OPERATIONAL SERVICES DIVISION

Job Aid:

COMMBUYS Vendor Registration

This Job Aid shows how to:

- Complete the vendor registration process in COMMBUYS

Of Special Note:

Vendors must register in COMMBUYS (even if they have previously done business with the Commonwealth of Massachusetts) in order to receive notifications about bid opportunities, submit quotes, receive bid awards, or be issued purchase orders through COMMBUYS.

Registering in COMMBUYS allows you to specify company information that helps drive buyer search results and assists in other aspects of the purchasing and bidding processes. Vendors are required to specify a Seller Administrator as part of the vendor registration process. The Seller Administrator will maintain vendor business and catalog information in COMMBUYS.

This job aid contains two appendices. Appendix A provides information for various scenarios when your Tax ID is already in use. Appendix B presents instructions to register & be verified for the Small Business Purchasing Program (SBPP).

Screenshot	Directions
	**Step 1: Launching COMMBUYS** 1. Enter the uniform resource locator (URL) address for COMMBUYS (https://www.commbuys.com) or (commbuys.com) in your browser. 2. Once the COMMBUYS landing page displays click on the **Register** button.

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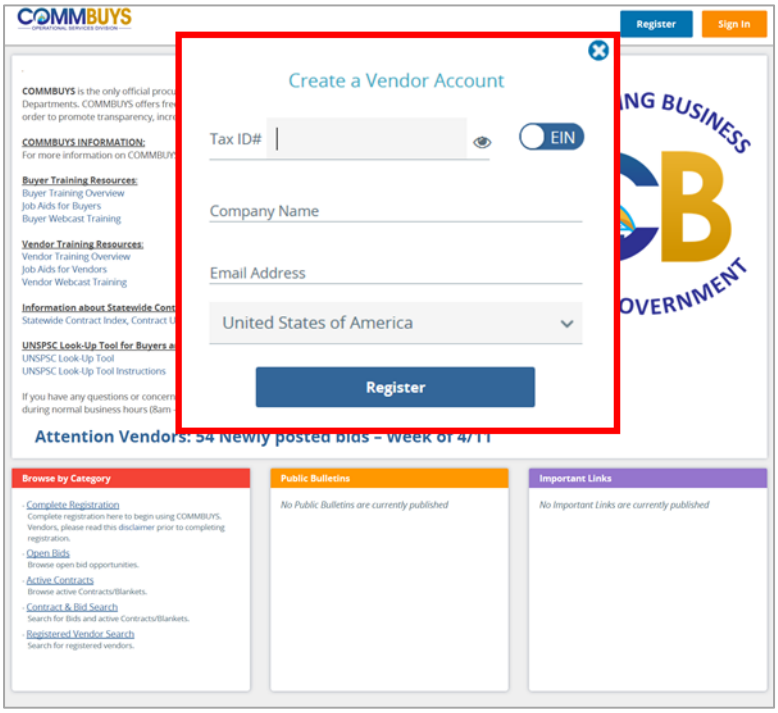
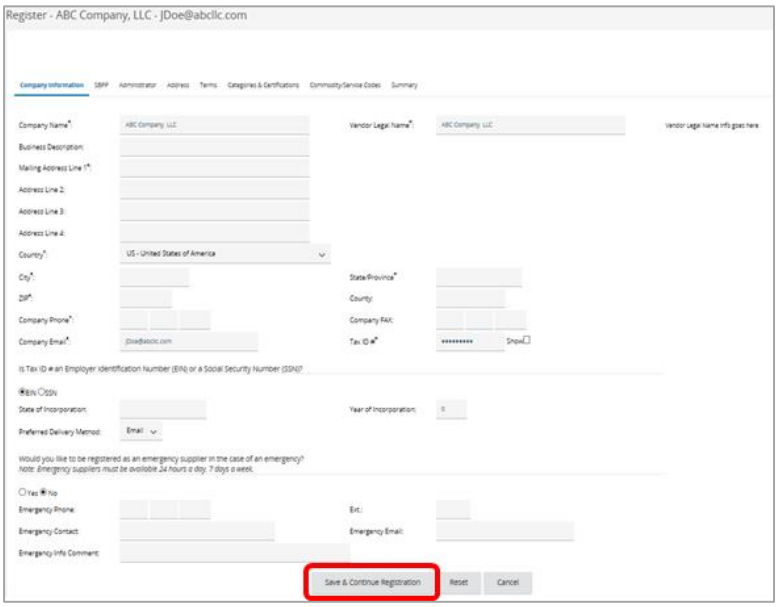
Screenshot	Directions
	**Step 2: Starting the Registration Process** 1. Upon selecting **Register**, a pop-up window appears requiring that the following fields be completed: • Tax ID (of the entity transacting business with / receiving payments from the Commonwealth) • Company Name • Indicate type of Tax ID • Country where main office is located • Email Address 2. Click the **Register** button. **Note:** COMMBUYS will confirm the Tax ID entered does not already exist in the system. If a Tax ID is already registered, an email notification is sent to the email address supplied to inform the individual that they may not continue registration. If COMMBUYS indicates that a tax ID is already in use please see Appendix A for further information.
	**Step 3: Entering Company Information** 1. Complete the form that appears on the Company Information tab to establish your company's Vendor Profile. Fields marked by an asterisk (*) are required. 2. Check the information populated from pre-registration. Make sure each item is typed correctly. 3. When you have entered and reviewed all the required information on the Company Information tab, click the **Save & Continue Registration** button at the bottom of the screen.

