

## Job Aid:

### Complete or Renew Small Business Purchasing Program (SBPP) Application

#### 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:

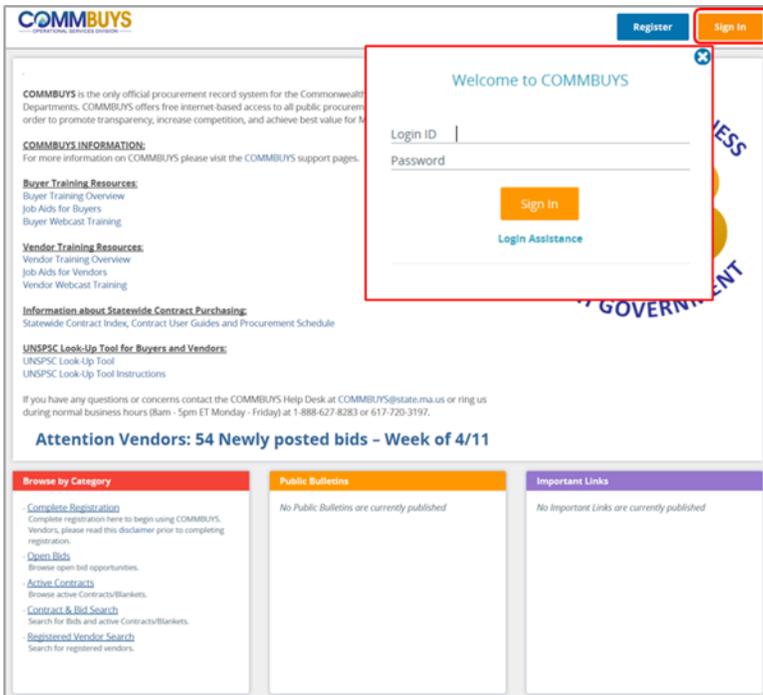
The Small Business Purchasing Program (SBPP) application is part of the COMMBUYS Registration process.

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



The screenshot displays the COMMBUYS website interface. At the top right, there are 'Register' and 'Sign In' buttons. The main content area features a 'Welcome to COMMBUYS' message with a 'Login ID' and 'Password' input field, a 'Sign In' button, and a 'Login Assistance' link. Below this, there are sections for 'Buyer Training Resources', 'Vendor Training Resources', and 'Information about Statewide Contract Purchasing'. At the bottom, there are three columns: 'Browse by Category' (with links for Complete Registration, Open Bids, Active Contracts, Contract & Bid Search, and Registered Vendor Search), 'Public Bulletins' (showing 'No Public Bulletins are currently published'), and 'Important Links' (showing 'No Important Links are currently published').

#### Step 1: Launching COMMBUYS

1. Enter the uniform resource locator (URL) address for COMMBUYS (<https://www.commbuys.com>) or ([commbuys.com](https://commbuys.com)) in your browser.
2. Once the COMMBUYS landing page displays click on the **Sign In** button.
3. Enter your **Login ID** and **Password** and sign in to COMMBUYS.

