashboard Reporting, and AdHoc Reporting.
	Help – View About BuySpeed, User Manual, and access Customer Service and NIGP Code Browse.
	Account – View and edit your account information, select your User Role, and Log Out of BuySpeed.

Accessing the BuySpeed Manual

The BuySpeed User Manual:

- can be accessed anytime from the system.
- provides step-by-step instructions to guide you through any task in BuySpeed.
- includes a hyperlinked Table of Contents that will navigate users to a desired section in one click.



Section hyperlink Click here to navigate to this section of the manual


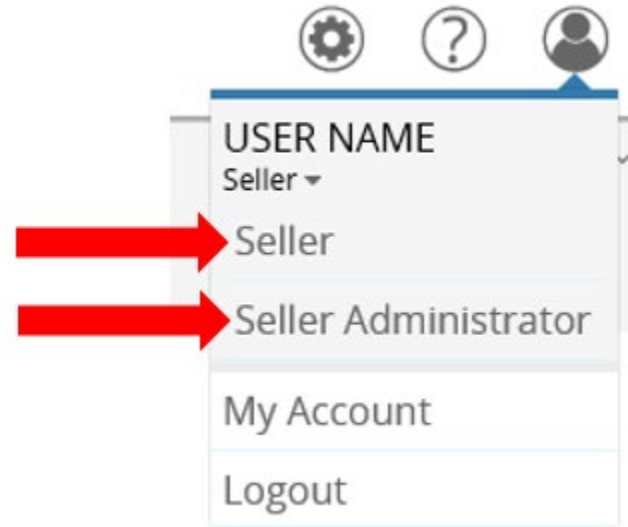


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Application Basics



- Role tabs are located in the upper-right corner of the header as indicated above, represented by a silhouette of a person.
- If you have multiple roles within BuySpeed (for example you are a “Seller” as well as a "Seller Administrator" for your company), both role tabs will show.
- Click on the tabs to switch between roles.

Application Basics

“Seller Administrator” and “Seller” Roles Defined



There are two seller (vendor) roles in BuySpeed.

Role #1

The "Seller Administrator"

Has an organization maintenance focus.

The "Seller Administrator" has the ability to:

- Upload administrative documents such as the W-9
- Add/deactivate users
- Change passwords
- Assign roles to company users



Role #2 – The “Seller”

Has a purchasing information focus.

The “Seller” has the ability to:

- View Formal Solicitations and Amendments
- View and electronically submit or modify Informal Quotes
- Attach documents to electronically submitted Informal quotes
- Accept Purchase Order and Contract Documents



SELLER

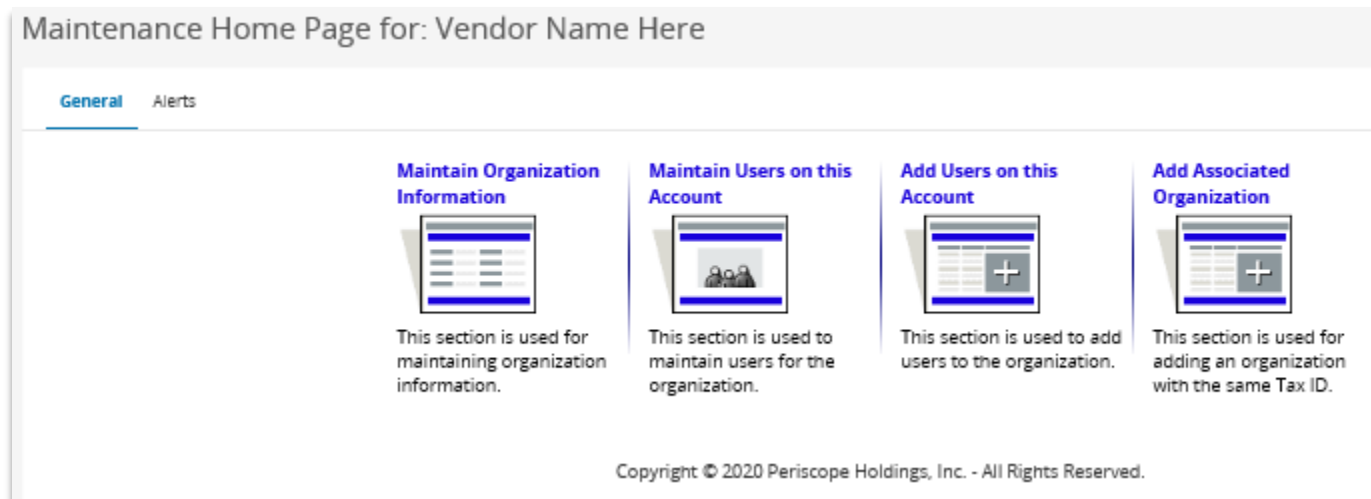
Role #1
“Seller Administrator”
Organizational Maintenance



SELLER ADMIN: Maintenance Home Page

The "Seller Administrator" can maintain organization information and user profiles.

The "Seller Administrator" *Maintenance* Home Page appears as follows:



SELLER ADMIN: Maintain Organization Information

This option allows you to maintain all of the organization's information, as registered with PHA. This includes addresses, links, terms, categories, and commodities.

Maintenance Home Page for: Vendor Name Here

[General](#) [Alerts](#)

Maintain Organization Information
This section is used for maintaining organization information.

Maintain Users on this Account
This section is used to maintain users for the organization.

Add Users on this Account
This section is used to add users to the organization.

Add Associated Organization
This section is used for adding an organization with the same Tax ID.

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SELLER ADMIN: Maintain General Organization Information

This option allows you to maintain all of the organization's default information including business description.

Maintain Organization Information for: Vendor Name Here

Maintain General Organization Information
This section is used for maintaining general organization information.

Maintain Addresses
This section is used to maintain addresses.

Maintain Commodity Codes & Services
This section is used to maintain commodity codes and services.

Maintain Regions
This section is used to maintain regions.

Maintain Terms and Categories
This section is used to maintain terms and categories.

Maintain Quote Attachment Repository
This section is used to maintain files in the quote attachment repository.

Credit Memo List
This section is used to view credit memos.

Exit

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SELLER ADMIN: Maintain General Organization Information (continued)

You may enter or update your profile or upload documents such as your W-9

Maintain General Organization Information

Vendor ID: 00906661
Company Name*: Vendor Name Here Vendor Legal Name*: Vendor Name Here
DBA for Vendor:
Tax ID #*: 123456789 Country Code for Tax ID*: US - United States of America

Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?
 EIN SSN

Incorporation Details: State: Year of Incorporation: 0

Business Description:
Preferred Delivery Method: Email

Vendor Email: rmuniz@porthouston.com
Vendor Fax:

Emergency Supplier:
 Yes No

Emergency Phone*: Ext.:
Emergency Contact Name*:
Emergency Email*:
Emergency Info Comment:

User Last Updated: USER NAME
Date Last Updated: 04/16/2020 09:36:25 AM

Attachments

No Attachments

File: Browse...
Description:
Upload

Forms

Click Add Form to add form attachments.

No Form Attachments

Add Form Save & Exit Save & Continue Reset Cancel & Exit

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SELLER ADMIN: How to upload your W-9

1. Click the “Choose File” button located within the “Attachments” section (on the bottom/center section of the page) to locate your W-9 file. Next select Open.
2. Click Upload button within the “Attachments” section.
3. Click the “Save & Exit” button at the bottom of the page.

The screenshot displays the 'Maintain General Organization Information' page. The 'Attachments' section is highlighted with a black oval. Three arrows point to the 'Choose File', 'Upload', and 'Save & Exit' buttons. The 'Choose File' button is highlighted in red, the 'Upload' button is highlighted in blue, and the 'Save & Exit' button is highlighted in orange. The 'Attachments' section shows 'No Attachments' and a 'File:' field with a 'Choose File' button and a 'Description:' field. The 'Forms' section shows 'No Form Attachments' and a 'Click Add Form to add form attachments.' button. The bottom of the page has a navigation bar with buttons for 'Add Form', 'Save & Exit', 'Save & Continue', 'Reset', and 'Cancel & Exit'. The copyright notice at the bottom reads 'Copyright © 2016 Percepsio Holdings, Inc. - All Rights Reserved.'