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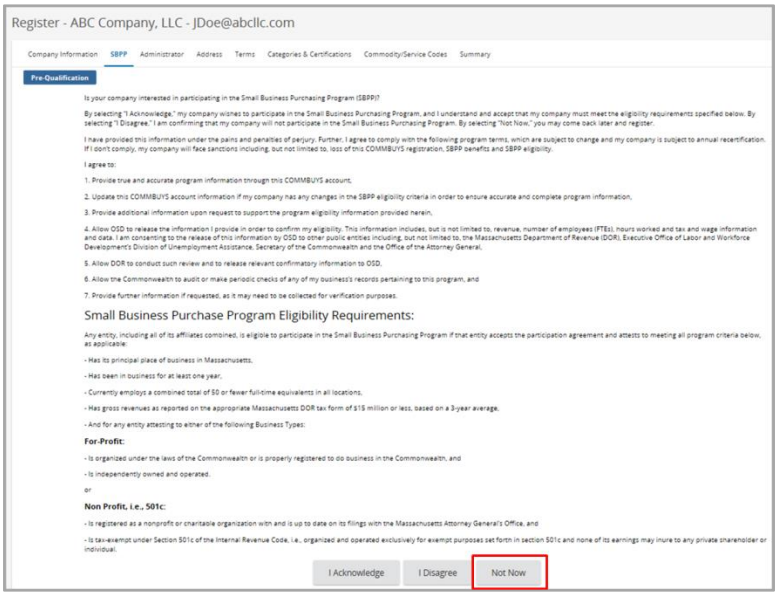
Screenshot	Directions
	**Step 4: Applying for the Small Business Purchasing Program (SBPP)** 1. You must select one of the options at the bottom of the screen to continue. Before selecting an option, thoroughly read the Small Business Purchasing Program (SBPP) information page. It is important to read this information carefully. It explains what the requirements are to qualify for this program. The three options are as follows: • **I Acknowledge**: If your business meets the eligibility requirements and you want to apply. *Your information will be verified by the agencies listed in item 4 of the information page*. • **I Disagree**: If you are ineligible or do not wish to apply for the SBPP. *Choosing this option will allow you to complete your COMMBUYS, but you will not be able to register for SBPP through COMMBUYS.* (Skip to step 5). • **Not Now**: If you want to come back later to make your choice about the SBPP. *You will still be able to complete SBPP Registration at any time through the Seller Administrator Control Center. Please see Appendix B for further information.*

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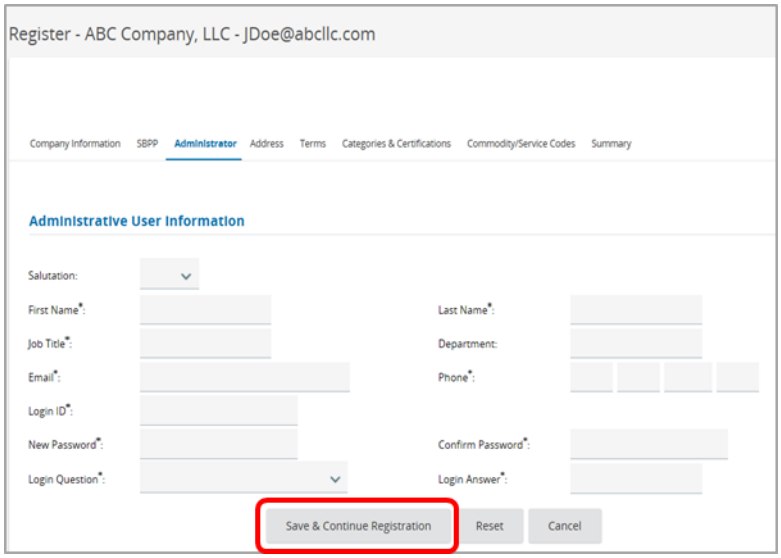
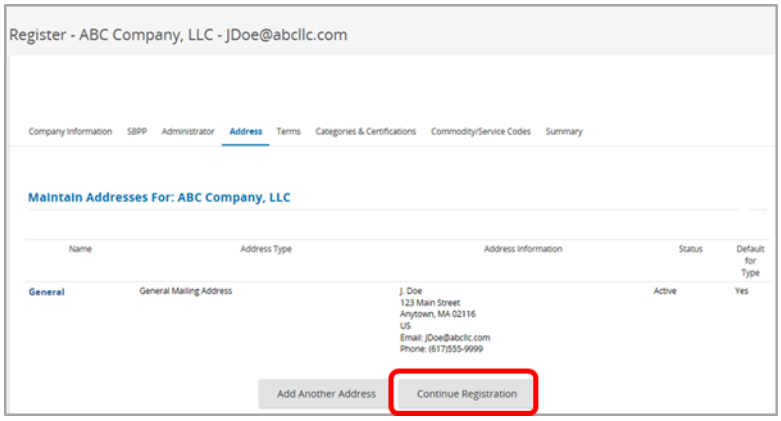
Screenshot	Directions
	**Step 5: Establishing a Seller Administrator Account** 1. Complete the form that appears on the Administrator tab to establish a Seller Administrator account, which is used to maintain company information and add / maintain users associated with your Vendor Profile. Fields marked by an asterisk (*) are required. 2. Once this form has been completed, click on the **Save & Continue Registration** button. **Note:** Record the **Login ID** and **Password** used to create the account, as this information is required to log in to the system once registration is complete. Upon initial login, you will be prompted to change your password. Passwords must be between 8 and 50 characters and contain at least 1 letter and 1 number.
	**Step 6: Adding Additional Addresses** 1. The address screen displays, including the information you previously entered, populated as the General Mailing Address. 2. If using only this General Mailing Address, click the **Continue Registration** button. 3. To input additional addresses, click the **Add Another Address** button at the bottom of the page and fill in the required information. Click **Save & Exit**. Upon creating each address, select the address to use as the default for each address type. 4. Once complete, click the **Save & Continue Registration** button at the bottom of the screen.