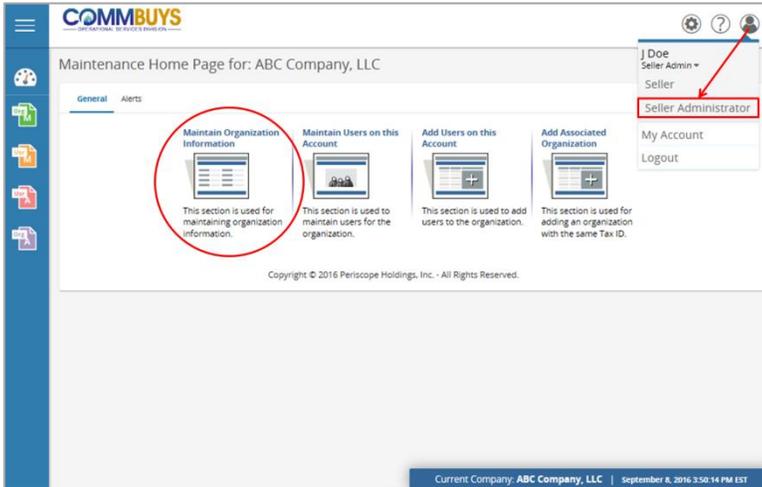


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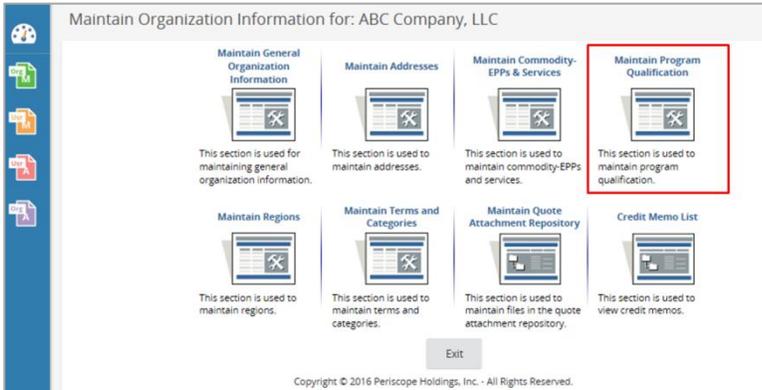
#### Screenshot

#### Directions



#### Step 2: Accessing Maintenance Organization Tools

1. Click on the **Account** icon to ensure you are logged in as the Seller Administrator.
2. If not, click the **Seller Administrator** link.
3. Next, click on the **Maintain Organization Information** icon.



#### Step 3: Accessing the SBPP Application

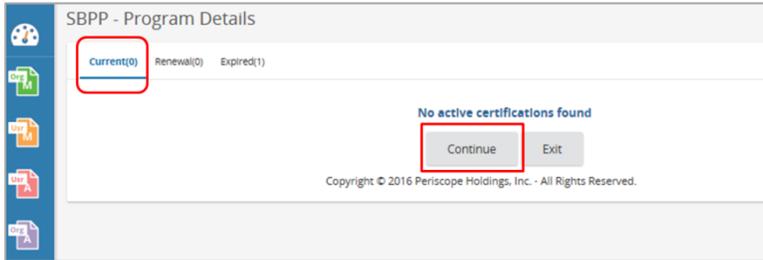
1. Click on the **Maintain Program Qualifications** icon to open the SBPP application.

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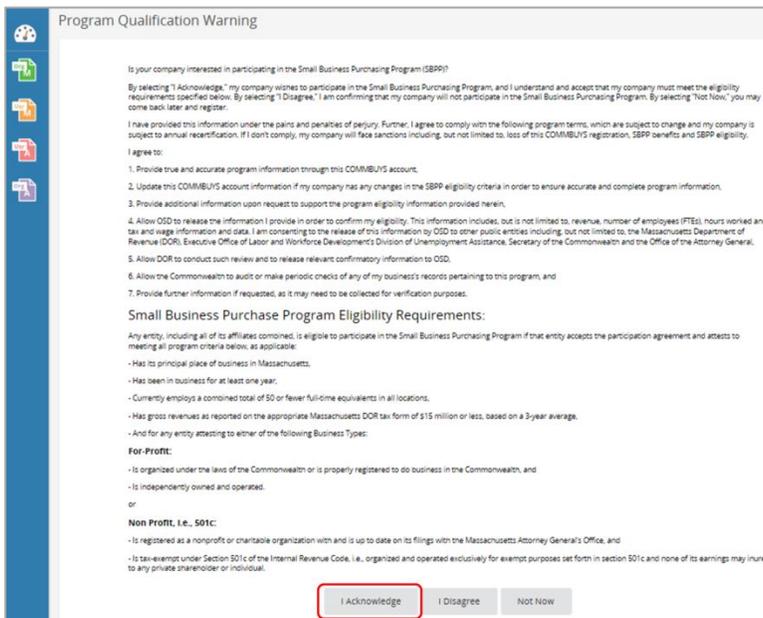
#### Directions