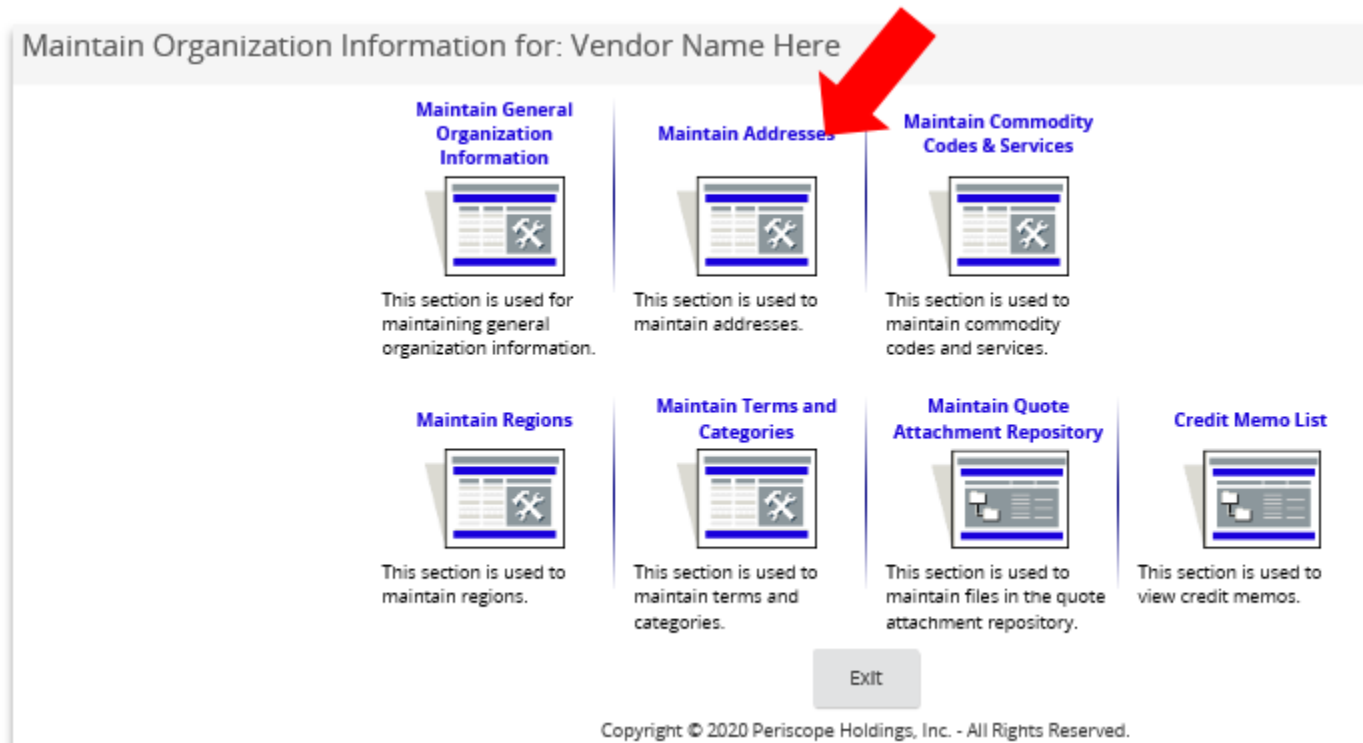
Step #1 Click “Choose File”

Step #2 Click “Upload”

Step #3 Click “Save & Exit”

SELLER ADMIN: Maintain Addresses

This option allows you to maintain, add, or remove the organization's various addresses that are registered with PHA.



Maintain Organization Information for: Vendor Name Here

Maintain General Organization Information
This section is used for maintaining general organization information.

Maintain Addresses
This section is used to maintain addresses.

Maintain Commodity Codes & Services
This section is used to maintain commodity codes and services.

Maintain Regions
This section is used to maintain regions.

Maintain Terms and Categories
This section is used to maintain terms and categories.

Maintain Quote Attachment Repository
This section is used to maintain files in the quote attachment repository.

Credit Memo List
This section is used to view credit memos.

Exit

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SELLER ADMIN: Maintain Addresses

- To edit an existing address, click on the hyperlink under the “Name” column of the address you wish to modify.
- When an address needs to be added, click the “Add Another Address” button.

Maintain Addresses for: Vendor Name Here

Name ↕	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	USER CONTACT NAME 12345 Vendor address here City, TX 12345 US Email: rmuniz@porthouston.com Phone: (123)456-7890	Active	Yes

[Add Another Address](#) [Exit](#)

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SELLER ADMIN: Maintain Addresses

Add a new address by completing the fields and click “Save”. An asterisk identifies required fields. Fields without an asterisk are optional entry fields.

Address Entry Notes:

- Address Type: Select the type of address (defaulted to emergency mailing address, remittance.) Note: if you do not make a selection, the address type will be defaulted to emergency address.
- Address Name: Enter a descriptive name for the address (i.e. Corporate, Bids, POs, etc.)

Address Book - Vendor Name Here

Enter a New Address

Address Type: Emergency Mailing Address ▾

Name this Address*:

Contact Name*:

Address Line 1*:

Address Line 2:

Address Line 3:

Address Line 4:

Country*: US - United States of America ▾

City*: State/Province*:

ZIP*: County:

Phone*: Ext:


Toll Free: Mobile:

Fax: Email*:

Id: 0 Alternate Id:

Status: Active ▾ Web Address:

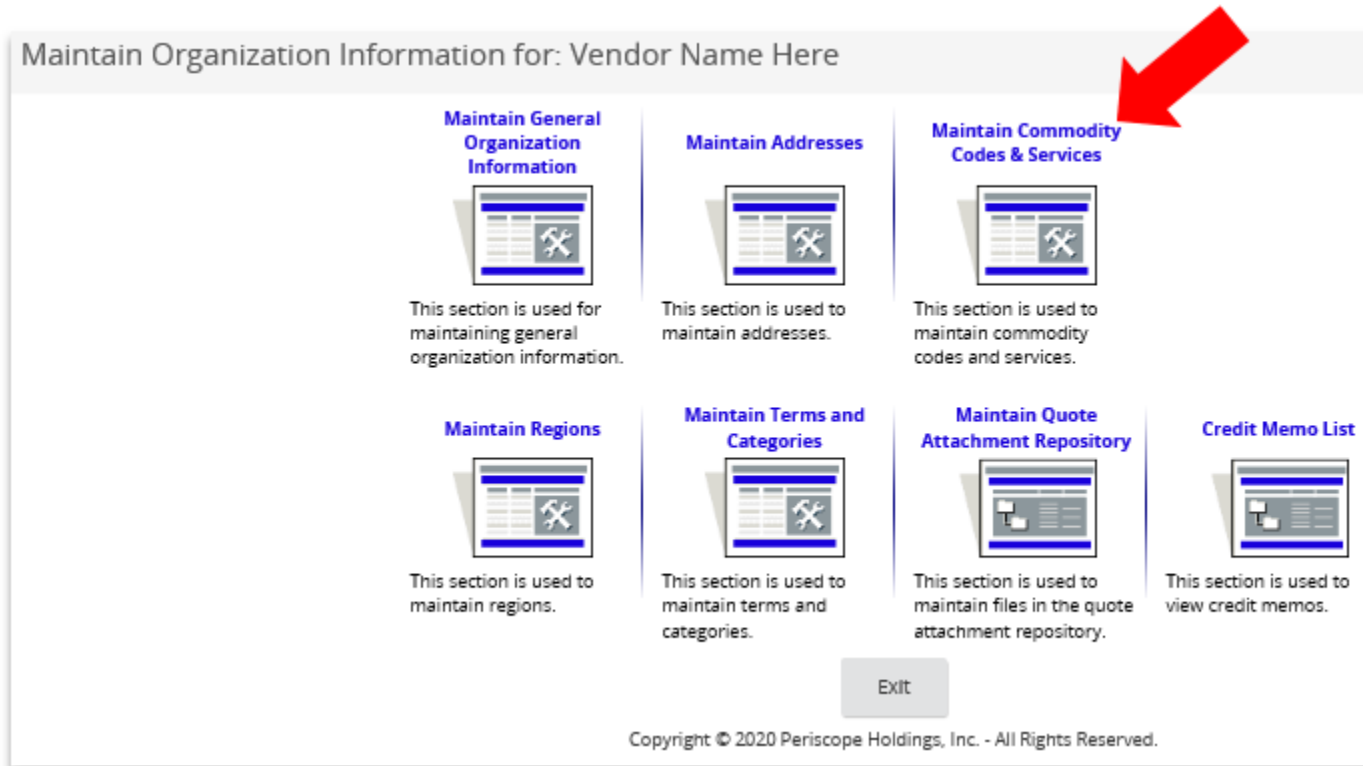
Default address for this address type (Begin with http:// or https://)

 Save & Exit Reset Cancel & Exit

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SELLER ADMIN: Maintain Commodity (NIGP) Codes and Services

This option allows you to maintain, add, or remove the organization's NIGP codes



SELLER ADMIN: Maintain Commodity Codes

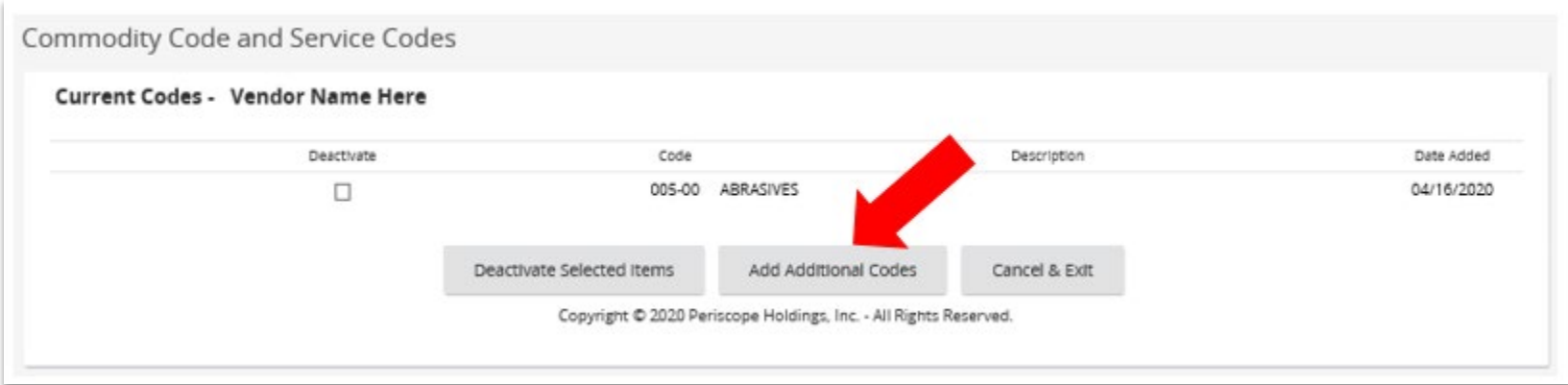
Select “Maintain Commodity Codes” to add new or modify existing codes



SELLER ADMIN: Adding NIGP Codes

To add a new commodity code to your company profile:

- Select the “Add Additional Codes” button from the “Commodity Codes and Services Codes” Screen.



