

## Job Aid:

### Maintain and Add Addresses to COMMBUYS Vendor Account

#### This Job Aid shows how to:

- Update and add addresses to a COMMBUYS Vendor Account
- Ensure that COMMBUYS electronic notifications and documents are sent to the proper person at their organization

#### Of Special Note:

There are several address types in COMMBUYS. Address types include: General Mailing Address, Bid Mailing Address, Emergency Mailing Address, Purchase Order Mailing Address, Remit Address, and Sales Address.

Multiple addresses of each type can be stored, with the exception of the General Mailing address, which is the address added during vendor registration. This address type can be edited, but there can only be a single General Mailing Address.

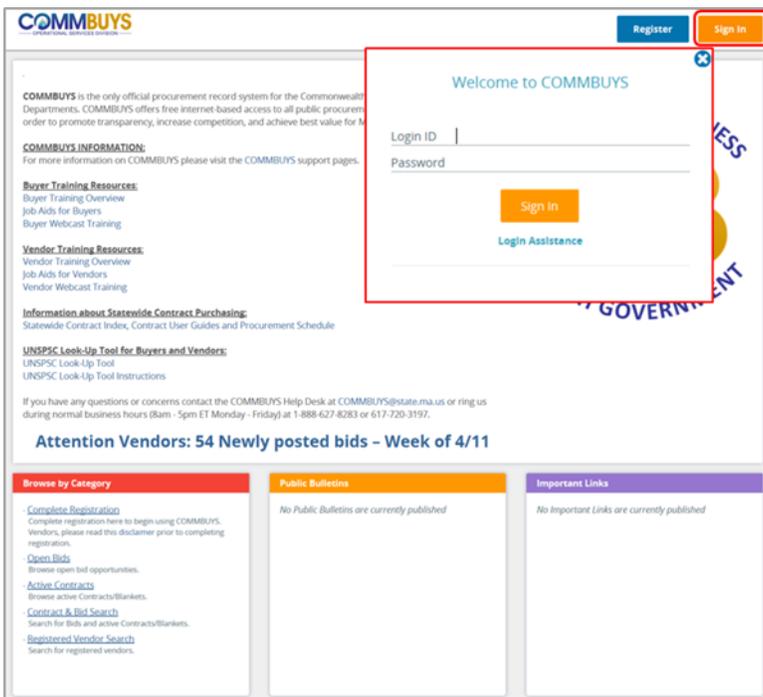
The person associated with a given address need not be a COMMBUYS user; however, OSD recommends the person have user rights in COMMBUYS to perform the work associated with the email notification. For example, the recipient of Bid notifications should have the COMMBUYS Seller role.

Only users with Seller Administrator privileges can maintain a company profile (including maintaining and adding addresses to COMMBUYS). These instructions assume the logged in user has Seller Administrator credentials.

This job aid contains two appendices. [Appendix A](#) provides a screenshot of a bid notification email looks like. Bid notification emails are sent to the email address associated with the Bid Mailing Address. [Appendix B](#) provides a screenshot of a PO notification email and a screenshot of a PO. PO notification emails are sent to the email address associated with the Purchase Order Mailing Address.