#### 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

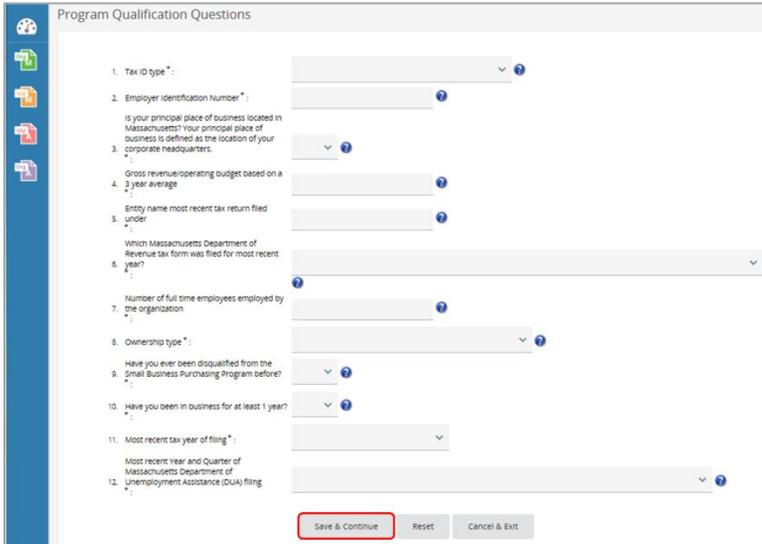
1. Carefully read the Terms and Conditions displayed on the top half of the page.
2. Review the Small Business Purchasing Program eligibility requirements displayed on the bottom half of the page.
3. Click on **I Acknowledge** to agree to the terms.

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Program Qualification Questions

1. Tax ID type \*
2. Employer identification Number \*  
Is your principal place of business located in Massachusetts? Your principal place of business is defined as the location of your corporate headquarters. \*
3. Gross revenue/operating budget based on a 3 year average \*
4. Entry name most recent tax return filed under \*
5. Which Massachusetts Department of Revenue tax form was filed for most recent year? \*
6. Number of full time employees employed by the organization \*
7. Ownership type \*
8. Have you ever been disqualified from the small Business Purchasing Program before? \*
9. Have you been in business for at least 1 year? \*
10. Most recent tax year of filing \*
11. Most recent Year and Quarter of Massachusetts Department of Unemployment Assistance (DUA) filing \*

Buttons: Save & Continue, Reset, Cancel & Exit

#### 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.

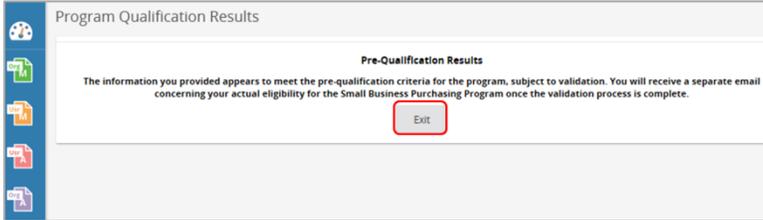
**Note:** The information entered on this form will be automatically transmitted to the Department of Revenue for verification.

## Job Aid:

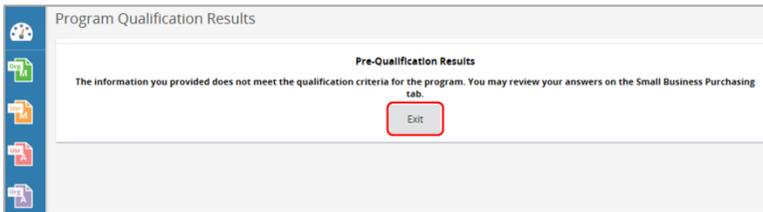
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**Screenshot**

**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](mailto:commbuys@state.ma.us).