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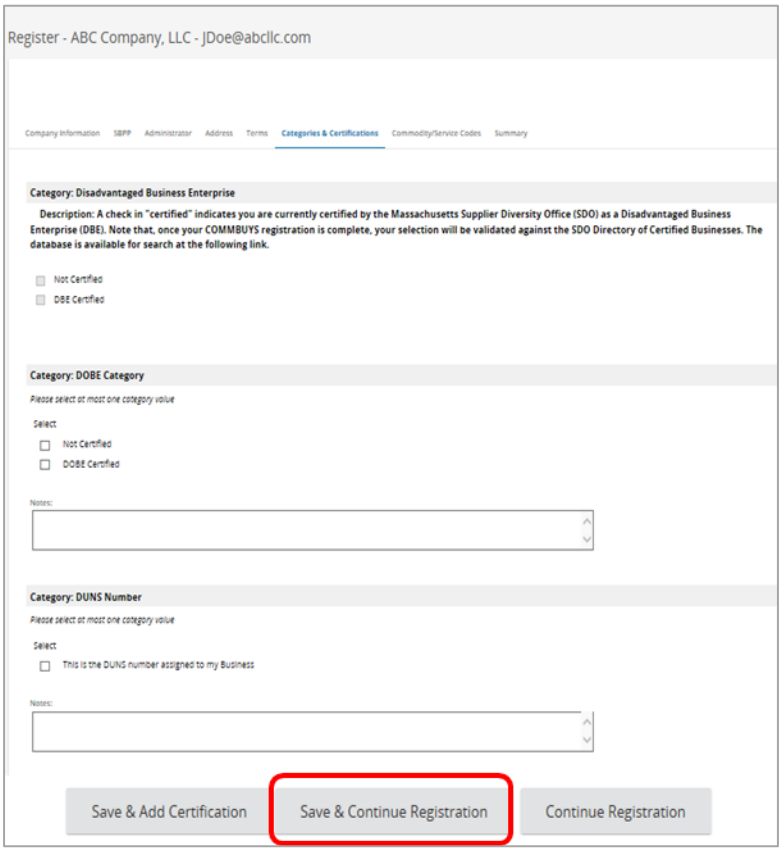
Screenshot	Directions
	**Step 7: Reviewing the Terms Tab** 1. The Commonwealth is not currently using the Terms tab. Vendor terms will be negotiated on a contract-by-contract basis and therefore do not need to be entered during registration. 2. Click on the **Continue Registration** button.
	**Step 8: Selecting Categories** 1. Select the categories that accurately reflect your organization. The following categories are required: **Business Structure**, **Agreement**, and **Business Type**. 2. The categories that list the **Certifications** are ready-only and therefore cannot be self-selected. The Supplier Diversity Office (SDO) receives information from certifying agencies and populates those fields. 3. Once you have made your selections, click on the **Save & Continue Registration** button. Vendors are responsible for ensuring that all selections are accurate.