#### Screenshot

#### Directions



#### 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.

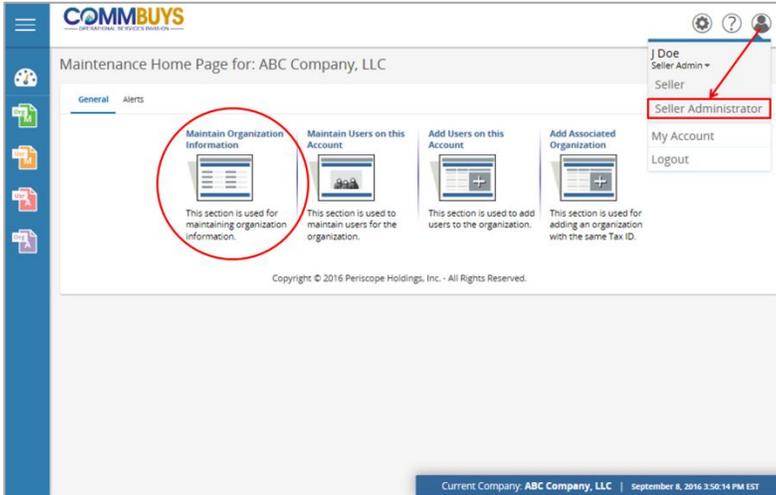


# Job Aid:

## Maintain and Add Addresses to COMMBUYS Vendor Account

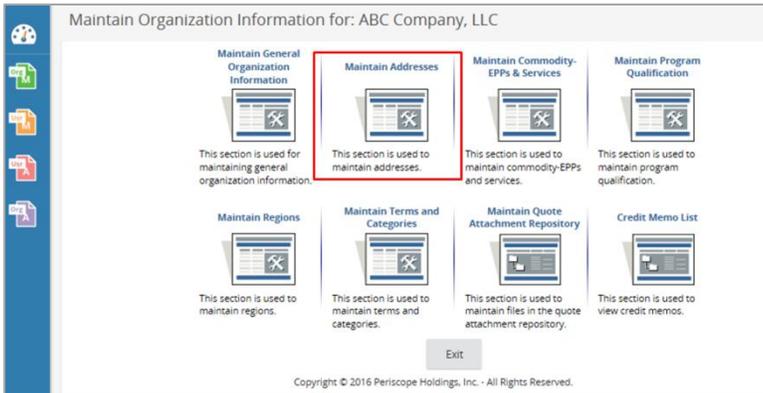
### Screenshot

### Directions



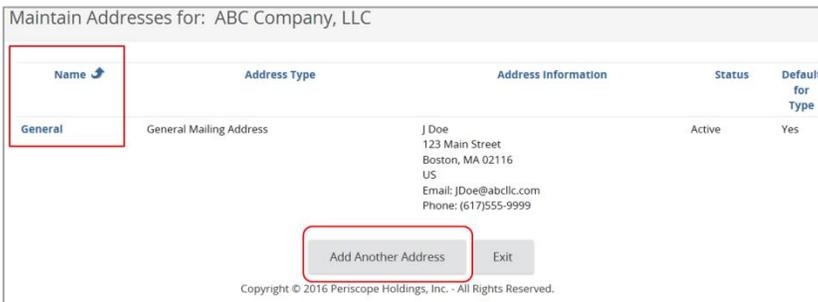
### Step 2: Accessing Maintenance Organization Tools

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. Click on the **Maintain Organization Information** icon to access maintenance organization tools.



### Step 3: Accessing the Organization's Addresses

1. Click on the **Maintain Addresses** icon on the **Maintain Organization Information** page to update current addresses or add additional addresses.



### Step 4: Maintaining Addresses

1. Click on the hyperlinked address name for the address that requires updating.
2. Click on the **Add Another Address** button to add a new address.

**Note:** If the word **Edit** is displayed in the **Name** column, click **Edit** to open a detailed view of the address and update the **Name this Address** field accordingly.

## Job Aid:

### Maintain and Add Addresses to COMMBUYS Vendor Account

#### Screenshot

#### Directions

Address Book - ABC Company, LLC

**Enter a New Address**

Address Type: Bid Mailing Address →

**Bid Mailing Address**

Emergency Mailing Address

Purchase Order Mailing Address

Remit Address

Sales Address

Name this Address\*:

Contact Name\*:

Address Line 1\*:

Address Line 2:

Address Line 3:

Address Line 4:

Country\*: US - United States of America

City\*: State/Province\*:

ZIP\*: County:

Phone\*: Ext.:

Toll Free: Mobile:

Fax: Email\*:

Id: 0 Alternate Id:

Status: Active

Default address for this address type (Begin with http:// or https://)

Save & Exit    Reset    Cancel & Exit

Active

Deleted

Inactive

Pending

#### Step 5: Entering a New Address

1. Select the **Address Type** for the address from the dropdown menu at the top of the screen.
2. Label the address by entering a brief description in the **Name this Address** field.
3. Enter the new address. Please note that **Address Line 1** must begin with a numeric digit.
4. Enter the phone number and email associated with this address. Electronic notices and documents will be sent to this email address.
5. Select the **Status** of the address. By default, the address is marked **Active**. Only addresses in the **Active** status can be designated as the **Default** address.
6. There is a check box to designate this address and email as the default address for the **Address Type**. For example, buyers would send **Bids** to the email address associated with the default **Bid Mailing Address**.
7. Once all the fields are complete, click **Save & Exit** to return to the **Maintain Addresses** page.

