



# Vendor Administrator Manual

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# Introduction

## ***Purpose of this Manual***

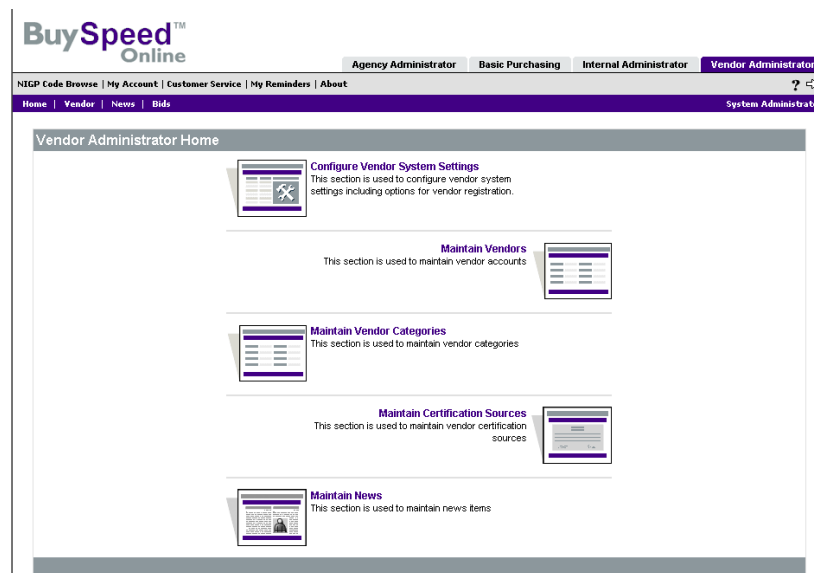
The purpose of the *BuySpeed Online Vendor Administrator Manual* is to introduce you to the agency's Vendor Administration functions and to provide you with the tools necessary to:

- Configure Vendor System Settings
- Maintain Vendors
- Maintain Vendor Categories
- Maintain Certification Sources
- Maintain News Items

# Application Basics

## *Home Page/Control Center*

Once you have logged into the system as a Vendor Administrator, you will see the Vendor Administrator home page (Figure 2-1). This is the control center for a Vendor Administrator and the main menu from which you will maintain vendor system settings, vendors, vendor categories, certification sources, and news items. The navigation bar is universal: it is available to you from every screen.



**Figure 2- 1** Vendor Administrator Home Page


## Header/Navigation Menu

The navigation menu allows you to move within the application and gives you links to maintain agency, agency user, system, and vendor information. This menu is universal: you will always find it at the top of each page in the BuySpeed Online application.



**Figure 2- 2** Navigation Header

There are a couple key icons in the navigation menu:

?	Accesses the help online manual.
	Logs you out of the BuySpeed Online application.

## Access a Different Role

If you have multiple roles within BuySpeed Online (for example you are Vendor Administrator as well as an Internal Administrator for your agency), you will see role tabs in the upper-right corner of the header, as illustrated in the figure below. Each role within the application will have its own control center. For example, the Vendor Administrator role has a vendor maintenance focus, while the Internal Administrator user has an agency configuration and maintenance focus. The tabs will not appear in the application if you play only one role.



**Figure 2- 3** Navigation Header – Multiple Roles

## NIGP Code Browse

The NIGP Code Browse link in the navigation menu allows you to search commodity codes by Class and Class Item codes set up and maintained in your BuySpeed database.

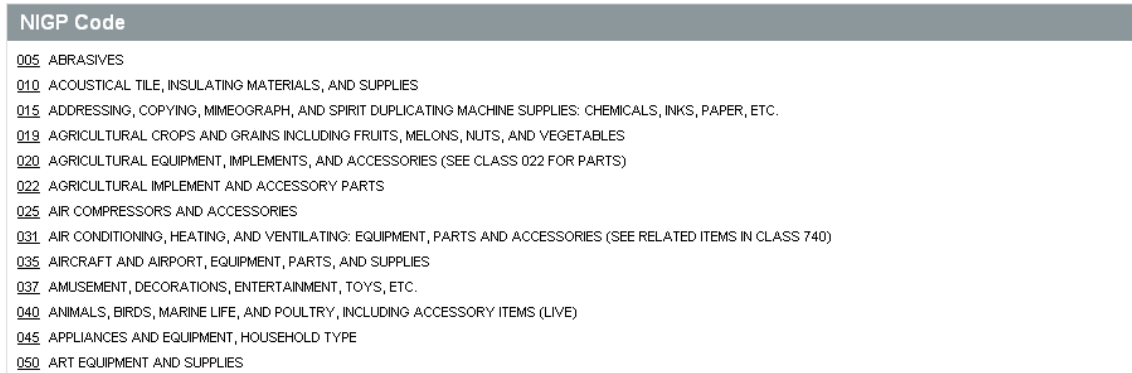


Figure 2- 4 NIGP Code Browse Window

## My Account

The My Account link in the navigation menu allows you to keep your individual user profile current within the agency. Click the **Edit** button to modify your profile. Click **Cancel** to return to the previous page.

