

In order to receive notifications about Bid opportunities or to be issued Purchase Orders (POs) through BuySpeed, vendors must be registered within the system. Vendors can register themselves by accessing the BuySpeed login screen and selecting **Register**. (If for some reason you cannot complete the registration process you can save what you have entered and return at a later date and complete the registration by accessing the BuySpeed login screen and selecting **Complete Registration**)

**If you are a Centralized Master Bidders List (CMBL) registered vendor** through the Texas Comptroller of Public Accounts, you are already registered in BuySpeed with the Texas General Land Office (TGLO). If you do not have a login ID and password for BuySpeed please contact the TGLO vendor administrator listed below:

Sandy Grimes  
512-475-3504  
[sandy.grimes@glo.texas.gov](mailto:sandy.grimes@glo.texas.gov)

Please note that **if you are a CMBL registered vendor**, updates to your general address, email, primary contact, CMBL and HUB Status, HUB Gender and Ethnic categories, phone, fax, Commodity (NIGP) codes and Districts Served should be made directly in CMBL, not in BuySpeed.

Please also note that the Texas General Land Office is prohibited by law from maintaining a bidders list that is separate from CMBL, and that as such, only CMBL vendors will be notified of solicitation (Bid) opportunities. For more information on registering as a State of Texas Vendor to receive bid opportunities from the Texas General Land Office and other State agencies, please visit <http://www.window.state.tx.us/procurement/prog/cmb/>

### Providing General Information

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Upon clicking **Register**, a pop-up window will appear asking you to provide your entity's tax identification number and name. If you are a foreign (non-US) vendor, select the appropriate country of incorporation.

If your tax ID is new to the system, a **Register** screen will appear. Within the **Company Information** section, supply your company's official address and contact information. Within the **Administrative User Information** section, provide the information for an administrative user from your entity. This user will be responsible for adding new users from your entity to allow them access to BuySpeed.

Once complete, you may select to **Add Additional Addresses** (Remit-to, Bid, etc.) or to **Continue Registration**.

Register

Company Information ?

Company Name\*:

Business Description:

Mailing Address Line 1\*:

Address Line 2:

Address Line 3:

Address Line 4:

Country\*:

City\*:

ZIP\*:

Company Phone\*:

Company Email\*:

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

State of Incorporation:

Preferred Delivery Method:

Would you like to be registered as an emergency supplier in the case of an emergency?  Yes  No  
Note: Emergency suppliers must be available 24 hours a day, 7 days a week.

Emergency Phone\*:

Emergency Contact\*:

Emergency Info Comment:

State/Province\*:

County:

Company FAX:

Tax ID #:

Year of Incorporation:

Ext.:

Emergency Email\*:

Administrative User Information ?

Salutation:

First Name\*:

Job Title\*:

Email\*:

Login ID\*:

Login Question:

Last Name\*:

Department:

Phone\*:

Login Answer:

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### Beginning the Registration Process

### Selecting Your Terms, Categories and Certifications

Once you've selected to continue the registration process, you'll be taken to the **Terms, Categories and Certifications** screen. Here you're asked to provide your standard payment and shipping terms, as well as designate your status for various categories and certifications requested by the organization you're registering with.

After you've completed this screen, click **Save & Continue Registration** along the bottom.

**If you are NOT a CMBL Vendor, your CMBL / HUB Status, HUB Ethnic and HUB Gender categories should be set to Not Applicable.**

**Terms**

Payment Terms:

Freight Terms:

Shipping Method:

Shipping Terms:

**Categories & Certifications**

**Category: CMBL / HUB Status**

**Description: CMBL and HUB Status Indicator**

*Please select exactly one category value*

Select	
<input type="checkbox"/>	HUB Only - Not CMBL
<input type="checkbox"/>	HUB and CMBL
<input type="checkbox"/>	CMBL - not HUB
<input checked="" type="checkbox"/>	Not Applicable

Notes:

**Supplying Terms, Categories and Certifications as a non-CMBL vendor**

**Registering for Commodity Codes**

The last step in the registration process is to select the commodities and services that your entity provides. This will help ensure that you receive notifications about Bid opportunities for those commodities and services.

The **Commodity and Service Codes** screen allows you to search for the National Institute of Governmental Purchasing (NIGP) Codes that correspond with what your entity offers. You can peruse through general categories of commodities and services, or search by keyword. Once you've selected all the codes that match what you provide, select **Save and Continue Registration**.

**Commodity and Service Codes - Testing Labs** ?

**Search**

**NIGP Class**

**NIGP Class Item**

**NIGP Keyword**

**Search using**

**NIGP Code Browse**

**i** Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

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

01	Administrative, Financial, and Management Services
02	Agricultural Equipment and Related Products and Services
03	Arts, Crafts, Entertainment, Theatre
04	Automotive Products, Vehicles, and Services
05	Building Equipment, Supplies, and Services
06	Clothing, Textiles, Laundry Equipment, and Supplies
07	Communication Equipment and Services
08	Computers, Software, Supplies, and Services
09	Food, Equipment, and Related Services
10	Furnishings and Related Services
11	Furniture and Related Services
12	Hardware, Related Equipment, and Services
13	Highway Road Equipment, Materials, and Related Equipment
14	Janitorial and Cleaning Equipment, Supplies, and Services
15	Laboratory Equipment, Supplies, and Services
16	Maintenance and Repair of Equipment
17	Medical Equipment, Supplies, and Services
18	Miscellaneous Commodities and Services
19	Office Supplies, Related Items, and Services
20	Paper, Printing Equipment, and Related Products and Services
21	Personal Products, Equipment, and Services
22	Public Works, Park Equipment, and Construction Services
23	Rental and Leasing Services
24	Safety and Protection Equipment and Related Services
25	School and Library Equipment, Supplies, and Services
26	Sporting, Athletic, and other Outdoor Equipment and Services
27	Testing and Sampling Equipment and Services
28	The Trades: Electrical, Engineering, HVAC, Plumbing, and Welding
29	Transit Equipment and Related Services, Mass
30	Water and Sewer Treatment Equipment, Supplies, and Services

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### Registering Your Commodity Codes

You have now completed the self-registration process in BuySpeed. The email provided within the **Company Information** section will be emailed once your registration is complete.