**Note:** An organization can have as many addresses as needed, but each address type is required to have a default. If no default addresses are specified, the **General Mailing Address** will be used as the default.

All asterisked (\*) information is required to save the information entered on this page.

## Job Aid:

### Maintain and Add Addresses to COMMBUYS Vendor Account

#### Screenshot

#### Directions

Maintain Addresses for: ABC Company, LLC

Name	Address Type	Address Information	Status	Default for Type
Primary Bid Address	Bid Mailing Address	Jackie Turner 456 Main Road Anytown, MA 02116 US Email: jackieT@abcllc.com Phone: (617)999-5555	Active	Yes
Secondary Bid Address	Bid Mailing Address	Jimmie Davis 789 Local Road Boston, MA 02116 US Email: jimmied@abcllc.com Phone: (617)999-5555	Active	No
General	General Mailing Address	J Doe 123 Main Street Boston, MA 02116 US Email: JDoe@abcllc.com Phone: (617)555-9999	Active	Yes

#### Step 6: Reviewing Addresses

1. Once you are returned to the **Maintain Addresses** page, the original General Mailing Address and the newly added addressed will display.
2. Review the **Status** and **Default** indicator columns to ensure the desired addresses are active and set as the default.
3. When finished maintaining addresses, click the **Exit** button at the bottom of the page.



## Job Aid:

### Maintain and Add Addresses to COMMBUYS Vendor Account

#### Appendix A

#### Sample Bid Notification Email

Below is an example of a bid notification email that might be sent to a company's Bid Mailing Address.

Bid notifications provide basic information such as the Department, Contact Info, Bid Number, and the Bid Opening Date (which is the deadline to submit a quote in response to the bid).

Companies may receive electronic bid notices only when the buyer has chosen to notify registered vendors (with matching UNSPSC codes) that have provided a valid email address within their Bid Mailing Address.

Turner, Jackie (ABC, LLC)

---

**From:** test@periscopeholdings.com  
**Sent:** Wednesday, September 14, 2016 3:18 PM  
**Subject:** Bid Notification - Bid # BD-17-1080-OSD07-OSD07-8397, Landscaping / Green Roof Products, Playground Equipment

Please be advised that the Operational Services Division has posted a new Bid

BID NUMBER: BD-17-1080-OSD07-OSD07-8397  
BID DESCRIPTION: Landscaping / Green Roof Products, Playground Equipment  
BID OPENING DATE: 09/21/2016 12:00:00 AM  
ENTERED DATE: 09/14/2016 12:00:00 AM

Please refer to Bid documents for further instructions.

Purchaser Information:  
Betty Brown  
[Betty.R.Brown@state.ma](mailto:Betty.R.Brown@state.ma)  
(617)555-9999

All Bidders must respond within the requirements of this solicitation and its applicable procurement laws, policies and practices. All Bidders are responsible for ensuring that their responses are based on the most current version of the bid record.

Technical questions about system functionality or your account? Contact the COMMBUYS Helpdesk at [commbuys@state.ma.us](mailto:commbuys@state.ma.us)

Thank you for using COMMBUYS!

\*\*\*\*\*

HOW DO I ACCESS THE BID RECORD ABOVE?

If you DO NOT have a COMMBUYS Login ID and Password:

1. Go to <https://www.COMMBUYS.com>
2. Select the "Contract & Bid Search" link and on the next page Select "Bids"
3. Enter the Bid # listed above in the Bid# field and select the "Find It" button
4. In the Results section, select the Bid# hyperlink to open and view the bid record

If you DO have a COMMBUYS Login ID and Password:

1. Go to <https://www.COMMBUYS.com>
2. Enter your login credentials into the Login ID & Password and select Login
2. Select Advanced Search in the settings menu (gear icon) from the top right of the page
3. In the Document Type drop down box select "Bids", the page will refresh and offer the Advanced Search fields
4. Enter the Bid # listed above in the Bid# field and select the "Find It" button
5. In the Results section, select the Bid# hyperlink to open and view the bid record

\*\*\*\*\* External bid URL :  
<https://www.test.commbuys.com/bso/external/bidAck.sdo?parentUrl=activeBids&bidId=BD-17-1080-OSD07-OSD07-8397>

Use this link to log on to COMMBUYS: <https://www.test.commbuys.com/bso/view/login/login.xhtml>



## Job Aid:

# Maintain and Add Addresses to COMMBUYS Vendor Account

## Appendix B

### Sample Purchase Order Notification Email

Below is an example of a PO notification email that might be sent to a company's PO Mailing Address.

