Job Aid:

COMMBUYS Vendor Registration
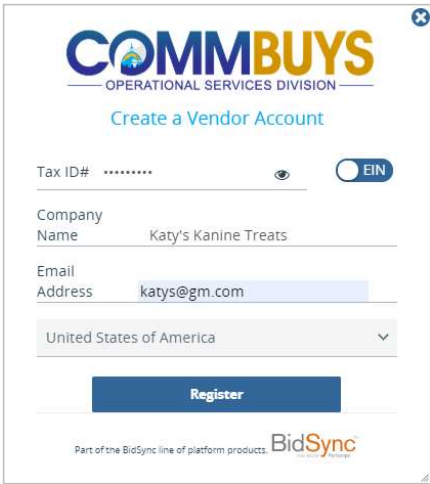
This Job Aid shows how to:

- Complete the vendor registration process in COMMBUYS

Of Special Note:

Vendors must register in COMMBUYS in order to receive notifications about bid opportunities, submit quotes, receive bid awards or be issued purchase orders.

Vendors are required to specify a Seller Administrator as part of the vendor registration process, the Seller Administrator maintains all vendor business in COMMBUYS.

To launch COMMBUYS enter the URL address https://www.commbuys.com or type Commbuys.com in your Browser. Once the COMMBUYS landing page displays, click the **Register** button in the upper right corner.

Screenshot	Directions
	Step 1: Starting the Registration Process 1. After selecting **Register**, a pop-up window appears which requires the following information: Tax ID of the entity, (choose EIN or SSN), Company Name, and Email address. 2. Click the **Register** button **Note**: If a Tax ID is already registered, an email notification is sent to the email address provided stating that Tax ID is already in use. If you receive a message indicating that your Tax ID is already in use, report the issue to the OSD Help Desk for further instructions. The OSD Help Desk can be reached at 1-888-627-8283 or OSDhelpdesk@mass.gov

Screenshot	Directions

Step 2: Entering Company Information

1. Complete the Company Information tab to establish your company's Vendor Profile. Fields marked with an asterisk (*) are required.

2. Review the information that pre-populated to ensure accuracy.

3. Once complete, click on the **Save and Continue Registration** button.

Step 3: Applying for the Small Business Purchasing Program (SBPP tab)

1. Read the description of the program and the Terms and Conditions.

2. Review the **eligibility criteria** by clicking the link in the middle of the page or click here.

3. Choose one of the following options:

• **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.*

• **I Disagree**: If you are ineligible or do not want to apply for the SBPP. Choosing this option will allow you to complete your COMMBUYS registration, 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.
(**Skip to step 5**)

Screenshot	Directions

Step 4: Completing the SBPP Pre-Qualification Form

1. Answer each of the Program Qualification Questions. It is advisable to gather information before starting the application

Note: Information entered on this form will be transmitted to the Massachusetts Department of Revenue to verify your small business status. As a result, please enter information that will enable DOR to locate your tax record. Enter information as it appears on your most recent tax filing

> **Tax ID Type:** Select either FEIN (Federal Employer Identification Number) or SSN (Social Security Number)
>
> **Is your principal place of business located in Massachusetts?** Your principal place of business is defined as the location of your corporate headquarters. Select Yes or No
>
> **Entity Name Most Recent Tax Return Filed Under** & **Employer Identification Number**
>
> *(Follow chart on left)*
>
> **Ownership Type:** Choose from drop down box
>
> **Does your organization employ 50 or less full-time employees?** Choose from drop down box

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

2. Once you have reviewed the information click **Save & Continue Registration**

Business Type	Information to Enter
Sole Proprietorship LLC or LLP equally owned by a married couple Corporation	Enter the tax filer's name (i.e. first and last name) and the filer's personal Social Security Number (SSN)
LLC or LLP other than the specific situation above Non-Proft Corporation Other (Trust)	The name of the company as it appears on the most recent tax return and the Federal Employer's Tax Identification Number (FEIN)

Step 5: Confirmation of Submitted SBPP Application

1. You will receive a message "firms successfully validated through the interface will receive an approval notification within 24-48 hours. If COMMBUYS is unable to validate your company's SBPP eligibility online, you will receive an email requesting additional documentation to demonstrate eligibility."