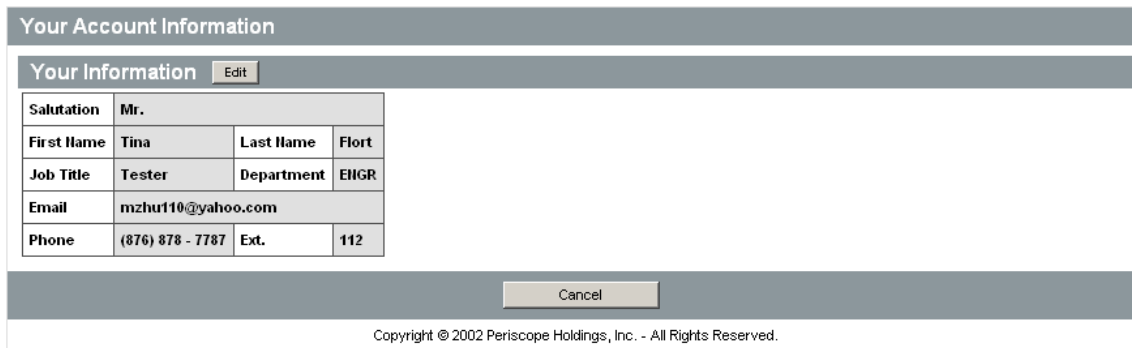


Figure 2- 5 My Account Overview

Use the **Edit** button to update your personal information. You can change your title, contact information, as well as your login password and login question and answer.

**Your Information**

Salutation: Mr.

First Name\*: John Last Name\*: Doe

Job Title\*: Agency trainer Department: Water Treatment

E-mail\*: john@something.com

Phone\*: (512) 770-8932 Ext. 42

Change Password\*: Confirm Password\*

Login Question: What is your first name?

Login Answer: John

Proxy User: (No Proxy)

Save Cancel

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**Figure 2- 6 My Account Edit Page**

Edit or complete the fields according to the following chart:

Salutation Choose a salutation from the drop-down box.

First Name Enter your first name. This is a required field.

Last Name Enter your last name. This is a required field.

Job Title Enter your job title. This is a required field.

Department Use the dropdown menu to enter your department name, if applicable. This is not a required field.

Phone Enter your phone number. This is a required field.

Extension Enter you phone extension, if applicable. This is not a required field.

Email Enter your email address. This is a required field.

Change Password Enter your new login password if you wish for it to be changed. In conjunction with the login ID, the password will allow you access into the system. This is a required field.

**Confirm Password** Re-enter the password you entered in the previous field. This is a required field.

**Login Question** This question will be asked of you in the event that you forget your password. If answered correctly, your login ID and password will be emailed to you. This is not a required field.

**Login Answer** This is the answer to your login question. If answered correctly, your login ID and password will be emailed to you. This is not a required field.

**Proxy User** Use the dropdown menu to designate a user to whom BuySpeed Online should temporarily send your mail. For more information, refer to the help topic "Set/Clear Mail Proxy User."

**Save** Select Save to submit your modified My Account profile.

### Set/Clear Mail Proxy User

Use the **Proxy User** dropdown menu to designate a user to whom BuySpeed Online should temporarily re-route your mail. For example, during a vacation you could set a proxy user if you wanted another user to receive copies of your BuySpeed emails in your absence. The proxy user you establish can also approve documents that are sent to you for approval (i.e., if you are on the document routing path). The user you choose as your Mail Proxy will be able to read and respond to your mail, but not delete it. After choosing a proxy user, select **Save** to activate the proxy.

Mail Proxies are temporary; you can cancel the re-routing of your mail at any time: return to the Proxy User setting and choose "No Proxy." Then choose **Save**.

## Customer Service

The customer service screen allows you to contact an agency representative for additional information or for assistance with some of the items that are found in the BuySpeed Online application.

**Figure 2- 7** Customer Service Screen

Select the appropriate category and enter your comments or questions in the issue description box. Your email will be sent to a designated administrator.

Click **Submit** to send your email to BuySpeed Online.

Click **Cancel** to return to the previous screen.

A confirmation page similar to the one shown below will appear once you have submitted your request.

**Figure 2- 8** Customer Service Confirmation Screen

# Administer Vendor

To maintain vendors, select the **Administer Vendor** icon from the Agency Administrator Homepage or select the **Vendor Administrator Tab** above the navigation bar:

The screenshot displays the 'BuySpeed Online' Vendor Administrator Home page. The page features a navigation bar with tabs for 'Agency Administrator', 'Basic Purchasing', 'Internal Administrator', and 'Vendor Administrator' (which is selected). Below the navigation bar, there is a secondary navigation bar with links for 'Home', 'Vendor', 'News', and 'Bids'. The main content area is titled 'Vendor Administrator Home' and contains five sections, each with an icon and a brief description:

- Configure Vendor System Settings**: This section is used to configure vendor system settings including options for vendor registration.
- Maintain Vendors**: This section is used to maintain vendor accounts.
- Maintain Vendor Categories**: This section is used to maintain vendor categories.
- Maintain Certification Sources**: This section is used to maintain vendor certification sources.
- Maintain News**: This section is used to maintain news items.