Commodity Code and Service Codes

Current Codes - Vendor Name Here

Deactivate	Code	Description	Date Added
<input type="checkbox"/>	005-00	ABRASIVES	04/16/2020

Deactivate Selected Items Add Additional Codes Cancel & Exit

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SELLER ADMIN: Adding NIGP Codes

Option #1

The “NIGP Keyword” search field is a shortcut to finding codes that can be added to your company profile.


1. Type in a keyword and click “Search”.
2. A List of NIGP Codes will appear under the “NIGP Code Browse” section of the page. To select a code (or multiple codes) simply check the box to the left of the code.
3. When you are finished, click the “Save and Add More” or “Complete Registration” button located at the bottom of the page.


The screenshot shows the 'Commodity Code and Service Codes - Vendor Name Here' interface. It includes a search section with dropdowns for 'NIGP Class', 'NIGP Class Item', and 'Search using' (set to 'ALL of the criteria'). The 'NIGP Keyword' field contains 'CABLE' and is highlighted with a red arrow. A 'Search' button is also highlighted with a red arrow. Below the search section is the 'NIGP Code Browse' section with a 'Show Categories' button. A purple banner instructs the user to 'Select the category that best describes the product and service you offer. Click on the question mark for more information.' A pagination indicator shows '1-25 of 139' and '1 2 3 4 5 6'. A table lists NIGP codes with checkboxes for selection. A red arrow points to the checkbox for code 205-13.

<input type="checkbox"/>	Code	Description
<input type="checkbox"/>	035-29	Drop Equipment and Supplies, Aerial
<input type="checkbox"/>	055-75	Reel Assembly, Cable, Mounted, Automotive
<input type="checkbox"/>	060-24	Cables, Looms, and Terminals, Including Fuse Holders. (See 220-73 for Cable and Wire Ties)
<input type="checkbox"/>	204-13	Cable: Printer, Disk, Network, etc.
<input type="checkbox"/>	205-13	Cables: Printer, Disk, Network, etc., Environmentally Certified Products
<input type="checkbox"/>	206-14	Cables: Printer, Disk, Network, etc.
<input type="checkbox"/>	280-00	ELECTRICAL CABLE AND WIRE, NOT ELECTRONIC
<input type="checkbox"/>	280-08	Appliance, Fixture, and Portable Cable and Wire, (Up to 600V, Types S, Q, GJO, DO, SPT, TF, TFF, etc.)
<input type="checkbox"/>	280-16	Bare Cable and Wire: Type ACSR, Bare Copper, Bare Aluminum, etc.
<input type="checkbox"/>	280-24	Building Cable and Wire, Single and Multiconductor: Types NM, THWN, TW, THW, THHN, XHHW, RHW, RR, ROMEK, etc.
<input type="checkbox"/>	280-23	Cathodic Cable, Protection
<input type="checkbox"/>	280-29	Communication and Telecommunication Cable and Wire, Including Fiber Cable
<input type="checkbox"/>	280-30	Control Cable and Wire: Solid and Stranded, Single and Multiconductor, Up to 600V, for use in Boiler Controls, Fire Alarms, Motors, etc.

Commodity Code and Service Codes - Vendor Name Here


Search

NIGP Class 


NIGP Class Item 

NIGP Keyword

Search using ALL of the criteria



NIGP Code Browse

 Select the category that best describes the product and service you offer. Click on the question mark for more information.

1-25 of 139
1 2 3 4 5 6

<input type="checkbox"/>	Code	Description
<input type="checkbox"/>	035-29	Drop Equipment and Supplies, Aerial
<input type="checkbox"/>	055-75	Reel Assembly, Cable, Mounted, Automotive
<input type="checkbox"/>	060-24	Cables, Looms, and Terminals, Including Fuse Holders, (See 280-75 for Cable and Wire Ties)
<input type="checkbox"/>	204-13	Cable: Printer, Disk, Network, etc.
<input type="checkbox"/>	205-13	Cables: Printer, Disk, Network, etc., Environmentally Certified Products
<input type="checkbox"/>	206-14	Cables: Printer, Disk, Network, etc.
<input type="checkbox"/>	280-00	ELECTRICAL CABLE AND WIRE, NOT ELECTRONIC
<input type="checkbox"/>	280-08	Appliance, Fixture, and Portable Cable and Wire, (Up to 600V: Types S, Sj, SJO, SO, SPT, TF, TFF, etc.
<input type="checkbox"/>	280-16	Bare Cable and Wire: Type ACSR, Bare Copper, Bare Aluminum, etc.
<input type="checkbox"/>	280-24	Building Cable and Wire, Single and Multiconductor: Types NM, THWN, TW, THW, THHN, XHHW, RHW, RR, ROMEX, etc.

SELLER ADMIN: Adding NIGP Codes by Using the NIGP Code Browser Feature Option #2


Using the NIGP Code Browser feature to locate commodity codes


- The NIGP Code Browser is a drill-down feature that allows you to select from broad categories and drill-down to more detailed categories.
- At the lowest level you will be presented with what NIGP refers to as class-class item combinations.

SELLER ADMIN: Adding NIGP Codes by Using the NIGP Code Browser


Commodity Code and Service Codes - Vendor Name Here


Search

NIGP Class: 204 - COMPUTER HARDWARE AND PERIPHER... 


NIGP Class Item: 13 - Cable: Printer, Disk, Network,... 

NIGP Keyword:



Search using: ALL of the criteria 



NIGP Code Browse

 Select the category that best describes the product and service you offer. Click on the question mark for more information.

<input type="checkbox"/>	Code	Description
<input checked="" type="checkbox"/>	204-13	Cable: Printer, Disk, Network, etc.

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1. In the “NIGP Class” field, click the category item code number you would like to search. The Class listing for that category is displayed.
2. In the “Class Item” field, click the code number of the class you would like to search. The Item listing is displayed.
3. Select the item combinations that best describe your goods or service by clicking the check box next to the item.
4. Select the “Save and Add More” to add additional NIGP Codes or “Save” to exit.

SELLER ADMIN: Deactivating NIGP Codes

Commodity Code and Service Codes

Current Codes - Vendor Name Here

Maintain Organization Information

Deactivate	Code	Description	Date Added
<input type="checkbox"/>	005-00	ABRASIVES	04/16/2020

Deactivate Selected Items Add Additional Codes Cancel & Exit

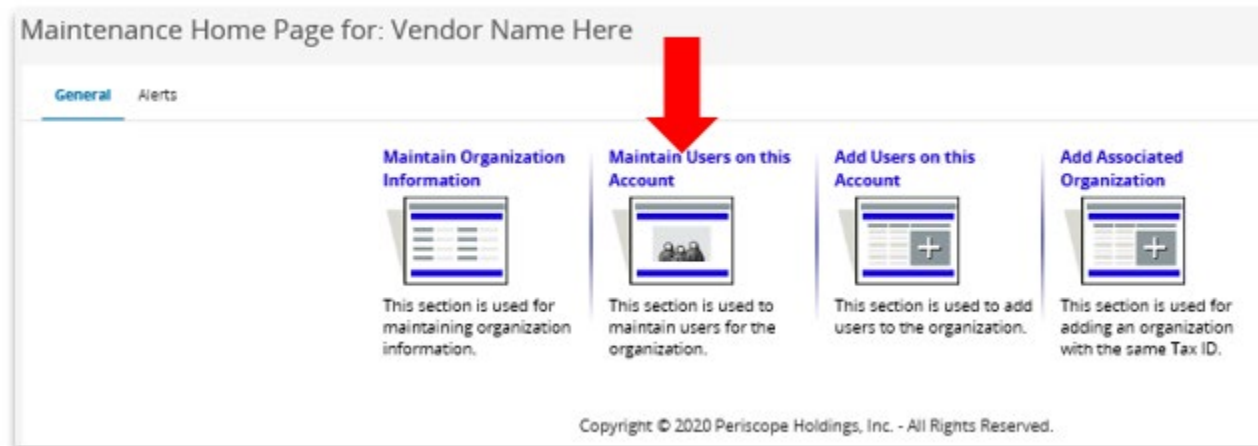
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To Deactivate commodity codes from your company profile

- place a check in the box to the left of the code.
- Then click the “Deactivate Selective Items” button.

SELLER ADMIN: Maintain Users

- Allows you to make changes to user profiles. In order to make changes to a user's profile for an account, click on "Maintain Users" or the "User Maintenance Command".



SELLER ADMIN: Edit User Information

You will see a list of users for your organization and the roles they play within BuySpeed.

- Click on the users' "Login ID" hyperlink to access the edit page that allows you to update the user information.
- You can use this page to reset passwords, change roles, or update departments or job titles.