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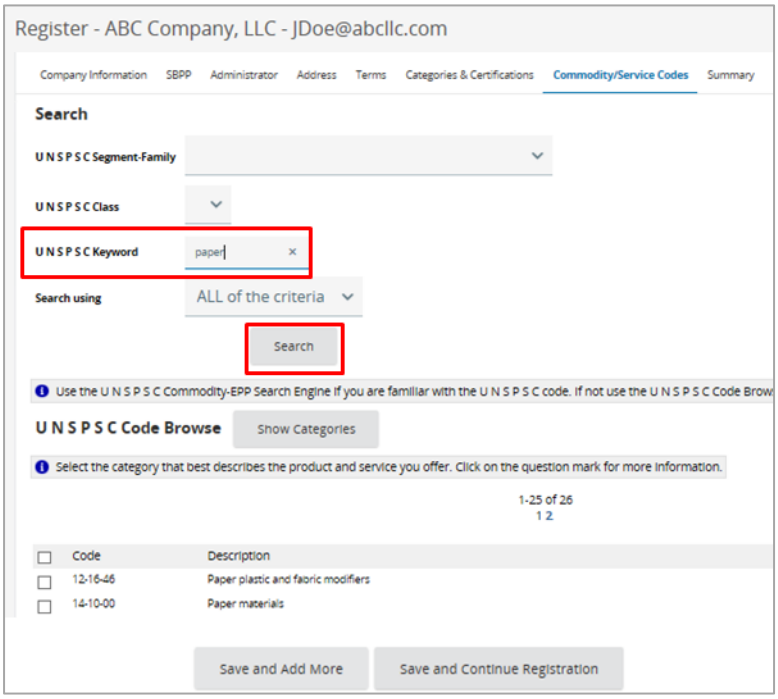
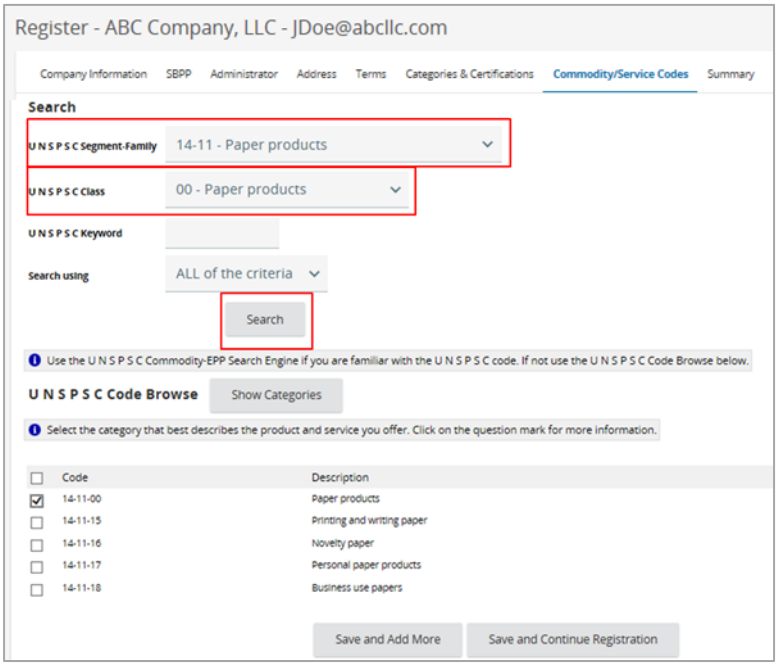
Screenshot	Directions





Step 9: Choosing Commodity/Service Codes

1. COMMBUYS uses United Nations Standard Product and Service Codes (UNSPSC) to identify goods and services. These codes support searching and categorization of goods and services in COMMBUYS.

2. Add codes to your Vendor Profile by entering a relevant keyword into the **UNSPSC Keyword** field and clicking the **Search** button.

3. Select the codes relevant to your business and either click **Save and Add More** to search for additional codes or **Save and Continue Registration** to move onto to the next step in the registration process.

4. You can also search for Commodity/Service Codes by using the **UNSPSC Segment-Family** and **UNSPSC Class** drop down menus.

5. Select the codes relevant to your business and either click **Save and Add More** to search for additional codes or **Save and Continue Registration** to move onto to the next step in the registration process.

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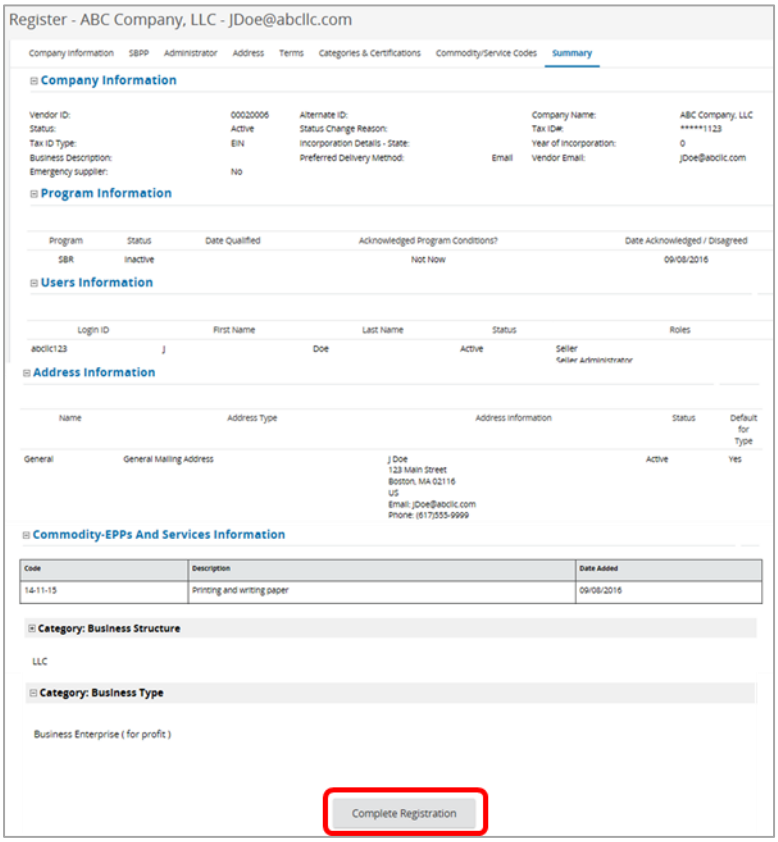
Screenshot	Directions
	**Step 10: Reviewing the Summary Tab** 1. The **Summary** tab displays information supplied during registration. Review all information on this page for accuracy. 2. To correct any information, return to the appropriate tab, correct and save information updates. Once you have saved your updates, return to the **Summary** tab. 3. Click the **Complete Registration** button to finish this stage of the registration process.