*Vendor Administrator Home*

## Configure Vendor System Settings

Vendor Administrators will use this to choose which BSO roles will have the permission to add new vendors to the master list when added to a document . This section also allows administrators to choose what criteria vendors will enter when registering including which to require.

**Configure Vendor System**

Allow agency role to add new vendor to master vendor list from document.

<input checked="" type="checkbox"/> Vendor Administrator <input checked="" type="checkbox"/> Basic Purchasing <input type="checkbox"/> Internal Administrator <input type="checkbox"/> Agency Administrator <input type="checkbox"/> Department Access <input type="checkbox"/> Inquiry	Allow: <input checked="" type="checkbox"/> Online Quote Submission <input type="checkbox"/> Vendor to update Company Name <input type="checkbox"/> Vendor to update Tax ID <input checked="" type="checkbox"/> Vendor Profile Attachments Disk Allocation: <input type="text" value="20 MB"/>
--	---

**Registration**

<input checked="" type="checkbox"/> Show "Commodity Codes" section <input checked="" type="checkbox"/> Required	<input type="checkbox"/> Show "Regions" section <input type="checkbox"/> Required	<input checked="" type="checkbox"/> Show "Categories" section <a href="#">Maintain Vendor Categories</a>
Vendor Initial Status: <input type="text" value="Pending"/>		
Registration Notification User: <input type="text" value="System, Administrator"/>		

Save & Exit
Save & Continue
Reset
Cancel & Exit

Vendors can choose *commodity codes* that will be associated with them. This information can be used to find all vendors associated with those commodity codes when creating a document . Some agencies also associate vendors to *regions* which they define. Vendors can be associated to categories. For instance, they may have *categories* associated with various minority business certifications. A link is provided on this page to set up the various categories that may be needed by your agency.

## Locate Vendor Record with Search Engine

When you select the **Maintain Vendors** icon, BuySpeed Online displays a search engine for locating the vendor record you want to access:

## Administering Vendors

**Maintain Vendors**

Search using: ALL of the criteria Status: Any

Search Fields:

Vendor Name:  Vendor ID:

Vendor Tax ID:  Alternate Id:

Class Code:  Class Item Code:

NIGP Keyword:

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

Find it Clear

**Results**

Vendor ID	Name	Tax Id	Alternate Id	Status
<a href="#">0000002</a>	ABC COMPUTERS	123123123		Active
<a href="#">0000003</a>	AUSTIN AUTO ASSOCIATES	555555555		Active
<a href="#">VEN00021</a>	Austin Dancing School			Pending

Add Vendor Exit

**Figure 3- 1. Vendor Maintenance Search Engine**

Use the search fields to enter a specific **Vendor Name**, **Vendor ID**, **Vendor Tax ID**, **Alternate ID**, **Class Code**, **Class Item Code** or **NIGP Keyword**.

Or use the browse function: select the letter corresponding to the first letter of the vendor, then locate and click the vendor name from the list of vendors that are returned.

**Results**

Vendor ID	Name	Tax Id	Alternate Id	Status
<a href="#">VEN00010</a>	CALLAHAN'S GENERAL STORE	877877877		Active
<a href="#">0000004</a>	CAPITOL ASSOCIATES	999999999	1234567890	Active

Add Vendor Exit

**Figure 3- 2. Vendor Search Engine Results**

BuySpeed opens the Maintenance Home Page for the selected vendor:



Figure 3- 3. Maintenance Home Page

### Maintain Vendor Information

Selecting the Maintain Organization Information icon allows you to access all of the vendor organization’s information as it was registered with the agency, including links to address, URL links, terms, categories, and commodities:

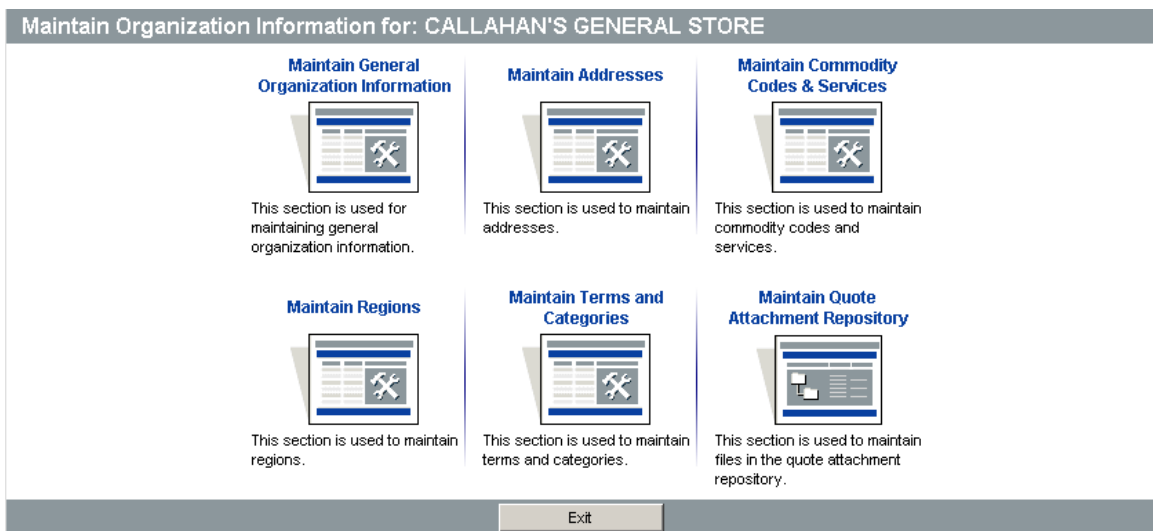


Figure 3- 4. Maintain Organization Information Home Page

### Add or Modify Vendor Information

Select the Maintain General Organization Information icon to maintain the organization’s default information, including name and business description.

## Administering Vendors

**Figure 3- 5.** Maintain General Organization Information Home Page

The fields for this form are described below:

**Vendor ID** This field displays the vendor id for the current vendor record.

**Company Name\*** Enter or modify the vendor company name. This is a required field.

**Tax ID#\*** Enter or modify the vendor Tax ID #. This is a required field.

**Incorporation Details** Use the dropdown menu to select a state and enter the year of incorporation for the current vendor.

**Business Description** Enter or modify a short business description for this vendor.

Length of Time in Business	Enter or modify the number of Years, Months, or Weeks the vendor has been established as a business.
Prepared Delivery Method	Use the dropdown menu to select or change the preferred delivery method for bids sent to this vendor.
Comments	Use this field to enter additional information to this vendor record.
Emergency Supplier	Select the <b>Yes</b> button to designate the vendor as an emergency supplier who can deliver with short lead times, outside of standard work hours, and in cases of disaster.
Emergency Phone*	The phone number used to reach the vendor in emergency situations. <i>This is a required field only if the vendor is marked as an Emergency Supplier.</i>
Emergency Contact Name*	The contact name associated with this emergency supplier. <i>This is a required field only if the vendor is marked as an Emergency Supplier.</i>
Emergency Email*	The email address associated with this emergency supplier. <i>This is a required field only if the vendor is marked as an Emergency Supplier.</i>
Emergency Info Comment	Enter additional information about the Emergency Supplier.
Attachments	This field appears only if vendors are permitted to add attachments ( See Administer Vendor System)

Select **Save** to submit the modified vendor record.

### Edit Vendor Addresses

The **Maintain Addresses** option allows the agency to maintain, add, or remove the vendor’s various addresses that are registered with the agency.

## Administering Vendors

The screenshot shows a web interface titled "Maintain Addresses". At the top, there is a navigation bar with links: "NIGP Code Browse | My Account | Customer Service" and a red bar with "Home | Agency | Vendor | System | News | Help". The main content area has a header "Maintain Addresses" and two sections. The first section is "General mailing address" with an "Edit" button. Below it is the address: "Tyson Jones, 12555 US 183 North, Suite 500, Accounting department, Austin, TX 78766". The second section is "Emergency Mailing Address" with an "Edit" button. Below it is the same address: "Tyson Jones, 12555 US 183 North, Suite 500, Accounting Departments, Austin, TX 78766". At the bottom of the form are buttons for "Add Another Address" and "Cancel". A copyright notice at the very bottom reads "Copyright © 2002 Periscope Holdings, Inc. - All Rights Reserved."

**Figure 3- 6. Maintain Address Window**

To edit an existing address, click on the **Edit** button located to the right of the address type heading for the address you wish to modify. Once you have made changes, click **Save** to submit the record. Click **Delete** to remove completely the address from your registration record.

The screenshot shows a form titled "General mailing address". It contains the following fields: "Name this Address\*" (Downtown), "Contact Name\*" (Tyson Jones), "Address Line 1\*" (12555 US 183 North), "Address Line 2" (Suite 500), "Address Line 3" (Accounting department), "Address Line 4" (empty), "City\*" (Austin), "State\*" (TX), "ZIP\*" (78766), "County" (empty), "Country" (empty), "Phone\*" (512, 456, 4563, Ext), and "Fax" (empty), "Email\*" (empty). At the bottom are buttons for "Save", "Delete", and "Cancel". A copyright notice at the very bottom reads "Copyright © 2002 Periscope Holdings, Inc. - All Rights Reserved."