Search Using:

Search Fields:

First Name Last Name

Login ID Status

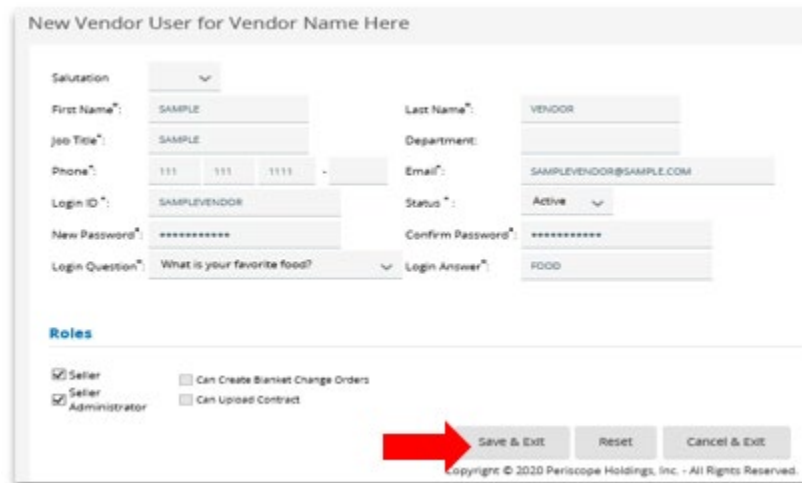
User Role
Seller
Seller Administrator

Browse by: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)
[0](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#)

Login ID	First Name	Last Name	Status	Role(s)
ALBERTOTEST	ALBERTO	FOSTER	Active	Seller Seller Administrator
YSMITH	Yvette	Gore	Active	Seller Seller Administrator

SELLER ADMIN: Edit User Information

- You can assign roles ("Seller" or "Seller Administrator") to individual users to indicate the role they will play in the application.
- Users can have a role of either "Seller" or "Seller Administrator". The "Seller Administrator" has all of the capabilities listed in this section, so you will want to limit this role to select users within the organization.
- When you are finished updating the user information, click on "Save & Exit" and you will return to the "User Maintenance" screen.



New Vendor User for Vendor Name Here

Salutation:

First Name: Last Name:

Job Title: Department:

Phone: Email:

Login ID: Status:

New Password: Confirm Password:

Login Question: Login Answer:

Roles

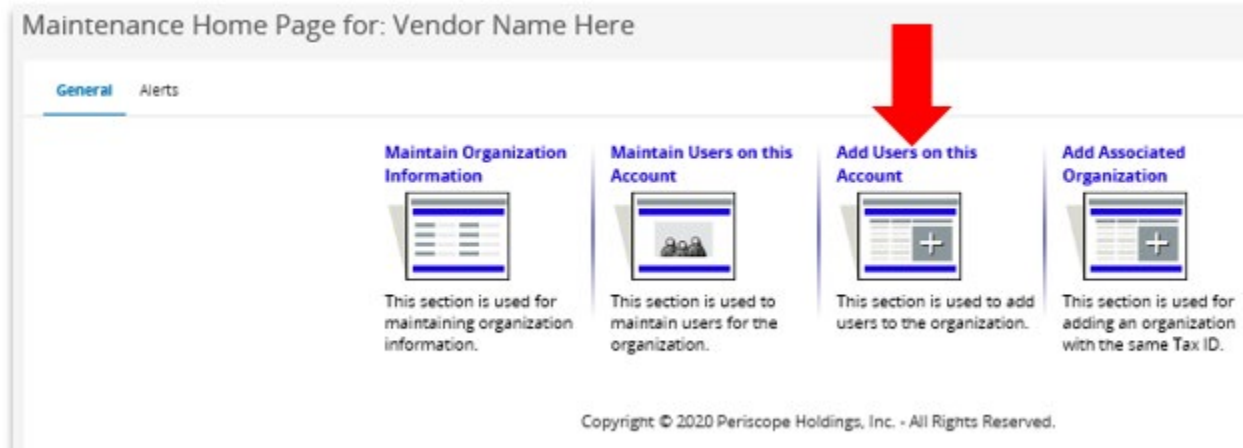
Seller Can Create Blanket Change Orders

Seller Administrator Can Upload Contract

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SELLER ADMIN: Add New Users

You can add new users to your seller account by clicking on the “Add Users” icon.



SELLER ADMIN: Add New Users

Enter user information and click “Save & Exit”.

New Vendor User for Vendor Name Here

Salutation:

First Name*: Last Name*:

Job Title*: Department:

Phone*: - Email:

Login ID*: Status*:

New Password*: Confirm Password*:

Login Question*: Login Answer*:


Roles

Seller Can Create Blanket Change Orders

Seller Can Upload Contract

Administrator

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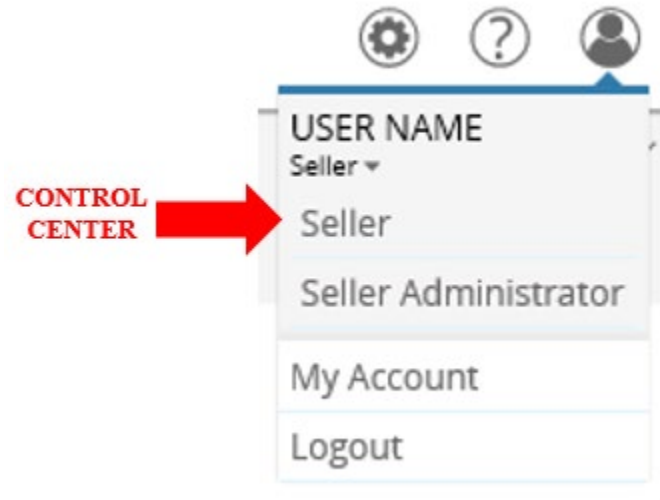


Role #2 The Seller

The Company Purchaser

A red, rectangular stamp with rounded corners and a distressed, ink-like texture. The word "SELLER" is written in bold, uppercase letters across the center of the stamp.

THE SELLER: Navigating the Home Screen



- As a “seller”, when you first login to the BuySpeed System, you will be greeted by name and will see a Control Center (easily accessible navigational tabs that will allow you to move through all areas of the system).

The Seller: News Control Center Tab

Information and notifications sent from the Port of Houston Authority to all vendors will be included in this tab.



The Seller: Vendor Communication *Control Center Tab*

Vendor can manage messages and correspondence by selecting the “Vendor Communication” tab.



The Seller: Bids Control Center Tab

View Formal and Informal Bids through the “Bids” Tab

Home - Welcome Back USER NAME

News(0) Vendor Communication(0) **Bids(17)** PO(0) Quotes(0) Vendor Performance(0)

Request For Revision

No records found.

Bids / Bid Amendments (Un-Acknowledged)

No records found.

Open Bids

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction	Bid Holder
00001425	Port of Houston Authority		Tanika Chukxumarja	FORMAL-CSP PORT ROAD EXPANSION AND DRAINAGE AT BAYPORT CONTAINER TERMINAL	05/13/2020 11:00:00 AM	View	online quote not allowed	List
00001421	Port of Houston Authority		Tanika Chukxumarja	FORMAL-RFQ FOR CMT DURING THE CONSTRUCTION OF PORT ROAD EXPANSION AND DRAINAGE AT BAYPORT TERMINAL	05/13/2020 11:00:00 AM	View	online quote not allowed	List

Closed Bids

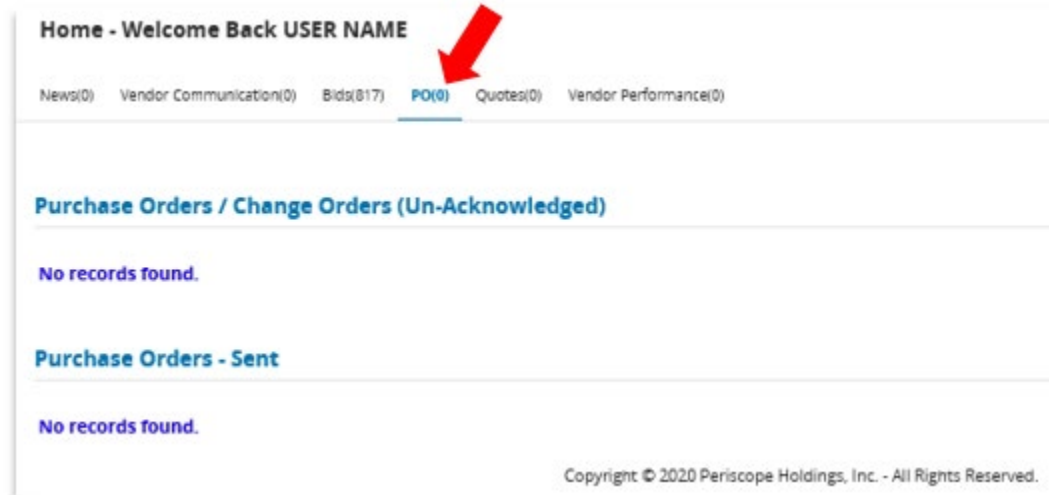
Bid #	Organization	Buyer	Description	Bid Opening Date	Awarded Vendor(s)
00001484	Port of Houston Authority	Alberto Foster	INFORMAL CARPET TILES	04/06/2020 08:00:00 AM	
00001483	Port of Houston Authority	Alberto Foster	2020 ANNUAL FIRE EXTINGUISHER MAINTENANCE	04/16/2020 12:00:00 PM	
00001482	Port of Houston Authority	Alberto Foster	INFORMAL - WEATHER GUARD TRUCK BOXES FOR BCT FLEET	04/06/2020 12:00:00 PM	
00001481	Port of Houston Authority	James Christy	INFORMAL - CORRUGATED GALVALUM FOR TBT CHAIN	04/06/2020 08:00:00 AM	
00001480	Port of Houston Authority	Alberto Foster	INFORMAL - EATON LIMIT SWITCH COMPONENT BCT YARD CRANES	03/31/2020 03:00:00 PM	Award In Process

[View More...](#)

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The Seller: PO (Purchase Orders) *Control Center Tab*

Purchases Orders can be managed electronically



Home - Welcome Back USER NAME

News(0) Vendor Communication(0) Bids(817) **PO(0)** Quotes(0) Vendor Performance(0)

Purchase Orders / Change Orders (Un-Acknowledged)

No records found.

Purchase Orders - Sent

No records found.