PO notifications provide basic information such as the Department, Contact Info, PO Number and a short Description of the purchase order.

An electronic copy of the COMMBUYS-generated purchase order will be attached as a PDF to the notification email.

<p><b>Kinney, Regina R. (OSD)</b></p> <hr/> <p><b>From:</b> Kinney, Regina R. (OSD)  <b>Sent:</b> Thursday, February 18, 2016 2:16 PM  <b>To:</b> Kinney, Regina R. (OSD)  <b>Subject:</b> Purchase Order Notification - DeLorean Motor Co.</p> <p><b>From:</b> Kinney, Regina R. (OSD)  <b>Sent:</b> Thursday, February 18, 2016 2:13 PM  <b>To:</b> Kinney, Regina R. (OSD)  <b>Subject:</b> Purchase Order Notification - DeLorean Motor Co.</p> <p><b>From:</b> <a href="mailto:noreply@test.commbuys.com">noreply@test.commbuys.com</a> [<a href="mailto:noreply@test.commbuys.com">mailto:noreply@test.commbuys.com</a>]  <b>Sent:</b> Tuesday, March 31, 2015 11:27 AM  <b>Subject:</b> Purchase Order Notification - DeLorean Motor Co.</p> <p>This is a notification of a purchase order award to you by Operational Services Division for Purchase Order PO-15-1080-1234-1234-00000002241, Vehicle Products.</p> <p>To view the purchase order online, you need your company's user name and login ID. Go to the Operational Services Division site at <a href="https://www.test.commbuys.com/bso/login.sdo">https://www.test.commbuys.com/bso/login.sdo</a>. Enter your login and password information to sign into the system. Once logged in, new purchase orders are listed in the Unacknowledged PO's section of the home page. Your Purchase Orders can also be accessed by clicking on the Purchase Order menu option. Printed copies of the Purchase Order can be accessed on the site.</p> <p>The information from the request is below:</p> <p><b>Purchase Order Header</b></p> <p>Organization Name: Operational Services Division      Requesting Department: 1234 - Help Desk      Buyer Name: Michael Phillips      Buyer Phone: (617)720-3197      Buyer Email: <a href="mailto:michael.phillips@state.ma.us">michael.phillips@state.ma.us</a>      Purchase Order: PO-15-1080-1234-1234-00000002241      Description: Vehicle Products      Required Date: 03/31/2015      Purchase Order Total: 0.0</p> <p>Thank you for your participation.</p> <p>Use this link to log on to COMMBUYS: <a href="https://www.test.commbuys.com/bso/login.sdo">https://www.test.commbuys.com/bso/login.sdo</a></p>	<div style="text-align: right;"> <small>P.O. Date: 09/14/2016 15:58 PM              Printed: 09/19/2016 19:33 PM</small> </div> <div style="text-align: center;"> <p><b>Operational Services Division</b></p> <p><b>Release Purchase Order</b></p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 60%;"><b>Vendor Number:</b> 00020000</td> <td style="width: 40%;"><b>Purchase Order Number:</b> PO-17-1080-OSD07-OSD07-7753.1</td> </tr> <tr> <td><b>ABC Company, LLC</b></td> <td><b>Alternate ID</b></td> </tr> <tr> <td><b>123 Main Street</b></td> <td><b>Solicitation (Bid) No.:</b></td> </tr> <tr> <td><b>Boston, MA 02116</b></td> <td></td> </tr> </table> <div style="margin-top: 10px;"> <p><b>Short Description:</b> Workers' Comp Investigations</p> <p><b>Special Instructions</b></p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 50%;"><b>S</b> OSD Training</td> <td style="width: 50%;"><b>B</b> Accounts Payable</td> </tr> <tr> <td><b>H</b> 1 Ashburton Place</td> <td><b>I</b> 1 Ashburton Place</td> </tr> <tr> <td><b>I</b> Suite 