This Job Aid shows how to:

- Complete the Vendor Registration Process, including Small Business Purchasing Program (SBPP) registration.

**Of Special Note:**

Any vendor may become a registered COMMBUYS user by completing the Vendor Registration Process. In order to receive notifications about bid opportunities, receive bid awards or be issued purchase orders through COMMBUYS, vendors must register in the system, even if they have previously done business with the Commonwealth of Massachusetts. Become a registered COMMBUYS vendor to specify company information that helps drive search results and assists in other aspects of the purchasing and bidding processes. **Vendors will be required to specify a Seller Administrator as part of the Vendor Registration process.** The Seller Administrator will maintain vendor business and catalog information. Note: Seller is another term for vendor in the COMMBUYS system.

### Screenshot

1. Launch the COMMBUYS website by entering the URL ([www.commbuys.com](http://www.commbuys.com)) into your browser.

Click the **Register** link on the COMMBUYS home page.
2. Upon selecting **Register**, a pop-up window will appear 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
- Email Address

Click the **Submit** button.

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, the entity may already be registered and the individual should follow up internally to ensure that another company user has not already completed the COMMBUYS registration process.

If a user is registering on behalf of an organization that is affiliated with an entity already registered and sharing the same Tax ID (for example, a DBA or an Affiliate), but would like to maintain separate profiles in COMMBUYS, the affiliate must contact that registered entity and request to be added as an **Associated Organization** on the Vendor’s profile.
3. Upon clicking the Submit button, two things will happen: you will receive an email message from the COMMBUYS system administrator and your COMMBUYS registration will advance to the Company Information tab on the Vendor Registration page.

The email message will contain:

- Vendor ID
- Information supplied in pre-registration
- Link to continue vendor registration at a later time (if desired)

Note: Vendors must complete entire registration process in order to do business in the system.

Company Information required fields are marked by an asterisk (*).

Check the information populated from Pre-registration. Make sure each item is typed in accurately.

When you have entered all required information on the Company Information tab, click the Save & Continue Registration button at the bottom of the screen.
4. The Small Business Purchasing Program (SBPP) information sheet displays. It is important to read this information very carefully.

For more information about the SBPP, visit the website (www.mass.gov/sbpp) or watch the webcast (www.youtube.com/playlist?list=PL247E2162C4B2F10A) providing more detail about the program.

The section noted here in red explains the conditions you must meet to be eligible for the SBPP.

Carefully review the eligibility requirements section.

You must select one of the three buttons at the bottom of the screen in order to continue and eventually complete your registration in COMMBUYS. Choose between:

- **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 highlighted section.

- **I Disagree**: If you know you are not eligible or do not wish to apply. If you choose this option, you will not be able to register for SBPP through COMMBUYS, but you will be able to complete Vendor Registration. (Skip to step 5.)

- **Not Now**: If you want to come back later to make your choice about the Small Business Purchasing Program. You will still be able to complete Vendor Registration. (Skip to step 5.)

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<thead>
<tr>
<th>I Acknowledge</th>
<th>I Disagree</th>
<th>Not Now</th>
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4a. If you selected I Acknowledge:

The screen pictured here will be displayed. Make sure you have the following information handy:

- **Vendor ID**, either FEIN or SSN. Use the ID that corresponds to your latest Massachusetts Income Tax Filing.
- **Form Type** that you used to file Massachusetts taxes for the business.
- **Number of Full Time Equivalent employees** as reported most recently to the Department of Unemployment Assistance (DUA).
- **Year and Quarter** of latest DUA filing
- **Gross annual revenue**, using the 3-year average of most recent DOR tax filings. Non Profit and Not for Profit entities use gross operating budget.

For clarification on each entry box, hover over the blue question marks. Doing so triggers a text box with helpful information.

Enter the information for each item, then click **Save & Continue Registration**.

4b. Based on the information you entered, you will either now see:

- An affirmative pre-qualification. Depending on the results of the verification process, you will either become ACTIVE in the SBPP program if the information you entered is verified, or your status will be INACTIVE if your information could not be verified. **In either case, you will receive an email to alert you to the outcome and to guide you to next steps, if needed.**

OR

- A negative pre-qualification. Something you entered does not match the eligibility criteria. If you want to double-check your answers, use your browser’s back button.

Click **Continue Registration**.
5. This step establishes a Seller Administrator account, which enables the vendor to maintain organization information as well as add / maintain other Seller user accounts associated with the Vendor Profile.

Required fields are marked by an asterisk (*). Note that passwords must be between 8 and 50 characters and contain at least 1 letter and 1 number.

It is important to make note of 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.

Once this information has been completed, click the Save & Continue Registration button.

6. The address screen displays, including the information you previously entered, populated as the General Mailing Address.

If using only this General Mailing Address, click the Continue Registration button at the bottom of the page.

To add further 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.

Once complete, select the Save & Continue Registration button at the bottom of the screen.

7. 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.

Click Save & Continue Registration.
8. Complete the **Categories & Certifications** tab. Some Categories are required (Business Structure, Agreement, Business Type), others are optional, and some (the MBE, SDVOB, WBE, and SDO certifications) are “Read Only” so therefore cannot be self-selected.

Note that vendors are responsible for ensuring that all selections are accurate.

Click the **Save & Continue Registration** button located at the bottom of the screen.

9. Next up is the **Commodity/Service Codes** tab.

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

Be sure to include in your Vendor Profile all UNSPSC Codes related to the goods and services your business offers. Bids are distributed to vendors based on UNSPSC codes; if you do not select all appropriate categories, you may not receive associated bids.

To search for relevant Commodity Codes, type a keyword into the keyword box and click **SEARCH**.

For additional assistance with UNSPSC coding, view OSD’s webcasts on the topic available on the OSD YouTube channel (http://www.youtube.com/playlist?list=PL247E2162C4B2F10A) and/or visit the UNSPC site (http://www.unspsc.org/search-code).

Once you have checked all Commodity and Service Codes relevant to your business click the **Save & Continue Registration** button.

The **Summary** page will display.
10. The **Summary** tab displays information supplied during registration. Review all information on the Summary page.

To correct any information, return to the appropriate tab, correct and save information updates.

Click the **Complete Registration** button to finish this stage of the registration process. The button is located at the bottom of the page.

11. A **Thank You** page will appear which includes the COMMBUYS Help Desk telephone number.

Click **OK**. You will next be redirected to the Login page.

Simultaneously, you will receive an e-mail confirming your registration.
12. To complete vendor registration, enter the Login ID and Password created during registration.

Click the Login button.

13. To complete vendor registration, enter the Login ID and Password created during Step 5 of the registration process.

Click the Login button. You must now change your password. Passwords must be between 8 and 50 characters and contain at least 1 letter and 1 number.

Enter the following fields:
- Password created during registration
- New Password
- Confirm New Password

Click the Submit button.

14. The next page you see will be your COMMBUYS Vendor Home Page.