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The Seller: Quotes *Control Center* Tab

Manage Informal Quotes electronically



Home - Welcome Back USER NAME

News(0) Vendor Communication(0) Bids(817) PO(0) **Quotes(0)** Vendor Performance(0)

Informal(0) Working(0) Submitted(0) Revision(0) Withdrawn(0)

No records found.

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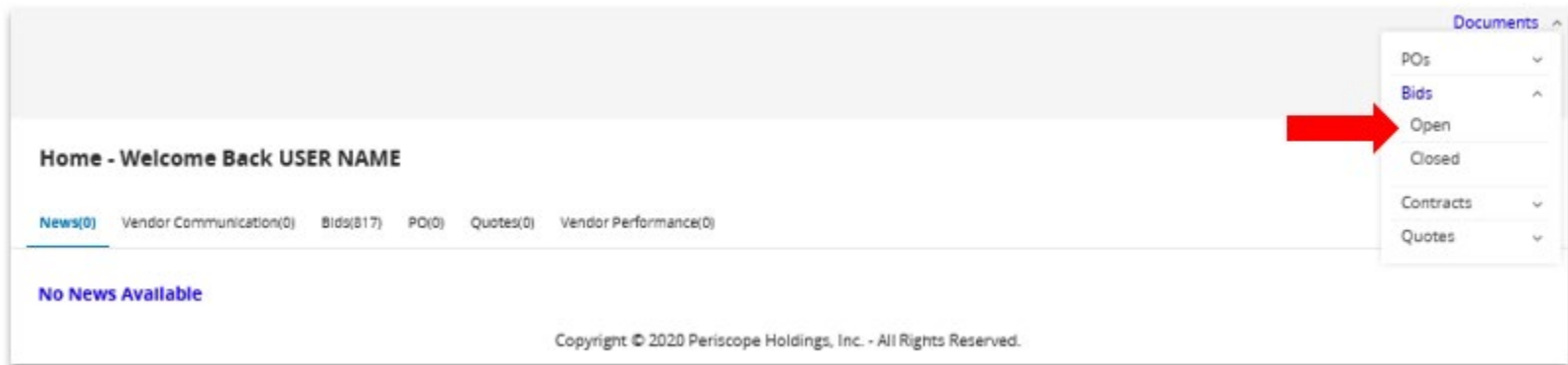
A red arrow points to the 'Quotes(0)' tab in the navigation bar.



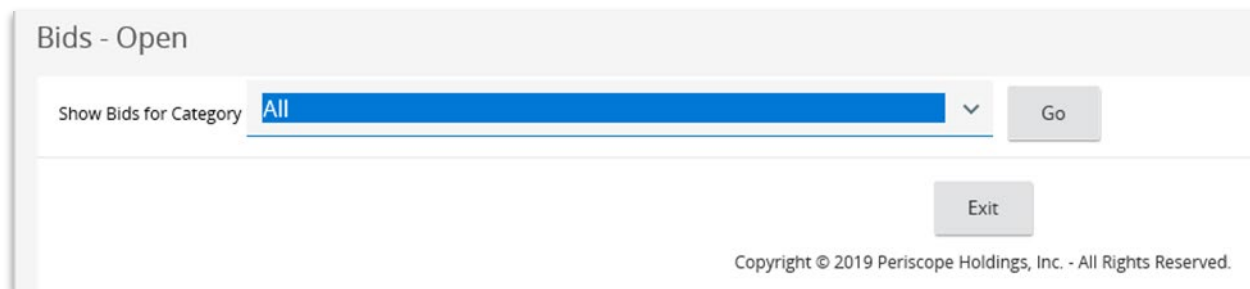
Bidding in BuySpeed
Procurements up to \$100,000

Filter Bids By Category

You may view bids by clicking “Documents”, click on the drop down menu on “Bids” then select “Open”.

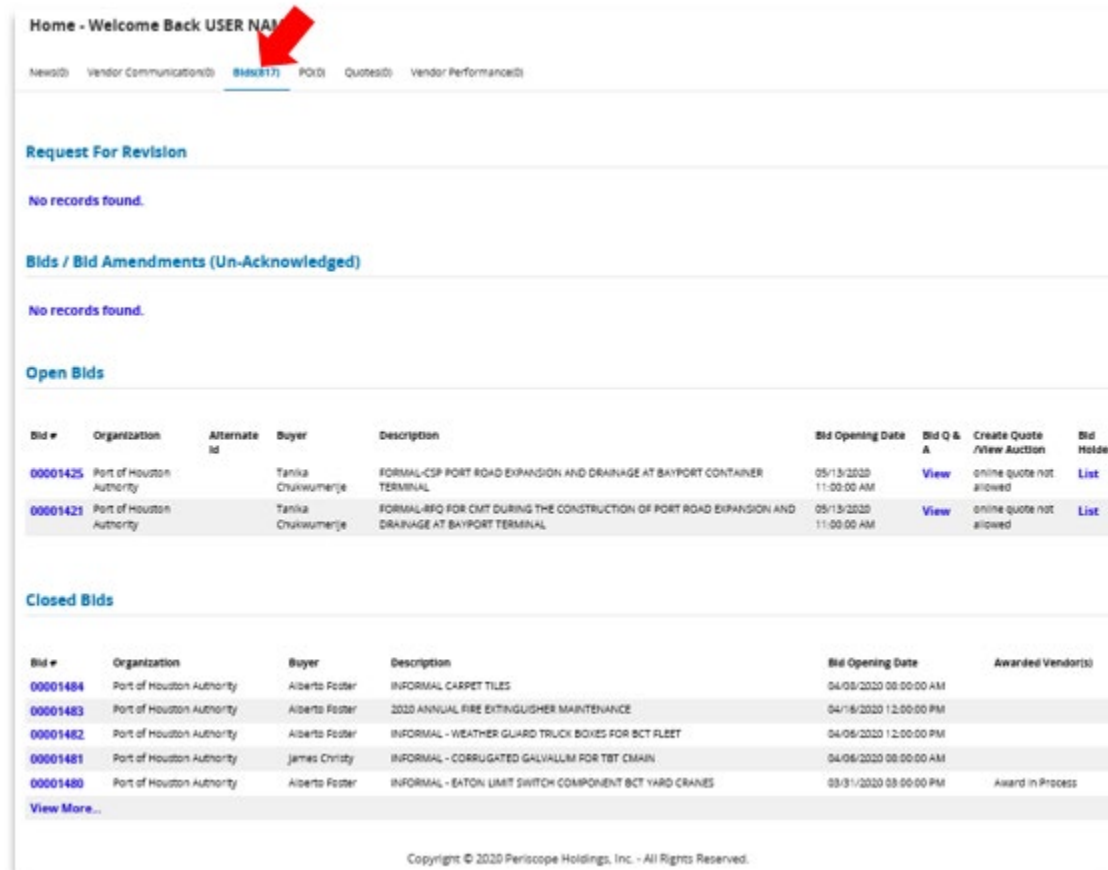


Then click on the drop down menu to select a specific product or service category. The Open Bids results are then displayed.



Viewing Bids in BuySpeed

Select the “Bids” tab from the “Control Center” to view “Open” and “Closed bids”:



Home - Welcome Back USER NAME

News(0) Vendor Communications(0) **Bids(17)** POs(0) Quotes(0) Vendor Performance(0)

Request For Revision

No records found.

Bids / Bid Amendments (Un-Acknowledged)

No records found.

Open Bids

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction	Bid Holder
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00001421	Port of Houston Authority		Tanika Chukwumerije	FORMAL-BFQ FOR CMT DURING THE CONSTRUCTION OF PORT ROAD EXPANSION AND DRAINAGE AT BAYPORT TERMINAL	05/13/2020 11:00:00 AM	View	online quote not allowed	List

Closed Bids


Bid #	Organization	Buyer	Description	Bid Opening Date	Awarded Vendor(s)
00001484	Port of Houston Authority	Alberto Fester	INFORMAL CARPET TILES	04/08/2020 08:00:00 AM	
00001483	Port of Houston Authority	Alberto Fester	2020 ANNUAL FIRE EXTINGUISHER MAINTENANCE	04/16/2020 12:00:00 PM	
00001482	Port of Houston Authority	Alberto Fester	INFORMAL - WEATHER GUARD TRUCK BOXES FOR BCT FLEET	04/06/2020 12:00:00 PM	
00001481	Port of Houston Authority	James Christy	INFORMAL - CORRUGATED GALVALUM FOR TBT CMAIN	04/06/2020 08:00:00 AM	
00001480	Port of Houston Authority	Alberto Fester	INFORMAL - EATON LIMIT SWITCH COMPONENT BCT YARD CRANES	03/31/2020 03:00:00 PM	Award in Process

[View More...](#)

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Informal Quote Submittal

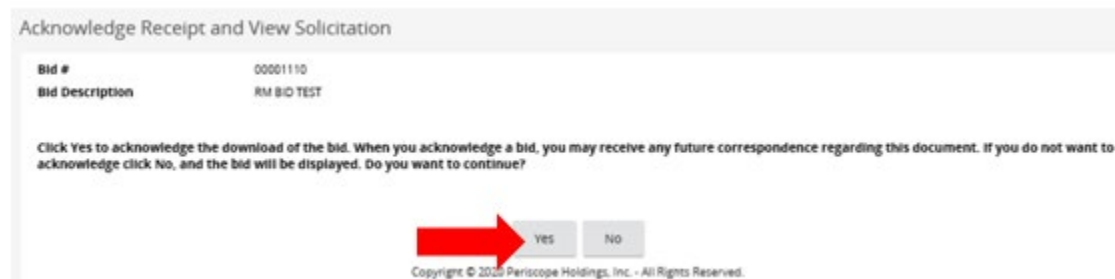
To view a bid solicitation, click on the bid number.



Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction	Bid Holder
00001110	Port of Houston Authority		Roxanne Muntz	RM BID TEST	05/31/2020 01:00:00 PM	View	Create Quote	

Once you select the bid number, you will be prompted to acknowledge the bid.

- Selecting “Yes” to the query ensures that Procurement Services is aware of your interest in this Bid should they publish an addendum in the future.
- Selecting “No” will still allow you to view the bid details, but will not prompt Procurement Services to send you updates should they arise.



Acknowledge Receipt and View Solicitation

Bid # 00001110
Bid Description RM BID TEST

Click Yes to acknowledge the download of the bid. When you acknowledge a bid, you may receive any future correspondence regarding this document. If you do not want to acknowledge click No, and the bid will be displayed. Do you want to continue?

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Informal Quote Submittal

The Bid Solicitation is now open. The Summary screen will show the details of the bid.

[Documents](#) ▾

Bid Solicitation: 00002519

Header Information

Bid Number:	00002519	Description:	SAMPLE BID	Bid Opening Date:	02/07/2023 05:00:00 PM
Purchaser:	Lee Ann Hakim	Organization:	Port of Houston Authority		
Department:	72843 - PROCUREMENT SERVICES	Location:	72843 - PROCUREMENT SERVICES		
Fiscal Year:	22	Type Code:	IL - Informal Up To \$10,000	Allow Electronic Quote:	Yes
Alternate Id:		Required Date:		Available Date :	02/07/2023 03:00:51 PM
Info Contact:		Bid Type:	OPEN	Informal Bid Flag:	No
Purchase Method:	Open Market				

Pre Bid Conference:

Bulletin Desc:

Ship-to Address:	Cassandra Fontenot 111 EAST LOOP NORTH (exit 29) HOUSTON, TX 77029 US Email: ifontenot@porthouston.com Phone: (713)670-2464	Bill-to Address:	Cassandra Fontenot 111 EAST LOOP NORTH (exit 29) HOUSTON, TX 77029 US Email: ifontenot@porthouston.com Phone: (713)670-2464	Print Format:	Bid Print
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File Attachments: [TERMS AND CONDITIONS .pdf](#)

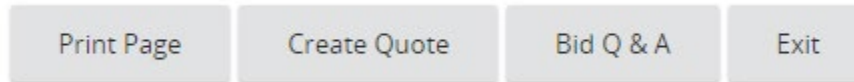
Form Attachments:

Legal Contract: Not Applicable

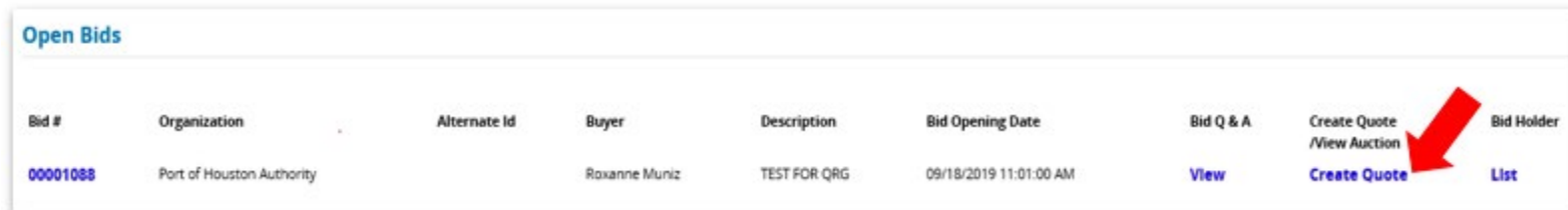
Item Information

Informal Quote Submittal

At the bottom of the Summary screen, you will be given the following options:



- If you are interested in printing out a hard copy of the solicitation, select “Print Page”.
- If you are interested in submitting a quote for this solicitation, select “Create Quote” on the bid.
- You may also choose to submit a quote by selecting the “Create Quote” link under “Open Bids” from the Control Center:



Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction	Bid Holder
00001088	Port of Houston Authority		Roxanne Muniz	TEST FOR QRG	09/18/2019 11:01:00 AM	View	Create Quote	List

Informal Quote Submittal

Enter the requested information on the main screen. Once it has been entered, select “Save & Continue”:

Please IGNORE the error message that states “Terms and Conditions” have not been acknowledged,” on the first page. You will have the opportunity to acknowledge them prior to submitting the quote.

Quote Validation Errors
Terms & Conditions is not acknowledged.

Quote Validation Warnings
Your quote has not been submitted.

Quote 00004741 - VENDOR NAME HERE

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

Quote #: 00004741 Bid #: 00001110
Organization: Port of Houston Authority Description: RM BID TEST
Status: In progress Discount Percent: 0.0 %
Delivery Days: 3 Alternate Bid:
is "No Bid": Freight Terms: Freight Prepaid
Shipping Terms: F.O.B., Destination Payment Terms: Net 45
Ship Via Terms: Best Way
Promised Date: 04/01/2020
Info Contact:
Comments:
Date Last Updated: 03/31/2020 12:04:48 PM User Last Updated: VENDOR NAME

[Save & Continue](#)

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A Quote # will be established and provided in the top left corner. You must click on each tab to navigate to a different section of the quote.

- Select the items tab to enter your pricing.
- Enter the unit cost for each line item in the Unit Cost field. Click on the individual item to do this.
- If the entire line item description is not visible, select view details. Do NOT use commas or dollar signs (\$).

Once pricing information is entered, please select “Save & Continue.”

The “Notes” sub-tab is only visible to you and not the purchaser and will not be considered for evaluation. If you desire to include additional information about a line item, enter it in the “Alternate Description” box under that line item.

General Item Information Validation Errors
Terms & Conditions is not acknowledged

General Item Information Validation Warnings
Your quote has not been submitted

Quote 00004741 - VENDOR NAME HERE

General Items Questions Subcontractors Notes Terms & Conditions Attachments Summary Back to Bid

General Items

Sort by Column: Print Sequence Sort Descending Go

Item #	Print Sequence	Questions Exist	Description	Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachment
1.0	1.0	No	TEST	1.0	EA								
00004741	1.0	No	TEST	1.0	EA	\$ 0.00	1.0		2.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Alternate Description:

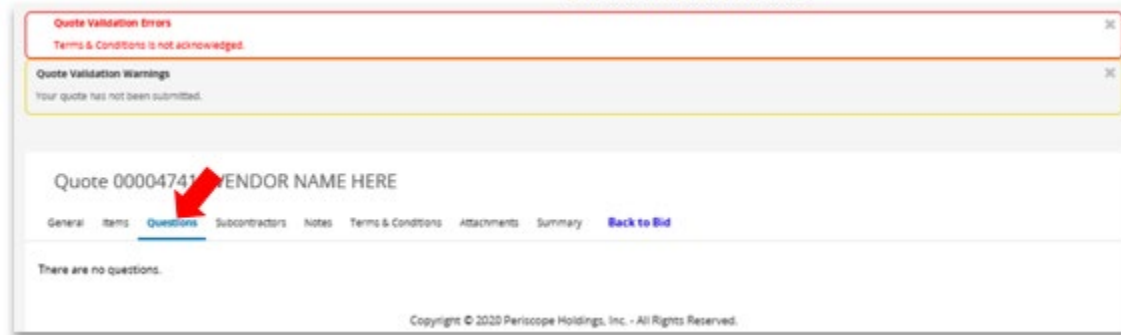
Quote Response Total: \$0.00

Discount only quotes indicate discount amount off of net pricing price

Save & Continue Export Items Upload Items

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The “Questions” tab will provide you with any specific questions that directly relate to this particular bid:



The Subcontractors tab is not currently used by Port of Houston Authority staff for Informal Quotes.



The “Notes” tab allows the vendor to enter any useful information pertaining to the quote. Please note that this is for your use only and is not viewable by PHA Staff.

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

i The quote notes tab is for vendor users to enter useful information about the quote. Only authorized users who have access to this profile can view the information added to this tab. This information is not viewable by the agency

Delete All	Note Date	User	Note
<input type="checkbox"/>			

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- The “Terms & Conditions” tab is necessary to complete in order to submit your quote.
- Click Yes, then select “Save & Continue.” Please note that your quote cannot be submitted if this is left unanswered.

The screenshot shows a web interface for quote validation. At the top, there are two error messages: "Quote Validation Errors" with the message "Terms & Conditions is not acknowledged," and "Quote Validation Warnings" with the message "Your quote has not been submitted." Below these is a header for "Quote 00004741 - VENDOR NAME HERE" with navigation tabs for "General", "Items", "Questions", "Subcontractors", "Notes", "Terms & Conditions" (which is active), "Attachments", "Summary", and "Back to Bid". A section titled "The following list constitutes all the attachments for the bid which may include supplemental terms and conditions." contains a table with one row: "TERMS AND CONDITIONS .pdf" (with a "view details" link), "Port Terms and Conditions", and "86,387 bytes". Below the table is the question "Do you accept the terms & conditions of the bid?" with three radio button options: "Yes" (selected), "Yes with exceptions", and "No". A text area below the question is labeled "If you do not fully accept the terms & conditions, please note the exceptions below:". A "Save & Continue" button is located at the bottom right. Two red arrows point to the "Yes" radio button and the "Save & Continue" button. At the bottom of the form, it says "Copyright © 2020 Periscope Holdings, Inc. - All Rights Reserved."

