

Instructions for Registering to Submit Houston Pilot Board Proposals

Thank you for your interest in doing business with the Port of Houston. The first thing is to register your firm as a vendor in our vendor database, "BuySpeed". When we have a solicitation for the services you register, the system will notify you. Below are the instructions on how to register:

Instructions to Register with BuySpeed :

1. Go to BuySpeed launch page at: <https://buyspeed.poha.com/>
2. Then click on the "Register" hyperlink to begin the registration process
3. Complete all categories within each tab and ensure that all input is saved by selecting the Save & Continue or Save & Exit buttons at the bottom of the screen.
4. You will receive a verification e-mail advising of your login credentials and registration status. Please check your junk mail folders, if you do not receive this email shortly after registering.
5. To complete registration, please upload your W 9 Form. See attached instructions for further guidance.

In the event that you don't fully complete your registration and need to log-in at a later time, please follow the steps below:

1. On the home page, click the "Complete Registration" hyperlink.
2. Enter your Vendor Number (located within the verification e-mail)
3. Enter the e-mail address initially assigned to your BuySpeed profile.
4. Upload your W-9 Form in BuySpeed to complete registration.
5. Ensure that all input is saved by selecting the Save & Continue or Save & Exit buttons at the bottom of the screen.

When you register, please insert the applicable NIGP code for the opportunity you are interested in:

Executive Director: 961-02; 918-72 & 958-70

Maritime Investigator: 990-52 and 953-53

Counsel: 96149; 918-74

Here is a link to the registration instructions: http://porthouston.wpengine.com/wp-content/uploads/2016/08/BuySpeed_Vendor_Registration_W-9_Instructions_2016-05-05.pdf

Here is a link to the Quick Reference Guide for BuySpeed: <https://buyspeed.poha.com/bsi/images/QRG.pdf>