**Figure 3- 7. Edit Vendor Address**

### Add Vendor Address

When a vendor address needs to be added, click the **Add Another Address** button on the Maintain Addresses window. Complete the new address information and click **Save**. An asterisk identifies required fields. Fields without an asterisk are optional entry fields. Use the Tab key to advance to the next field, or click in the field with the left mouse button.

**Address Book**

**Enter a New Address**

Address Type: Emergency Mailing Address

Name this Address\*: Corporate Bids

Contact Name\*: Tyson Jones

Address Line 1\*: 12555 US 183 North

Address Line 2: Suite 500

Address Line 3: Accounting Departments

Address Line 4:

City\*: Austin State\*: TX

ZIP\*: 78766

Country: Country:

Phone\*: 512 472 9066 Ext:

FAX: Email\*: daniel@goperiscope.c

Save Cancel

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**Figure 3- 8. Add Vendor Address**

Enter information into the vendor New Address fields:

**Address Type** Select the type of address (emergency contact, bid mailing, PO mailing, remittance). This is a required field.

**Address Name** Enter a descriptive name for the address (i.e. Corporate, Bids, POs, etc). This is a required field.

**Contact Name** Enter the primary contact person for this address. This is a required field.

**Line 1** Enter the first line of the street address. This is a required field. Lines 2, Line 3 and Line 4 are not required fields.

**City** Enter the city for the address. This is a required field.

**State/Province** Enter the state or province for the address. If you are not a US or Canadian user please select 'NONE'. An agency representative may contact you for further details. This is a

## Administering Vendors

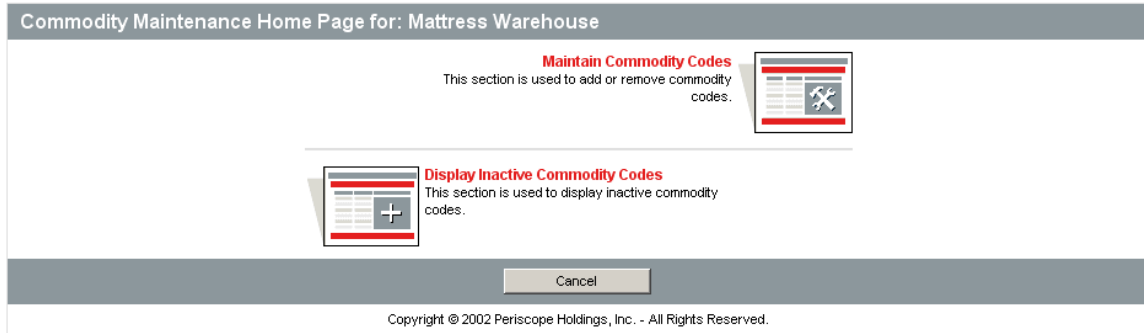
	required field.
ZIP	The ZIP code. US customers please use either ##### or #####-#### format. Canadian customers please use a#a-#a# format. If you are not a US or Canadian user please '00000'. An agency representative may contact you for further details. This is a required field.
County	The county. This is not required field.
Country	The country. This is not a required field.
Phone/Extension	The phone/extension associated with this address. This is a required field.
Email	The email address associated with this address. This is a required field.
Fax	The fax number associated with this address. This is not a required field.

## Maintain Commodity Codes and Services Options

### Maintain Commodity Codes & Services



Select the **Maintain Commodity Codes and Services** to maintain, add, and remove item commodity codes associated with a vendor's record.