1017</td> <td><b>L</b> Room 1017</td> </tr> <tr> <td><b>P</b> Boston, MA 02108</td> <td><b>L</b> Boston, MA 02108</td> </tr> <tr> <td><b>T</b> US</td> <td><b>L</b> US</td> </tr> <tr> <td><b>O</b> Email: <a href="mailto:test@perscopeholdings.com">test@perscopeholdings.com</a></td> <td><b>L</b> Email: <a href="mailto:test@perscopeholdings.com">test@perscopeholdings.com</a></td> </tr> <tr> <td><b>T</b> Phone: (123) 456-7890</td> <td><b>O</b> Phone: (123) 456-7890</td> </tr> </table> <div style="margin-top: 10px;"> <p><b>Item # 1</b>              Class-Item 02-12-16</p> <p><b>Private Investigative Services (PI)</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>Quantity</th> <th>Unit Price</th> <th>UOM</th> <th>Discount %</th> <th>Total Discount Amt</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">3.00</td> <td style="text-align: center;">\$ 75.00</td> <td style="text-align: center;">HR</td> <td style="text-align: center;">0.00 %</td> <td style="text-align: center;">\$ 0.00</td> <td style="text-align: center;">\$ 225.00</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 5px;"><b>TOTAL:</b> \$ 225.00</p> </div> <div style="text-align: right; margin-top: 10px;"> <p><b>PURCHASED</b></p> <p>By: Regina Kinney              Phone#: (617) 720-3184              Email: <a href="mailto:regina.r.kinney@state.ma.us">regina.r.kinney@state.ma.us</a></p> <p><b>BUYER</b></p> </div>	<b>Vendor Number:</b> 00020000	<b>Purchase Order Number:</b> PO-17-1080-OSD07-OSD07-7753.1	<b>ABC Company, LLC</b>	<b>Alternate ID</b>	<b>123 Main Street</b>	<b>Solicitation (Bid) No.:</b>	<b>Boston, MA 02116</b>		<b>S</b> OSD Training	<b>B</b> Accounts Payable	<b>H</b> 1 Ashburton Place	<b>I</b> 1 Ashburton Place	<b>I</b> Suite 1017	<b>L</b> Room 1017	<b>P</b> Boston, MA 02108	<b>L</b> Boston, MA 02108	<b>T</b> US	<b>L</b> US	<b>O</b> Email: <a href="mailto:test@perscopeholdings.com">test@perscopeholdings.com</a>	<b>L</b> Email: <a href="mailto:test@perscopeholdings.com">test@perscopeholdings.com</a>	<b>T</b> Phone: (123) 456-7890	<b>O</b> Phone: (123) 456-7890	Quantity	Unit Price	UOM	Discount %	Total Discount Amt	Total Cost	3.00	\$ 75.00	HR	0.00 %	\$ 0.00	\$ 225.00
<b>Vendor Number:</b> 00020000	<b>Purchase Order Number:</b> PO-17-1080-OSD07-OSD07-7753.1																																		
<b>ABC Company, LLC</b>	<b>Alternate ID</b>																																		
<b>123 Main Street</b>	<b>Solicitation (Bid) No.:</b>																																		
<b>Boston, MA 02116</b>																																			
<b>S</b> OSD Training	<b>B</b> Accounts Payable																																		
<b>H</b> 1 Ashburton Place	<b>I</b> 1 Ashburton Place																																		
<b>I</b> Suite 1017	<b>L</b> Room 1017																																		
<b>P</b> Boston, MA 02108	<b>L</b> Boston, MA 02108																																		
<b>T</b> US	<b>L</b> US																																		
<b>O</b> Email: <a href="mailto:test@perscopeholdings.com">test@perscopeholdings.com</a>	<b>L</b> Email: <a href="mailto:test@perscopeholdings.com">test@perscopeholdings.com</a>																																		
<b>T</b> Phone: (123) 456-7890	<b>O</b> Phone: (123) 456-7890																																		
Quantity	Unit Price	UOM	Discount %	Total Discount Amt	Total Cost																														
3.00	\$ 75.00	HR	0.00 %	\$ 0.00	\$ 225.00																														