File Name	Description	File Size
TERMS AND CONDITIONS .pdf (view details)	Port Terms and Conditions	86,387 bytes

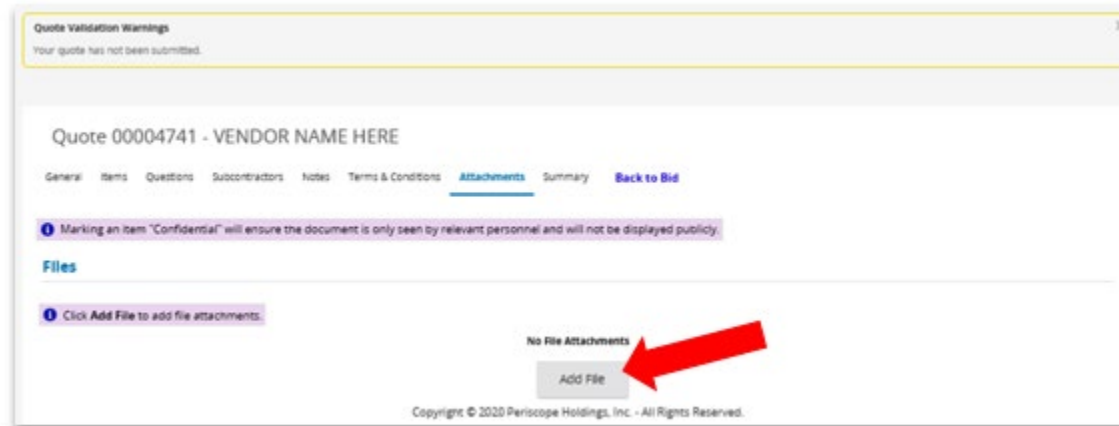
Do you accept the terms & conditions of the bid?

Yes Yes with exceptions No

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

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- The “Attachments” tab allows the vendor to include any additional documents they would like included with their quote, such as a copy of specifications or their company’s quote form.
- To add an attachment, select “Add File” and browse to the appropriate location on your personal computer.



The final tab is the “Summary” tab, which displays an overview of the quote you’ll be submitting:

Overall Validation Warnings
Your quote has not been submitted.

Quote 00004741 - VENDOR NAME HERE

General Items Questions Subcontractors Notes Terms & Conditions Attachments Summary Back to Bid

Header Information

Quote #:	00004741	Bid #:	00001110	Status:	In progress
Organization:	Port of Houston Authority	Delivery Days:	3	Discount Percent:	0.0
Description:	HR BID TEST	Alternate Bid:	No	Shipping Terms:	F.O.B. Destination
Bid Flag:		Payment Term:	Net 30	Quote Total:	\$5.95
Freight Terms:	Freight Prepaid	Info Contact:			
Ship Via Terms:	Air Way	User Last Updated:	VENDOR NAME		
Promised Date:	04/01/2023				
Comment:					
Date Last Updated:	10/01/2023 12:07:33 PM				

Vendor accepts the terms & conditions with no exceptions.

Attachments

Agency Files:
Agency Forms:
Vendor Files:
Vendor Forms:

Item Information

Print Sequence # 1.0 : (995 - 00) TEST

Quantity	UOM
1.0	EA

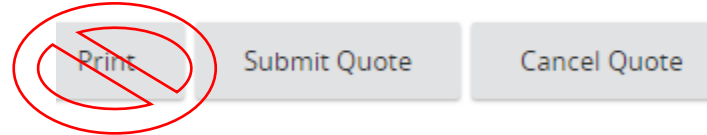
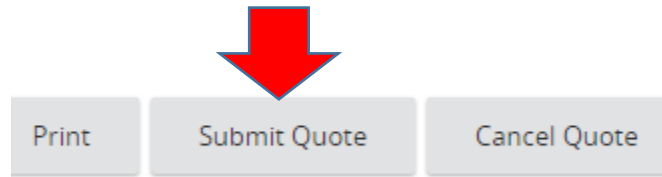
QUOTE L#	UNIT COST	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachments
	\$5.00	1.0%	0.0%	\$2.00	\$5.95	No	No	No

Print Submit Quote Cancel Quote

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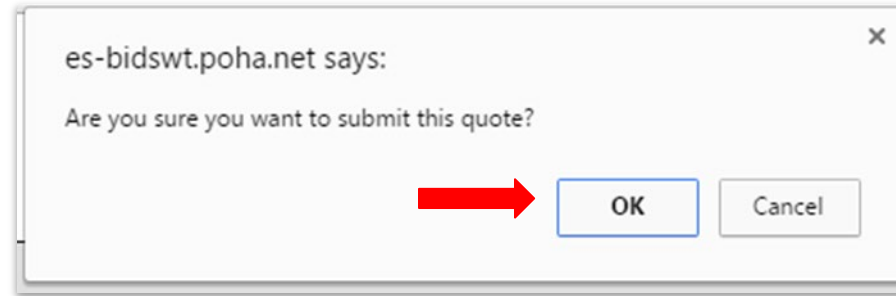
Note that the Summary tab provides you with three options at the bottom of your screen:



- Warning: Printing before the bid due date will result in printing a blank quote
- Please wait until the bid due date has passed to print your quote.



- If you wish to submit your quote, select “Submit Quote.” If you wish to cancel the quote you’ve created, select “Cancel Quote.”
- If “Submit Quote” or “Cancel Quote” are selected, you’ll be prompted to confirm your choice.



After your quote is submitted, you will be returned to the Summary tab. Notice that you have two options at the bottom of your screen, to “Print” your quote, or to “Withdraw Quote”.

Quote 00004741 - VENDOR NAME HERE

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

Header Information

Quote #:	00004741	Bid #:	00001110	Status:	Submitted
Organization:	Port of Houston Authority	Delivery Days:	7	Discount Percent:	0.0
Description:	HW 50 T07	Alternate Bid:	No	Shipping Terms:	F.O.B. Destination
Bid Flag:		Payment Term:	Net 30	Quote Total:	\$8.95
Freight Terms:	Freight Prepaid	Info Contact:			
Ship Via Terms:	Not App	User Last Updated:	VENDOR NAME		
Promised Date:	Not Set				
Comment:	Vendor accepts the terms & conditions with no exceptions.				

Attachments

Agency Files:
Agency Forms:
Vendor Files:
Vendor Forms:

Item Information

Print Sequence # 1.0: (005 - 00) 0001

Quantity:	LOH
1.0	EA

QUOTE L#	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachments
	\$8.00	1.0%	0.0%	\$2.00	\$8.95	No	No	No

[Withdraw Quote](#)

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You may select the “Back to Bid” option to return to the Summary Screen.

You may click exit to return to the Home Page.

Header Information

Bid Number: 00001000	Description: TEST FOR Q&S	Bid Opening Date: 09/18/2019 11:01:00 AM
Purchaser: Roxanne Muniz	Organization: Port of Houston Authority	
Department: 73843 - PROCUREMENT SERVICES	Location: 73843 - PROCUREMENT SERVICES	
Fiscal Year: 19	Type Code:	Allow Electronic Quote: No
Alternate Id:	Required Date:	Available Date : 09/16/2019 02:28:11 PM
Info Contact: CONTACT Roxanne Muniz #EOT13870-1111	Bid Type: OPEN	Informal Bid Flag: No
Purchase Method: Open Market		

Pre Bid Conference:

Bulletin Desc:

Ship-to Address: Lee Ann Makim 111 EAST LOOP NORTH (exit 2B) HOUSTON, TX 77029 US Email: Procurement@pooha.com Phone: (1224)36-7990	Bill-to Address: Lee Ann Makim 111 EAST LOOP NORTH (exit 2B) HOUSTON, TX 77029 US Email: Procurement@pooha.com Phone: (1224)36-7990	Print Format: Bid Print
File Attachments: TERMS AND CONDITIONS .pdf		
Form Attachments:		
Legal Contract: Not Applicable		

Item Information

Item # 1: (005 - 00) TEST

NIP Code: 005-00
ABRAVIES

Qty	UOM	EA - Each	LOM	Total Discount Amt	Tax Rate	Tax Amount	Total Cost
1.0							
Manufacturer:				Brand:			Model:
Make:				Packaging:			