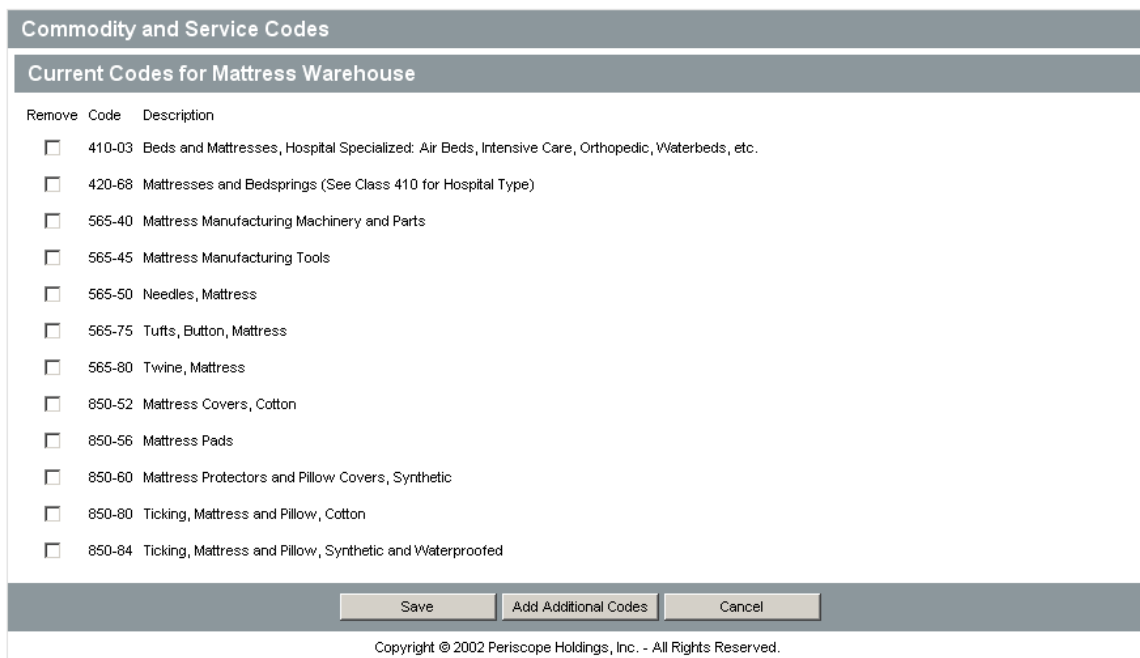


**Figure 3- 9. Commodity Maintenance Home Page**

### Add Commodity Codes

To add one or more commodity code,

- 1) Select the **Maintain Commodity Codes** icon from the Commodity Maintenance Home Page. BuySpeed Online opens the commodity codes and services list screen for the current vendor:



**Figure 3- 10. Commodities and Services List**

- 2) Click the **Add Additional Codes** button to open the commodity code search screen:

## Administering Vendors

Commodity and Service Codes - Mattress Warehouse ?

Search

**Class**  **Item**

**Keyword**

**Search using** ALL of the criteria ▾

NIGP Code Browse

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

**Figure 3- 11. Commodity Codes Look Up**

Use the look up tools in the area labeled **Search** to enter a Class, Item, and/or Keyword. The results of your search are listed in a selection list. To add to the vendor commodity code list, place a checkmark beside the commodity codes you wish to add, then select **Save**:

Commodity and Service Codes - Mattress Warehouse ?

Search

**Class**  **Item**

**Keyword**

**Search using** ALL of the criteria ▾

NIGP Code Browse

<input type="checkbox"/>	Code	Description
<input type="checkbox"/>	165-10	Can Openers and Knife Sharpeners, Electric
<input type="checkbox"/>	165-12	Can Openers, Manual
<input type="checkbox"/>	165-15	Coffeemakers, Hot Water Dispensers, Urn Bags and Filters
<input type="checkbox"/>	165-31	Dispensers, Butter or Margarine
<input type="checkbox"/>	165-32	Dispensers: Cream, Juice, Milk, Pancake, Tea, etc.
<input type="checkbox"/>	165-33	Dispensers: Cup, Dish, Silverware, Tray, etc.
<input type="checkbox"/>	165-34	Dispensers: Drinking Straw, Napkins, Toothpicks, etc.
<input type="checkbox"/>	165-69	Racks, Dispensing (Food Service)

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**Figure 3- 12. Commodity Code Search Results**

You can also use the NIGP Code Browse drilldown browse to find commodity codes to add.

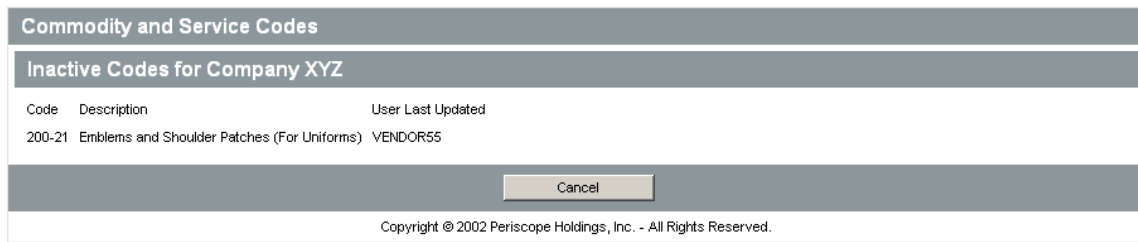
**Remove Commodity Code(s)**

To remove codes on the **Current Codes** page, place a check in the check box to the left of the code that you want to remove and then click **Save**.

Click **Cancel** to return to the previous page.

**View Inactive Codes**

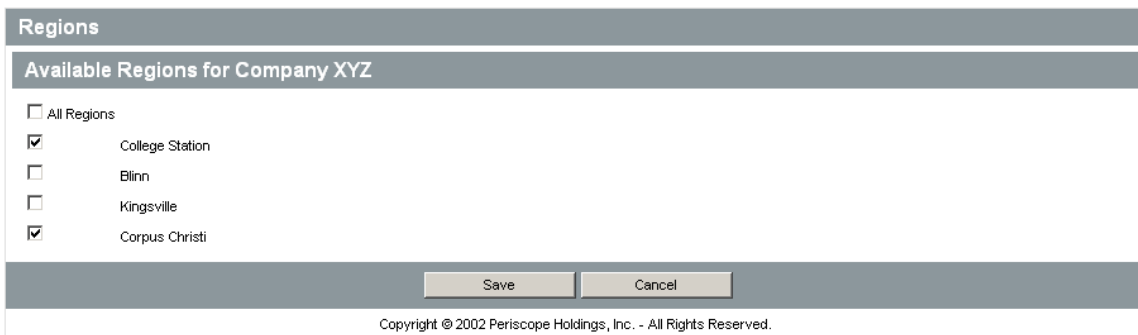
To review commodity codes that were once present on the vendor’s record, select **Display Inactive Commodity Codes** from the Commodity Maintenance homepage. BuySpeed Online will display a list of commodity codes that were at one time assigned to the current vendor. Click **Cancel** to return to the previous screen:



**Figure 3- 13. Display Inactive Commodity Codes**

**Maintain Regions**

This option allows you to maintain, add, and remove regions, which are serviced by the vendor, from the vendor record. The Regions table is maintained in the main BuySpeed application.



**Figure 3- 14. Regions Screen**

## Administering Vendors

Select appropriate region using the check box or click the **All Regions** check box for all and click **Save**. To remove regions, uncheck the selections and click **Save**.

### Maintain Terms, Categories, and Links

This option allows you to maintain, add, and remove payment and delivery terms, categories, and keywords and URLs for the vendor's record.

To maintain terms and categories, either click the dropdown menu for the field and select a new option, or click the check box or radio button to the left of the entry and click **Save**. Select **Cancel** to return to the previous page.

**Terms, Categories, and Links (Company XYZ)**

**Terms**

Payment Terms: 10% Net 10  
 Freight Terms: Freight Allowed  
 Shipping Method: Best Way  
 Shipping Terms: Cost and Freight  
 Preferred Delivery Method: Test Delivery #1

**Categories**

Location: Within the United States  
 Location: Outside of the United States  
 Location: Within the city limits  
 Location: In state  
 Minority owned business: Black owned  
 Minority owned business: Hispanic owned  
 Minority owned business: Native American owned  
 Minority owned business: Woman owned  
 Business Type: Corporation  
 Business Type: Individually Owned  
 Business Type: Partnership

**Keywords and Links**

Delete	Keyword	Keyword Link/URL
<input type="checkbox"/>	Clothing Website	www.clothing.com
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Delete All

Save Cancel

Figure 3- 15. Terms, Categories, and Links Screen

**Edit Keywords and Links**

To add or edit **Keywords and Links**, type the appropriate information in the Keyword and Keyword Links/URL fields and click **Save**. To remove keywords and links simply clear the fields and click **Save**. Click **Cancel** to return to the previous page.

To delete an entire entry, place a checkmark in the **Delete** column and select **Save**. To remove all of the entries, fill the **Delete All** checkbox, and then select **Save**.

### Edit Users on This Account

To make changes to a user’s profile for an account, click the **Maintain Users on this Account** icon. BuySpeed Online opens a list of users for the current vendor, as well as displaying the roles each user plays within the application.

User Maintenance for: Austin "Coffee" suppliers				
Login Id	First Name	Last Name	Status	Role(s)
BUTTER77	Betty	Butterton	Active	Seller
TVENDOR1	Test	Vendor	Active	Seller Seller Administrator
VENDOR96	John	Smith	Active	Seller Seller Administrator

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**Figure 3- 16.** Maintain Users Selection Screen

Click on the user’s **Login ID** to access the edit page that allows you to update the user information. You can use this page to reset passwords, change roles, or login info.

User Maintenance for: Betty	
Administrative User Information	
Salutation	<input type="text" value="Mr."/>
First Name*	<input type="text" value="Betty"/>
Last Name*	<input type="text" value="Butterton"/>
Job Title*	<input type="text" value="Basic Worker"/>
Department	<input type="text"/>
Phone*	<input type="text" value="798"/> <input type="text" value="798"/> <input type="text" value="7989"/>
Email*	<input type="text" value="me@robmarable.com"/>
Login Id*	BUTTER77
Status	<input type="text" value="Active"/>
New Password*	<input type="password" value="*****"/>
Confirm Password*	<input type="password" value="*****"/>
Login Question	<input type="text"/>
Login Answer	<input type="text"/>
Roles*	
<input checked="" type="checkbox"/>	Seller
<input type="checkbox"/>	Seller Administrator
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

**Figure 3- 17.** User Maintenance Screen

You can assign roles to individual users to indicate the role they will play in the application. In this portion of BuySpeed Online, users can have a role of either Seller or Seller Administrator. When you are finished updating the user

information, click **Save** and you will return to the User Maintenance selection screen. Select **Cancel** to return to the user selection list window.

### ***Add Users to this Account***

You can add new users to a vendor account by clicking on the Add Users icon.

**New Vendor User For Driftwood Survey**

**Administrative User Information**

Salutation

First Name\*  Last Name\*

Job Title\*  Department

Phone\*  -  Email\*

Login ID\*  Status\*

New Password\*  Confirm Password\*

Login Question  Login Answer

**Roles**

Seller

Seller Administrator

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**Figure 3- 18.** Add New User Screen

Enter information about the user and click on **Save** (see previous sections for a detailed description of entry fields).

