

Log into "Buyspeed". You can access from [www.knoxcounty.org/purchasing](http://www.knoxcounty.org/purchasing). Click on "Registered Vendors Login link."

BuySpeed Online - Windows Internet Explorer provided by Knox County IT Department

http://buyspeed-report/bsa-test/login.jsp

File Edit View Favorites Tools Help

BuySpeed Online

Welcome To BuySpeed Online



Welcome to the Knox County Purchasing portal page. This portal provides access to vendors to register as a vendor, check for new bid opportunities and login to the system. If you have any questions, please call Purchasing at 865-215-5777. Please review the Conflict of Interest Affidavit at this link: [Knox County Vendor Affidavit Form](#), as you will be required to respond to this affidavit during registration. Please review the Terms and Conditions at this link: [Knox County Terms and Conditions](#),

**Register**  
Register here to begin using BuySpeed Online.  
Vendors, please read this [disclaimer](#) prior to registering.

**Open Bids**  
Browse open bid opportunities.

Login ID: woodsdiane  
Password: [masked]  
Login

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Done Local intranet 100% 2:40 PM

**Seller** Seller Administrator  
NIGP Code Browse | My Account | Customer Service | About February 4, 2013 2:43:32 PM EST  
**Home** POs Bids Contracts Quotes **Diane Woods**

Home - Welcome Back Diane Woods  
News(0) Bids(708) PO(0) Quotes(10)  
No News Available  
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Click on the "Seller Administrator" tab located in the upper right-hand corner of the page.

### Maintenance Home Page for: OUTDOOR SUPPLIES

#### 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.

Click on "Maintain Organization Information"

### Maintain Organization Information for: OUTDOOR SUPPLIES

#### 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.

Exit

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Click on "Maintain General Organization Information"

### Maintain General Organization Information

Vendor ID: 32861  
Alternate ID:   
Company Name\*: OUTDOOR SUPPLIES  
Status: Active Status Change Reason:   
Tax ID #: 999998888 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: TN Year of Incorporation: 0  
Business Description: Supplier  
Preferred Delivery Method: Email  
Vendor Email: matt.myers@knoxcounty.org  
Vendor Fax:     
 In Compliance  
 1099 Vendor  
Comments:   
Emergency Supplier:  Yes  No  
Emergency Phone\*:    Ext.:   
Emergency Contact Name\*:   
Emergency Email\*:   
Emergency Info Comment:   
 Reference Vendor  
User Last Updated: DIANE WOODS  
Date Last Updated: 02/04/2013 02:56:31 PM



On "Preferred Delivery Method" use the drop-down menu and change "Fax" to "Email" and on the next line insert a valid email address. You must "Save and Exit" at the bottom of the screen in order for the changes to be updated in the system.

### Attachments

No Attachments