Print Page Create Quote Bid Q & A **Exit**



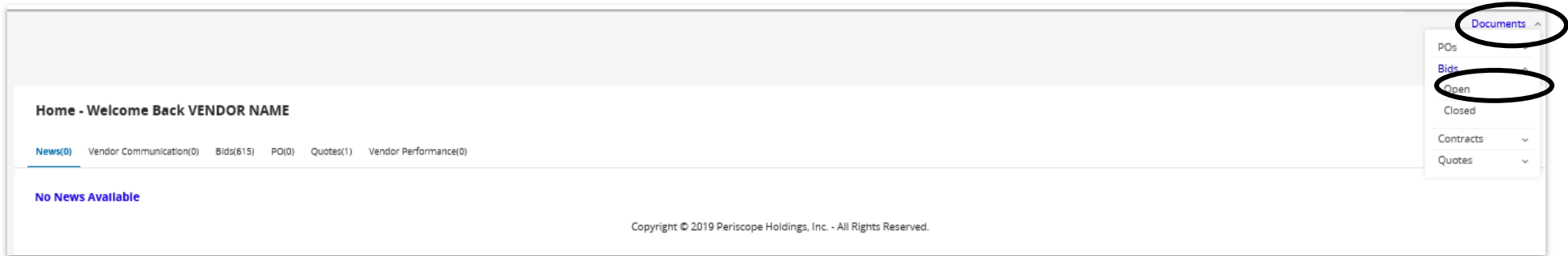
Formal Procurements



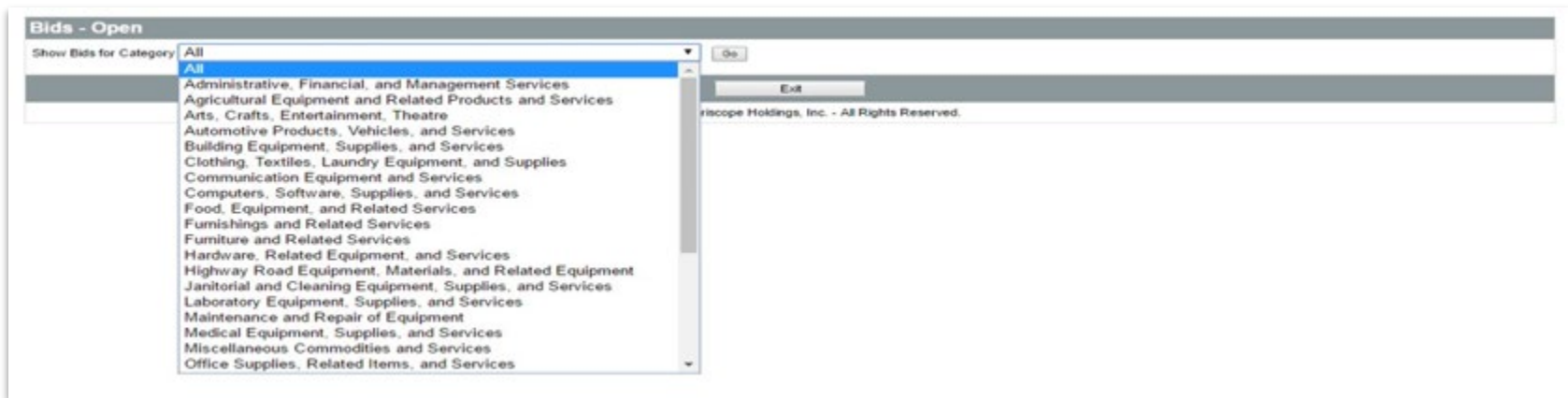
Procurements over \$100,000.01

Filter Bids By Category

You may view bids by selecting “Documents”, under “Bids”, go to “Open” from the drop-down menu.

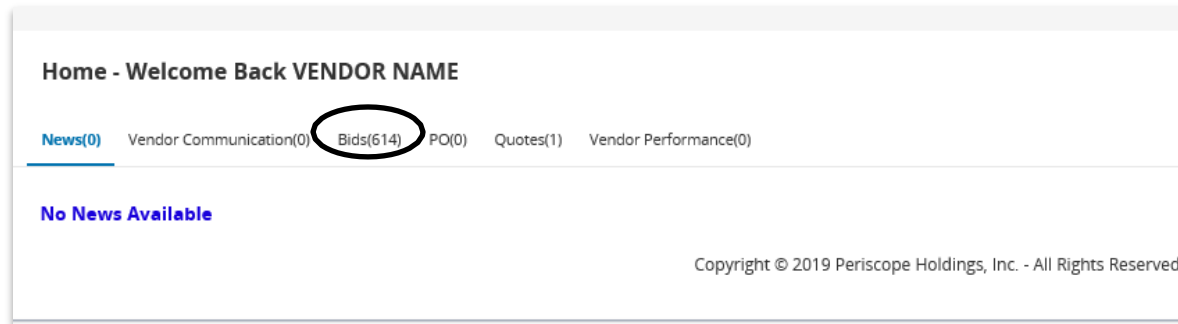


When viewing open bids using the navigation menu, an intermediate screen allows you to view all open bid solicitations or filter by a specific product or service category. The Open Bids results are then displayed.



Formal Procurements

Select the Bids tab from the Control Center to view Open and Closed bids:



Bid Submittal

Formal Solicitations will have the words “Formal” in the Description. To view a bid solicitation, click on the bid number.

Bids - Open									
Show Bids for Category <input type="text" value="All"/> <input type="button" value="Go"/>									
Bid(6)									
Bid #	Organization	Alternate Id	Buyer	Description	Purchase Method	Bid Opening Date	Bid Q & A	Quotes	Bid Holder
00000233	Port of Houston Authority		Tanika Chukwumerije	FORMAL-Construct Container Yard 1	Open Market	06/22/2016 11:00:00 AM	View	Online Quote Not Allowed	List
00000231	Port of Houston Authority		Dede Preno	test om req; airplane; 5/31	Open Market	06/03/2016 01:15:00 PM	View	Create New	List
00000203	Port of Houston Authority		Alberto Foster	FORMAL BID 1	Open Market	06/30/2016 10:51:00 AM	View	Online Quote Not Allowed	List
00000199	Port of Houston Authority		Alberto Foster	RED FIRE TRUCK	Open Market	06/15/2016 01:32:00 PM	View	00000167 00000168 00000169 Create New	List
00000179	Port of Houston Authority		Tanika Chukwumerije	FORMAL TEST ENGINEERING SERVICES	Open Market	06/16/2016 10:58:00 AM	View	Online Quote Not Allowed	List
00000073	Port of Houston Authority		Ted Merklin	test post build update	Open Market	11/25/2016 02:48:00 PM	View	00000161 00000162 Create New	

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Seller: View Formal Procurements

- Once you select the bid number, you will be prompted to acknowledge the bid.
- Selecting “Yes” to the query ensures that Procurement Services is aware of your interest in this Bid should they publish an addendum in the future.
- Selecting “No” will still allow you to view the bid details, but will not prompt Procurement Services to send you updates should they publish an addendum.

Acknowledge Receipt and View Solicitation

Bid # 00000233
Bid Description FORMAL-Construct Container Yard 1

Click Yes to acknowledge the download of the bid. When you acknowledge a bid, you may receive any future correspondence regarding this document. If you do not want to acknowledge click No, and the bid will be displayed. Do you want to continue?

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Bid Submittal

The Bid Solicitation is now open. The Summary screen will show the details of the solicitation.

Bid Solicitation: 0000233

Header Information

Bid Number:	0000233	Description:	FORMAL-Construct Container Yard 1	Bid Opening Date:	06/22/2016 11:00:00 AM
Purchaser:	Tanika Chukwumerije	Organization:	Port of Houston Authority		
Department:	72858 - HSSE ADMINISTRATION	Location:	72858 - HSSE		
Fiscal Year:	16	Type Code:	CB - CSB - Competitive Sealed Bid	Allow Electronic Quote:	No
Alternate Id:		Required Date:	06/01/2016	Available Date :	06/01/2016 01:02:00 PM
Info Contact:	Contact Tanika Chukwumerije at (713)670-2461	Bid Type:	OPEN	Informal Bid Flag:	No
Purchase Method:	Open Market				
NIGP Code Certified Required:	No	Acknowledge Inclusion Required:	No	Hour of Acknowledge Inclusion:	0.0

Subcontractor Info:

Pre Bid Conference:

Bulletin Desc:

Ship-to Address:	Sandra Capetillo 111 East Loop North (exit 29) Houston, TX 77029 US Email: scapetillo@poha.com Phone: (713)670-2464	Bill-to Address:	Sandra Capetillo 111 East Loop North (exit 29) Houston, TX 77029 US Email: scapetillo@poha.com Phone: (713)670-2464	Print Format:	Bid Print Form
-------------------------	--	-------------------------	--	----------------------	----------------

File Attachments: [FORMAL-Construct Container Yard 1](#)

Form Attachments:

Item Information

Item # 1: (913 - 27) FORMAL-Construct Container Yard 1

NIGP Code: 913-27
Construction, Highway and Road

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

Manufacturer: _____ Brand: _____ Model: _____
Make: _____ Packaging: _____

Print Page Bid Q & A Exit

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Click on the link of the “File Attachment” to download the solicitation package.

- If you are interested in printing out a hard copy of the Summary Screen, select “Print Page”.

Please note: We will not be accepting electronic quotes for Formal Solicitations. Electronic copies must be submitted as per the “Instructions to Respondents” form in the formal solicitation package.

Bid Solicitation: 0000233

Header Information

Bid Number:	0000233	Description:	FORMAL-Construct Container Yard 1	Bid Opening Date:	06/22/2016 11:00:00 AM	
Purchaser:	Tanika Chukumerije	Organization:	Port of Houston Authority			
Department:	72858 - HSSE ADMINISTRATION	Location:	72858 - HSSE			
Fiscal Year:	16	Type Code:	CB - CSB - Competative Sealed Bid	Allow Electronic Quote:	No	
Alternate Id:		Required Date:	06/01/2016	Available Date :	06/01/2016 01:02:00 PM	
Info Contact:	Contact Tanika Chukumerije at (713)670-2461	Bid Type:	OPEN	Informal Bid Flag:	No	
Purchase Method:	Open Market	Acknowledge Inclusion Required:	No	Hour of Acknowledge Inclusion:	0.0	
NIGP Code Certified Required:	No					
Subcontractor Info:						
Pre Bid Conference:						
Bulletin Desc:						
Ship-to Address:	Sandra Capetillo 111 East Loop North (exit 29) Houston, TX 77029 US Email: scapetillo@poha.com Phone: (713)670-2464	Bill-to Address:	Sandra Capetillo 111 East Loop North (exit 29) Houston, TX 77029 US Email: scapetillo@poha.com Phone: (713)670-2464	Print Format:	Bid Print Form	
File Attachments:	FORMAL-Construct Container Yard 1					
Form Attachments:						
Qty	Unit Cost	UOM	Total Discount Amt	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each				

For BuySpeed Assistance Contact Procurement Services
procurement@porthouston.com (713) 670-2464