Select **Cancel** to return to the vendor user selection list without adding a new user.

# Administer System

This area of the application is used to maintain system variables. The following sections describe the options for controlling vendor registration input.

The System Configuration Options screen is pictured below:

System Configuration Options		
Show on Web	Required	Section Name
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Commodity Codes
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Regions
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Categories
<input type="text" value="BUYSPEED - John Doe"/>		Registration Notification User

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*Figure 4- 1. System Configuration Options Window*

## Show Bids on Web

For each section (Commodity Codes, Regions, Categories), select the **Show on Web** checkbox to include the section in the initial vendor registration process. This allows a registering vendor to add commodity codes, regions, or categories to their profile. Select **Save** to submit the settings, or **Cancel** to return to the **Vendor Administrator Home Page**.

## Set Vendor Requirements

If you want to require registering vendors to select at least one item in a section, mark the **Required** checkbox for that item. When a section is checked as Required, a vendor record must include one or more item (e. g., commodity code) before vendor registration can be completed. Select **Save** to submit the settings, or **Cancel** to return to the **Vendor Administrator Home Page**.

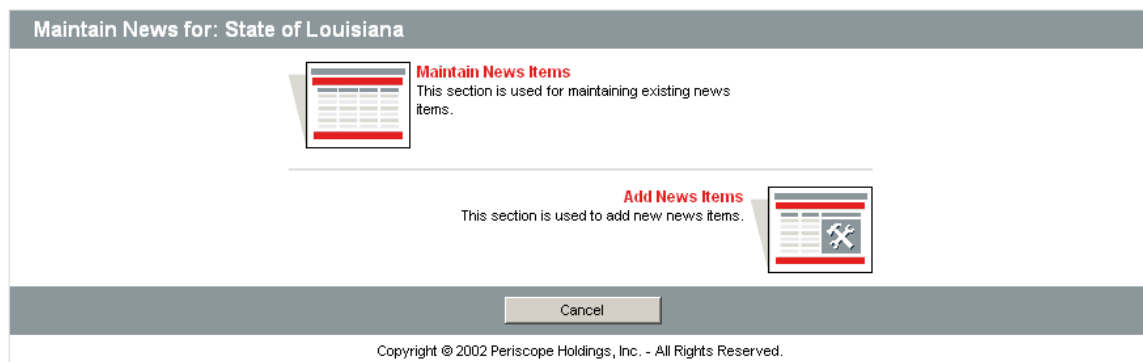
# Administer News

## Administer News



### ***Administer News Introduction***

This option allows you to create and maintain a bulletin for vendors and agency users relating to forms, events, or general agency bulletins. The News feature can also deliver agency information to vendors, such as auctions or Open House events.



**Figure 6- 1** *Maintain News Information Homepage*

### ***View News Items***

Select the **Maintain News Item** icon to view existing items:

## Administer News

Maintain News Items			
News Id	Effective Date	Category	Title
<a href="#">1030</a>	01-20-2003	Notices	Parade
<a href="#">1029</a>	12-18-2002	Events	Test news
<a href="#">1028</a>	12-05-2002	Notices	BSO Testing in progress.

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**Figure 6- 2** View Current News List

### Add News Item

Select **Add News Item** from the Maintain News Information Homepage to open a blank news item entry form:

Edit News Item	
<b>News ID</b>	
<b>Effective Date*</b>	November   13   2002
<b>End Date*</b>	November   13   2002
<b>Category*</b>	
<b>Title*</b>	
<b>News*</b> <small>(max 250 characters)</small>	
<b>Link</b>	

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**Figure 6- 3** Add News Information

Complete the news item entry form:

- 1) Use the dropdown calendars to choose an **Effective Date** and **End Date** to indicate the date range users will be able access to this news item.
- 2) Select the **Category**; categories are set up in the main BuySpeed application.
- 3) Type in a **Title** for the current news entry.
- 4) Type in the **News** item, using up to 250 characters.

- 5) In the **Link** field, enter an associated **URL** or **intranet link**, if appropriate.
- 6) Select **Save** to submit the entry and make it available to users and vendors. Select **Cancel** to return to the Maintain News Information homepage without creating a news item.

### ***Edit or Delete News Item***

From the **Maintain News Items** selection window, select an item for editing by clicking its ID in the **News ID** column. The news item opens in an editable form. After modifying, select **Save** to submit the modified news item to BuySpeed Online. Select **Cancel** to return to the Maintain News Information homepage without modifying the news entry.

Select the **Delete** button to remove the news item from the system.

**Edit News Item**

News ID 1029

Effective Date\* December 18 2002

End Date\* December 28 2002

Category\* Events

Title\* Test news

News\* Christmas holiday: 5 days off.  
(max 250 characters)

Link

Save Delete Cancel

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***Figure 6- 4 Edit News Information***