How to use Buy Speed Online as a Vendor with Albemarle County
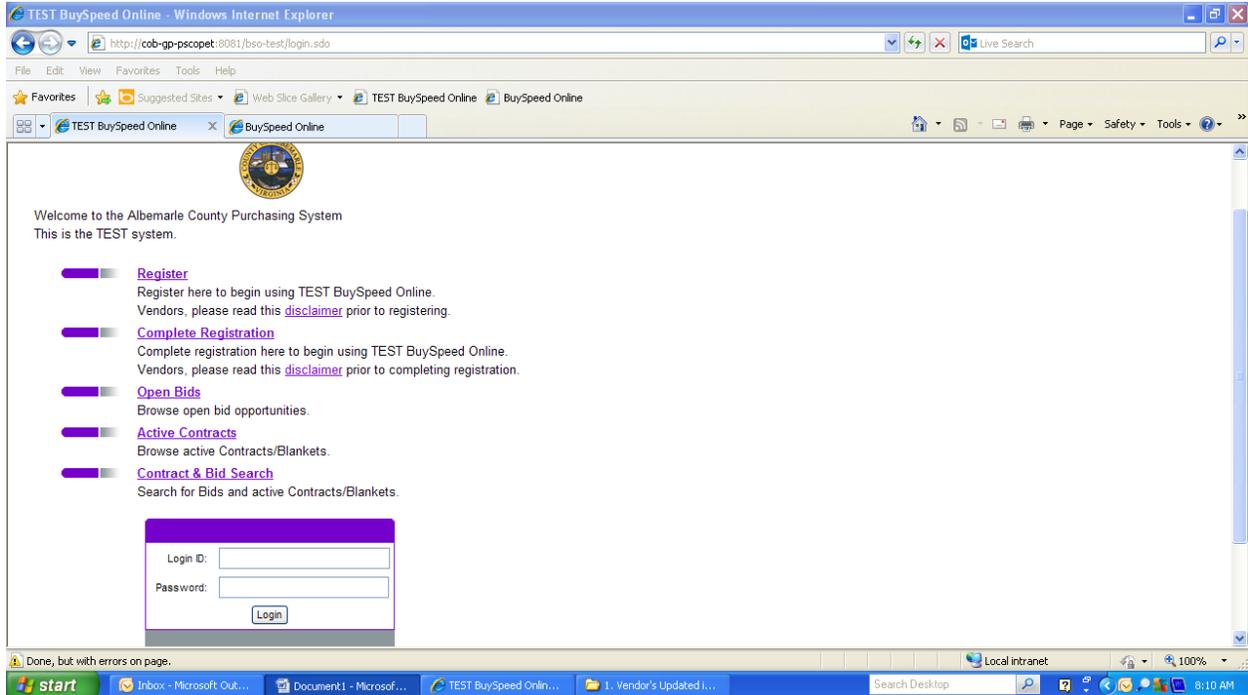
Here are the steps you will need to take when logging into Buy Speed Online:

http://bso.albemarle.org/bso/

1. When you first go to the address above. You will see the below screen. When you see this screen, just scroll down to the Login Box and input your Login ID and Password.