2. Click **Continue Registration**

Register - Katy's Kanine Treats - katys@gm.com Company Information SBPP Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary **Administrative User Information** Salutation: First Name*: Job Title*: Last Name*: Email*: Department: Login ID*: Phone*: New Password*: Confirm Password*: Login Question*: Login Answer*: Save & Continue Registration Reset Cancel	**Step 6: Establishing a Seller Administrator Account** 1. Complete the Administrator tab to establish a Seller Administrator account, which is used to maintain company information and add/maintain users. Fields marked by an asterisk (*) are required. 2. Click **Save & Continue Registration** **Note**: Record the Login ID and Password used to create the account, as this information is required to login after 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.

Register - Katy's Kanine Treats - aatsmom@gmail.com
 	
Company Information SBPP Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary
 	
Maintain Addresses For: Katy's Kanine Treats
 	
Name   Address Type   Address Information
 	
General   General Mailing Address   Katy Diva
                                    1 ashburton place
                                    boston, MA 02114
                                    US
                                    Email: aatsmom@gmail.com
                                    Phone: (413)888-6799
 	
Add Another Address   Continue Registration
	Step 7: Adding Additional Addresses
	
	1. The Address tab 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. (You can add up to five email addresses under the Bid Mailing Address). Click **Save & Exit**. Upon creating each address type, select the address to use as the default for each address type.
	
	4. Once complete, click **Continue Registration**.

Register - Katy's Kanine Treats - aatsmom@gmail.com Company Information SBPP Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary Save & Continue Registration Continue Registration	**Step 8: Review 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 **Save and Continue Registration.**

Screenshot	Directions

Step 9: Selecting Categories

1. Select the categories that accurately reflect your organization. The following categories are required: **Business Structure**, **Agreement**, and **Business Type**.

   Note: You will not be able to self-select Supplier Diversity Office (SDO) **Certification Categories**. All applicable certifications are added to the vendor's profile by SDO within a few days of COMMBUYS registration.

2. Once you have made your selections, click on the **Save & Continue Registration** button.

Register - Katy's Kanine Treats - aatsmom@gmail.com

Company Information SBPP Administrator Address Terms **Categories & Certifications** Commodity/Service Codes Summary

Category: Business Structure

Description: Business Structure

Please select exactly one category value

Select
- ☐ Sole Proprietor
- ☐ Partnership
- ☐ LLP
- ☐ Corporation
- ☐ LLC
- ☐ Business Trust
- ☐ Other Business Type

Notes:

Category: AGREEMENT AND TERMS OF USE FOR SELLERS

Description: AGREEMENT AND TERMS OF USE FOR SELLERS   Category URL: https://www.mass.gov/media/971416/downloa
Please select exactly one category value

Select
- ☐ Yes

Notes:

Category: Business Type

Please select exactly one category value

Select
- ☐ Business Enterprise (for profit)
- ☐ Non-Profit Organization

Notes:

Save & Add Certificatio   **Save & Continue Registration**   Continue Registration

Screenshot	Directions

Step 10: Choosing Commodity/Service Codes

Note: 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. At least one code is needed to register, additional codes can be added later.

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

2. 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.

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

4. 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.

Step 11: 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, update/edit, and save. 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.

Step 12: Completing Registration

1. Once you click **Complete Registration**, a Thank You message that includes the OSD 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.

Screenshot	Directions

Step 13: 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.

Step 14: 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.

Step 15: Registering for BidSync

1. BidSync is a bid notification service owned by Periscope Holdings,Inc (PHI) the company that developed the COMMBUYS system. BidSync identifies government bid opportunities for participating businesses and PHI is offering its basic service at no charge, Businesses can get information about BidSync by phone and email: 800-990-9339 or support@bidsync.com.

2. If you are interested in registering for BidSync leave the box to the left checked. If not, uncheck the box

3. Click **Submit Password**

Note: If you experience difficulties during the vendor registration or password change process, contact OSD Help Desk at 888-627-8283 or OSDhelpdesk@mass.gov