

# CITY OF NEW ORLEANS

C. RAY NAGIN  
MAYOR

REGINALD ZENO  
DIRECTOR

June 27, 2005

Dear City of New Orleans Vendor:

Effective immediately, the City of New Orleans Department of Finance Purchasing Bureau is implementing a new procurement system in two phases. The new system, BuySpeed™ Online, operates on a windows-based platform with access using Internet Explorer. Phase one implementation provides enhanced vendor services in order to view and update your company's vendor file. Phase two implementation allows vendors to receive and respond to online bids, receive purchase orders, receive downloads, bid solicitations and the ability to contact the Purchasing Bureau at the City of New Orleans' website. The advertisement and receipt of sealed (paper) bids estimated at \$10,000.00 or more does not change.

**Phase One:**

**In order to maintain continuity of business with the City, it is necessary that you re-register online, upon receipt of this letter, using the following procedure.**

1. Log onto the City of New Orleans' Vendor Registration website at [www.purchasing.cityofno.com](http://www.purchasing.cityofno.com) .
2. Click on 'Disclaimer' and read the disclaimer carefully then select 'Close Window'.
3. Click on the word 'Register'.
4. Enter your Tax Identification Number and Official Company Name and click on the 'Submit' button.
5. Complete the 'Company Information' and 'Administrative User Information'.
6. All items marked with an asterisk \* are required to be completed before continuing registration.
7. Upon completion of this page, select either: a) 'Add Another Address' if your company has more than one address or location 'Enter a New Address' or, b) 'Continue Registration' if page complete or, c) to 'Reset' which resets to prior information saved, or d) 'Cancel' to cancel the transaction.
8. Upon 'Continue Registration' select a choice for Terms, Categories and Certifications. If you chose to continue registration, then click 'Continue Registration' again.
9. If you choose continue registration the next screen 'Commodity & Service Codes' allows you to choose the materials, supplies, equipment and services your company provides. Select a code and description under 'NIGP Code Browse' then select either 'Save and Add More' to add additional commodities, 'Save and Continue Registration' to save the commodities selected or 'Exit and Continue Registration' to exit without saving the currently selected commodities.

If you have any problems accessing this system, logging on the system or if you do not have access to the Internet, please contact the Purchasing Department's Vendor Administrator at (504) 658-1550. Assistance is available Monday through Friday, 9:00 a.m. to 4:00 p.m. CST.

Sincerely,



Ms. Andrée M. Cohen  
Purchasing Administrator