2. Once you have signed in, you will then be taken to a screen where you will be asked to change your password. Once you have changed your password, you will then be taken to the screen below. At this screen, you can do several things. You can maintain Organization Information, maintain users on this account, add users on this account, or add an associated organization.
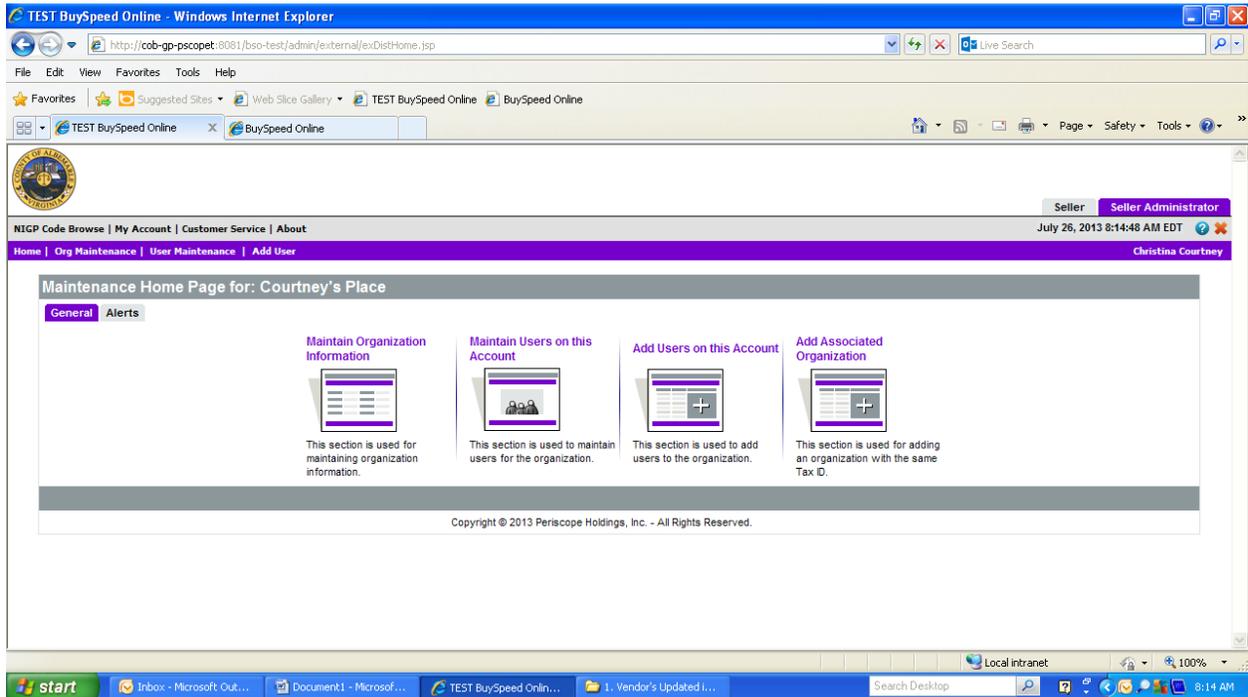
3. Before you do anything else on BSO, you'll first want to go to Maintain Organization Information. There, you will want to make sure that all of your information is input correctly, and update/change what is not by selecting and completing each of the categories below.
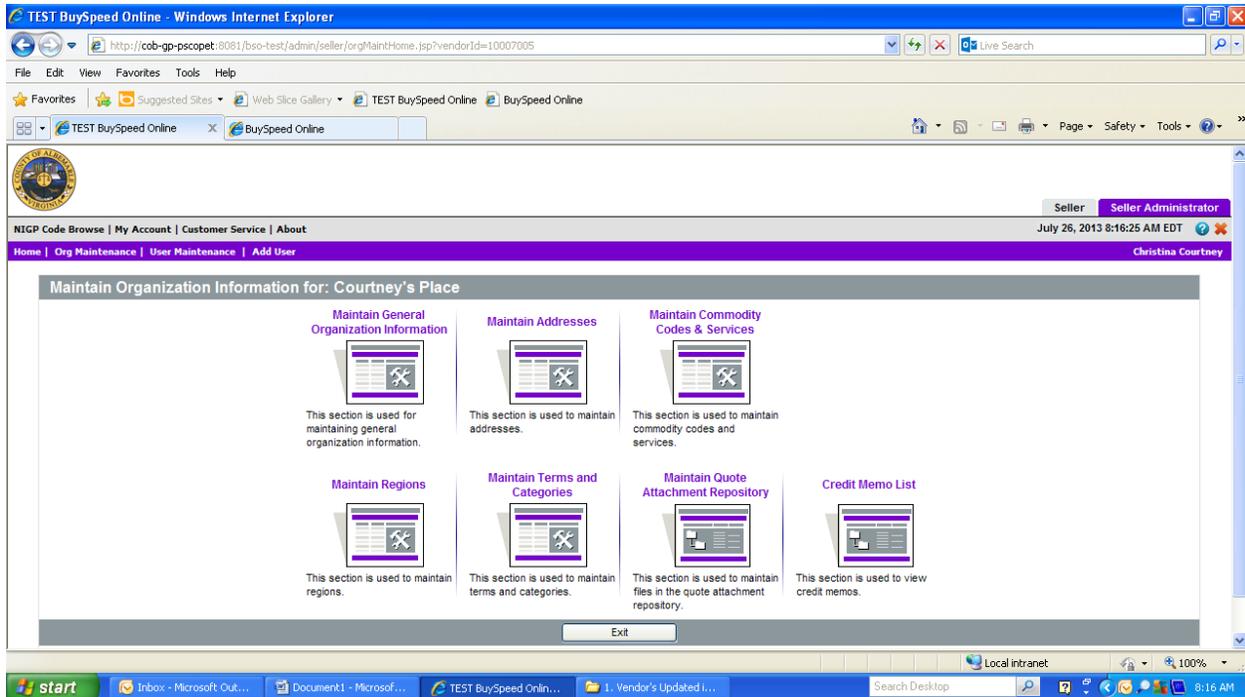
- When you go into these pages and update or check your information, please be sure to always save your information. If you want to upload a document, be sure to save the changes made to a page by selecting save and continue. Then, after the changes are saved, upload the desired file and click save and continue once more just to make sure everything is uploaded as desired.
- When selecting Maintain Commodity Codes and Services, be sure to include all possible commodity codes for your company to better advertise your goods and services on our system, and increase your opportunities for business. In most instances, we have uploaded and selected just a few of the codes for each company, so always be sure to double check that all have been added.
- When Maintaining an Address, always leave the address that you want payments/receipts/purchase orders sent to as the 'General Address.

4. If you go back to the original page, and then select maintain users, be sure to make sure that all users selected or added are given both seller and seller administrator privileges. If not, this person will only be able to see Buy Speed, but not make any updates or changes.