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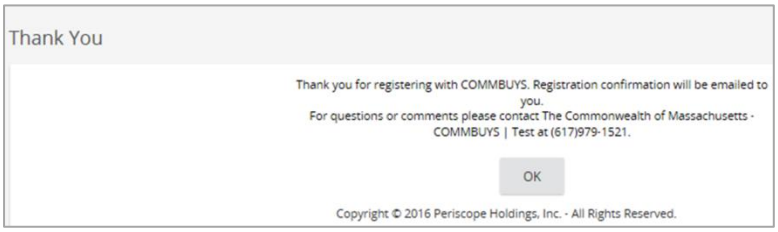
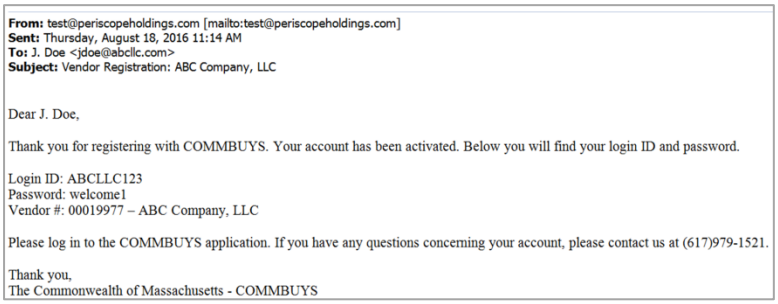
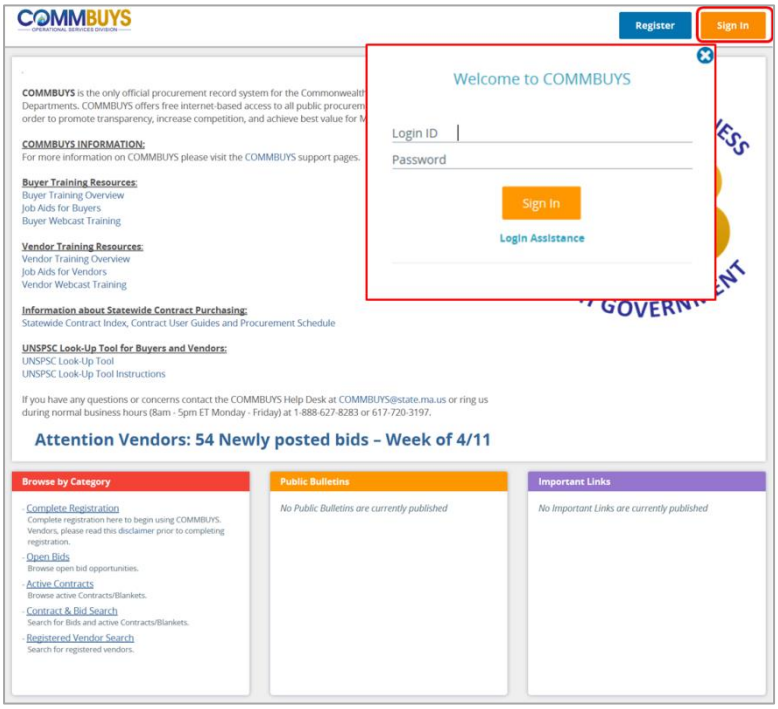
Screenshot	Directions
 	**Step 11: Completing Registration** 1. Once you click **Complete Registration**, a Thank You message that includes the COMMBUYS Help Desk telephone number appears. 2. Click the **OK** button to be redirected to the COMMBUYS landing page. Upon initial login, you will be asked to change your password. 3. Upon completing your registration, you will receive a confirmation e-mail with your login credentials and vendor number.
	**Step 12: Changing Password on Initial Login** 1. Click the **Sign In** button at the top of the page. 2. Once the login window appears, enter the Login ID and temporary password you created during registration. 3. Click the **Sign In** button to continue.

