This Job Aid shows how to:

- Complete the Small Business Purchasing Program (SBPP) application process for those businesses whose Seller Administrators initially chose “Not Now” during COMMBUYS registration.

Of Special Note:
The Small Business Purchasing Program application is part of the COMMBUYS Registration process. Seller Administrators may elect to by-pass SBPP application during initial registration by selecting “Not Now” when presented with the SBPP Terms and Conditions. Doing so allows Seller Administrators to return to the tab at a later time to complete SBPP application, if desired.

It is advisable to gather necessary information before activating the SBPP application. Information submitted into this short form is sent electronically to the Department of Revenue for verification. See Step 7 for a list.

In COMMBUYS, only users with Seller Administrator privileges can maintain a company profile. These instructions assume the logged in user has Seller Administrator credentials.

### Step 1: Login to COMMBUYS

1. Launch the COMMBUYS website by entering the URL for [COMMBUYS](https://www.commbuys.com) in the browser.
2. Enter your Login ID and password and click the **Login** button on the COMMBUYS landing page.
## Step 2: Access Maintain Organization Tools

1. Click on the Seller Administrator tab on the top-right (if user has both Seller and Seller Administrator roles assigned.)
2. Click on The Maintain Organization Information icon.

## Step 3: Maintain Program Qualifications

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

## Step 4: No Active Certifications Message

1. The message “No active certifications found” appears.
2. Click on the Continue button.
**Step 5: Terms and Conditions**

The displayed page is identical to the SBPP program tab in the COMMBUYS Registration process.

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 (not shown here).
3. Click on I Acknowledge to agree to the terms.

**Step 6: Program Qualification Questions**

Enter accurate information into the application. This data will be automatically transmitted to the Department of Revenue for verification. It is advisable to gather information before starting the application. Specifically:

- **TAX ID**, either FEIN or SSN. Use the ID that corresponds to your latest Massachusetts Income Tax Filing.
- **Form Type** used to file business taxes for most recent year.
- Average gross annual revenue using the 3-year average of most recent D.O.R. 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 (DUA). Sole Proprietors without employees may enter 0.
- **Year and Quarter of latest DUA filing**. Sole proprietors may select does not have employees from the drop-down menu in question 9.

1. Accurately enter information for questions 2, 4, 5, and 8.
2. Accurately select from drop-down menus for questions 1, 3, 6, 7, 9, 10, 11, and 12.
3. Review for accuracy.
4. Click Save & Continue to complete the application.

For clarification on any question, hover over its blue question mark. Doing so triggers a text box with helpful information.
# Step 7: Pre-Qualification Results

1. COMMBUYS displays pre-qualification results. This message is based solely on the information entered into the application, which has not yet been processed by the D.O.R. interface.

2. Click on **Exit**.

Application is complete. The Seller Administrator Home Screen will display.

COMMBUYS will communicate to you via email once D.O.R. verification is complete. Your SBPP Program 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.