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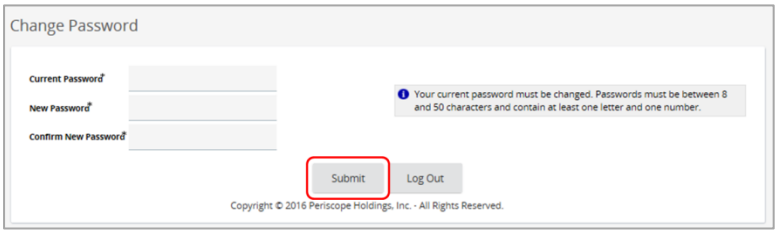
Screenshot	Directions
	**Step 13: Changing Password on Initial Login** 1. Enter your temporary password into the **Current Password** field. 2. Enter your new password. 3. Re-enter your new password in the **Confirm New Password** field. 4. Click the **Submit** button. **Note:** If you experience difficulties during the vendor registration or password change process, contact COMMBUYS Help Desk at 888-627-8283 or commbuys@state.ma.us.

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Appendix A

Tax ID Already in Use

When COMMBUYS indicates that a Tax ID is already in use and your registration cannot move forward with that Tax ID, it may be for one of several reasons:

1. Someone else (at your company) recently registered the company in COMMBUYS but didn't let you know.

2. An affiliate company (using same Tax ID) is already registered in COMMBUYS.

3. The Seller Administrator left your company with no back-up Administrator and you don't have Seller Administrator login credentials to update your account information.

4. Your company was previously registered in CommPASS and has been migrated to COMMBUYS but you can't access your COMMBUYS account, and you need your account reset with new temporary login credentials to update your account information.

5. Someone has used your Tax ID without authorization.

If you receive a message indicating that your Tax ID is already in use, report the issue to the COMMBUYS Help Desk for further instructions. The COMMBUYS Help Desk can be reached at 1-888-627-8283 or commbuys@state.ma.us.

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Appendix B

Register for the Small Business Purchasing Program (SBPP)

This Job Aid shows how to:

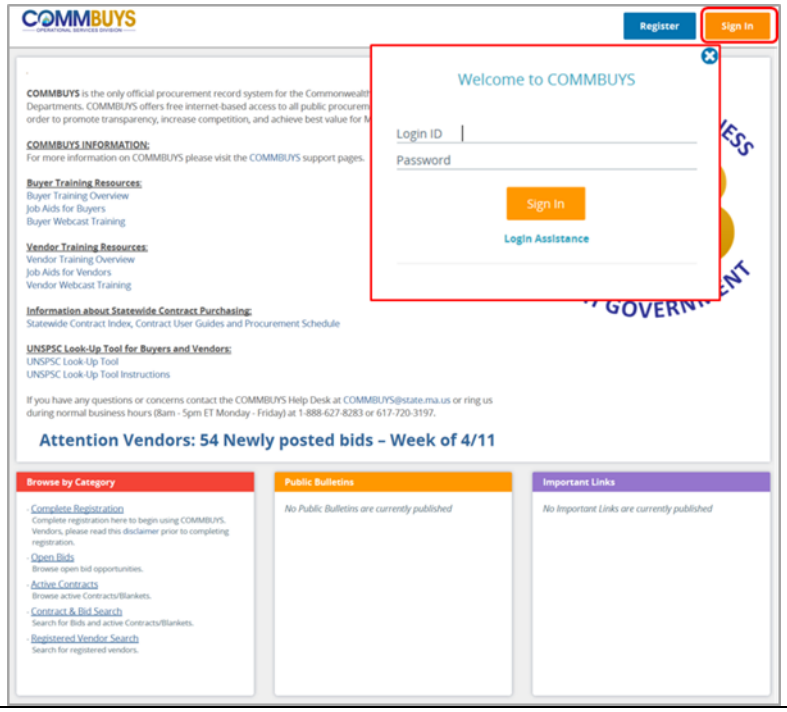
- Complete the Small Business Purchasing Program (SBPP) application process for those businesses whose Seller Administrators initially selected "Not Now" during COMMBUYS registration **OR**
- Re-activate the SBPP application to submit information for renewal

Of Special Note:

The Small Business Purchasing Program (SBPP) application is part of the COMMBUYS Registration process.

It is advisable to gather all necessary information before activating or re-activating the SBPP application. Information submitted into this short form is sent electronically to the Department of Revenue's interface for verification.

Only users with Seller Administrator privileges can maintain a company profile (including completing and renewing the SBPP application). These instructions assume the logged in user has Seller Administrator credentials.

Screenshot	Directions
	**Step 1: Launching COMMBUYS** 3. Enter the uniform resource locator (URL) address for COMMBUYS (https://www.commbuys.com) or (commbuys.com) in your browser. 4. Once the COMMBUYS landing page displays click on the **Sign In** button.

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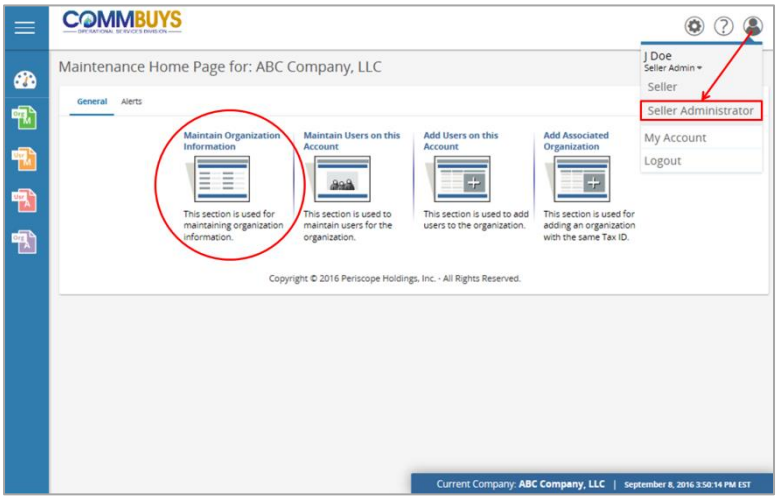
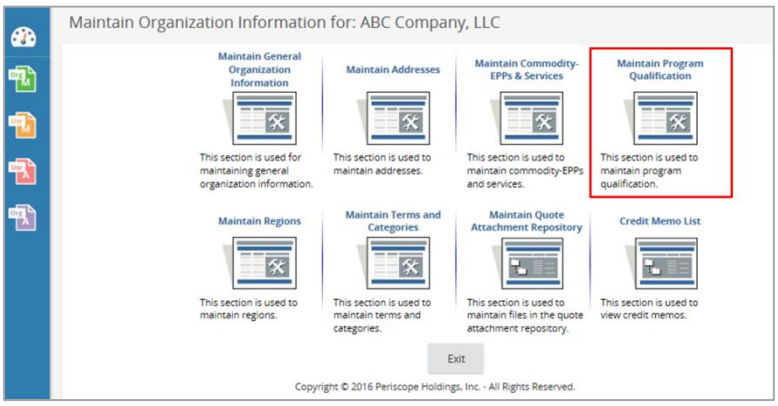
Screenshot	Directions
	**Step 2: Accessing Maintenance Organization Tools** 3. Click on the **Account** icon to ensure you are logged in as the Seller Administrator. 4. If not, click the **Seller Administrator** link. 5. Next, click on the **Maintain Organization Information** icon.
	**Step 3: Accessing the SBPP Application** 1. Click on the **Maintain Program Qualifications** icon to open the SBPP application.

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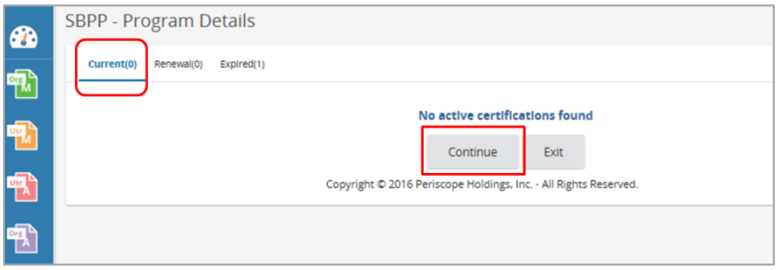
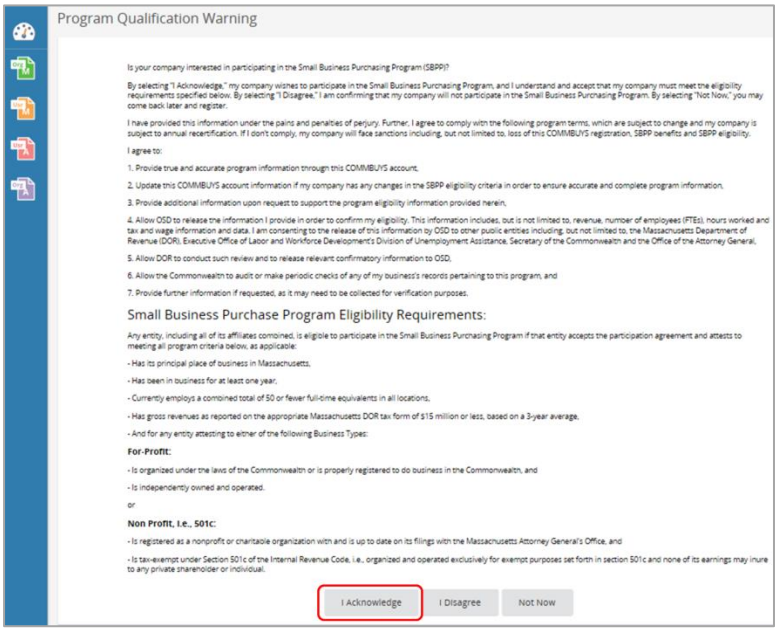
Screenshot	Directions
	**Step 4: Program Details** 1. Three tabs are displayed on the Program Details page: • Use the **Current** tab to begin initial SBPP application. • The **Renewal** tab may display successfully renewed Pre-qualification information. Complete SBPP renewal application from this tab. • The **Expired** tab displays all certifications that have passed the Renewal/Expiration date. Complete re-application from this tab. 2. Choose the tab that reflects your situation, then click the **Continue** button to start the application process. **Note:** A small number in parentheses on the tab label indicates whether information is listed under that tab. If the number in parenthesis is a zero, there are “No active certifications found” under the category.
	**Step 5: Reviewing Program Qualifications** 1. Carefully read the Terms and Conditions displayed on the top half of the page. 2. Review the Small Business Purchasing Program eligibility requirements displayed on the bottom half of the page. 3. Click on **I Acknowledge** to agree to the terms.

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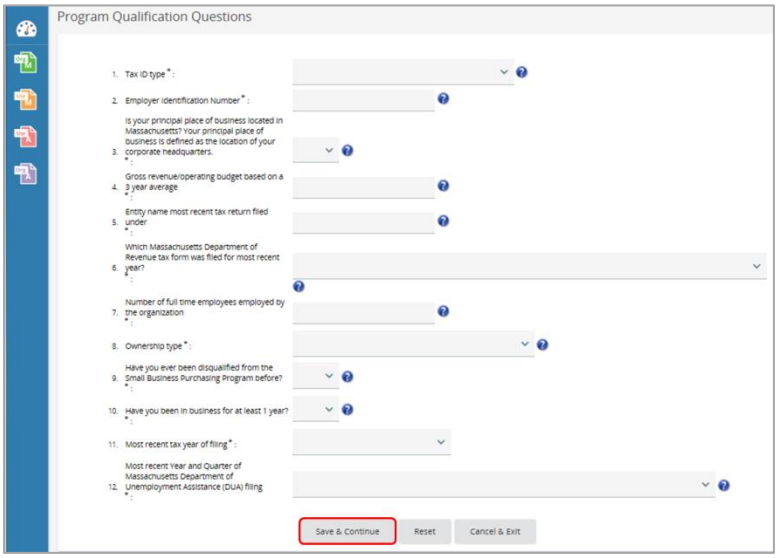
Screenshot	Directions



Step 6: Completing the SBPP Pre-Qualification Form

1. Answer each of the Program Qualification Questions displayed on this form. It is advisable to gather information before starting the application. Specifically:

   - Your Tax ID, either EIN or SSN. Use the Tax ID that corresponds to your latest Massachusetts Income Tax Filing. Note that the Commonwealth encourages the use of EINs rather than SSNs.
   - Form Type used to file business taxes for most recent year.
   - Average gross annual revenue using the 3-year average of most recent Department of Revenue. filings. Non-Profit and Not for Profit entities use gross operating budget. *Enter the number without commas, decimal point, or $ sign.*
   - Number of Full Time Equivalent employees as reported most recently to the Department of Unemployment Assistance. Sole Proprietors without employees may enter 0.
   - Year and Quarter of latest Department of Unemployment Assistance filing. Sole proprietors may select **does not have employees** from the drop down menu in question 9.

2. Once you have completed the form, review it for accuracy.

3. Click **Save & Continue** to complete the application.

Hint: For clarification on any question, hover over its blue question mark. Doing so triggers a text box with helpful information.

Note: The information entered on this form will be automatically transmitted to the Department of Revenue for verification.

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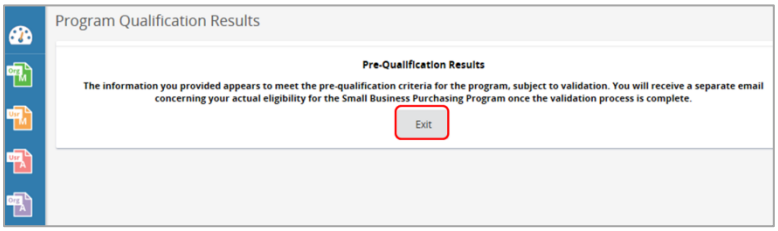
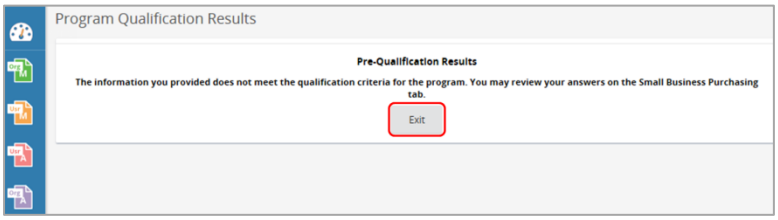
Screenshot	Directions
 **OR** 	**Step 7: Reviewing Pre-Qualification Results** 1. Review the pre-qualification results displayed on this page. This message is based solely on the information entered into the application, which has not yet been processed by the Department of Revenue. 2. Click on **Exit** to return to the Seller Administrator home screen. **Note:** COMMBUYS will communicate with you via e-mail once the Department of Revenue verification is complete. Your SBPP status will be marked “certified” if your data was verified and your business meets the eligibility requirements or “uncertified” if your data could not be verified. If the Department of Revenue does not verify your eligibility, you will receive an email with further instructions. If you experience difficulties during the SBPP registration process, contact COMMBUYS Help Desk at 888-627-8283 or commbuys@state.ma.us.