



OPERATIONAL SERVICES DIVISION

COMMBUYS Vendor Registration

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



Directions

1. Launch the COMMBUYS website by entering the URL (www.commbuys.com) into your browser.

Click the **Register** link on the COMMBUYS home page.



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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.



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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.

From: Administrator System <test@periscopeholdings.com>
 To: Audrey Nobles
 Cc:
 Subject: Vendor Pre-Registration Notification

Contact Name	Phone Number	Email Address
Administrator System	null	null

Vendor #: 00000071
 Company Name: Test Vendor
 Email Address: PName@email.com

Thank you,
 null

Use this link to log on to COMMBUYS: <https://www.commbuys.com/bs0/login.sdo>

Register - Bunner's Bon Bons - erin.powers@state.ma.us

Company Information | Small Business Program | Administrator | Address | Terms | Categories & Certifications | Commodity/Service Codes | Summary

Company Name*: Bunner's Bon Bons Vendor Legal Name*: Bunner's Bon Bons Vendor Legal Name info goes here

Business Description:

Mailing Address Line 1*:

Address Line 2:

Address Line 3:

Address Line 4:

Country*: US - United States of America

City*: State/Province*:

Zip*: County:

Company Phone*: Company FAX:

Company Email*: erin.powers@state.ma.us Tax ID #: ***** Show

Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?
 EIN SSN

State of Incorporation: Year of Incorporation:

Preferred Delivery Method:

Would you like to be registered as an emergency supplier in the case of an emergency?
 Note: Emergency suppliers must be available 24 hours a day, 7 days a week.
 Yes No

Emergency Phone: Ext.:

Emergency Contact: Emergency Email:

Emergency Info Comment:

Save & Continue Registration | Reset | Cancel

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.



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er - Bunner's Bon Bons - erin.powers@state.ma.us

any Information **Small Business Program** Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary

Pre-Qualification

Is your company interested in participating in the Small Business Purchasing Program (SBPP)?

By selecting "I Acknowledge," my company wishes to participate in the Small Business Purchasing Program, and I understand and accept that my company eligibility requirements specified below. By selecting "I Disagree" or "No Thanks", I am confirming that my company will not participate in the Small Business Purchasing Program.

I have provided this information under the pains and penalties of perjury. Further, I agree to comply with the following program terms, which are subject to company is subject to annual recertification. If I don't comply, my company will face sanctions including, but not limited to, loss of this COMMBUYS registration and SBPP eligibility.

I agree to:

1. Provide true and accurate program information through this COMMBUYS account;
2. Update this COMMBUYS account information if my company has any changes in the SBPP eligibility criteria in order to ensure accurate and complete;
3. Provide additional information upon request to support the program eligibility information provided herein;
4. Allow OSD to release the information I provide in order to confirm my eligibility. This information includes, but is not limited to, revenue, number of employees, and tax and wage information and data. I am consenting to the release of this information by OSD to other public entities including, but not limited to, the Department of Revenue (DOR), Executive Office of Labor and Workforce Development's Division of Unemployment Assistance, Secretary of the Commonwealth and the Attorney General;
5. Allow DOR to conduct such review and to release relevant confirmatory information to OSD;
6. Allow the Commonwealth to audit or make periodic checks of any of my business's records pertaining to this program; and
7. Provide further information if requested, as it may need to be collected for verification purposes.

Small Business Purchase Program Eligibility Requirements:

Any entity, including all of its affiliates combined, is eligible to participate in the Small Business Purchasing Program if that entity accepts the participation to meeting all program criteria below, as applicable:

- Has its principal place of business in Massachusetts;
- Has been in business for at least one year;
- Currently employs a combined total of 50 or fewer full-time equivalents in all locations;
- Has gross revenues as reported on the appropriate Massachusetts DOR tax form of \$15 million or less, based on a 3-year average;
- And for any entity attesting to either of the following Business Types:

For-Profit:

- Is organized under the laws of the Commonwealth or is properly registered to do business in the Commonwealth; and
- Is independently owned and operated.

or

Non Profit, i.e., 501c:

- Is registered as a nonprofit or charitable organization with and is up to date on its filings with the Massachusetts Attorney General's Office; and
- Is tax-exempt under Section 501c of the Internal Revenue Code, i.e., organized and operated exclusively for exempt purposes set forth in section 501c and may inure to any private shareholder or individual.

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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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**.

Register - Bunner's Bon Bons - erin.powers@state.ma.us

Company Information | **Small Business Program** | Administrator | Address | Terms | Categories & Certifications | Commodity/Service Codes | Summary

Pre-Qualification

1. Tax ID Type *
2. Employer Identification Number *
3. Is your principal place of business located in Massachusetts? Your principal place of business is defined as the location of your corporate headquarters. *
4. Gross Revenue based on a 3 years Average /Operating Budget Required *
5. Entity Name Most Recent Tax Return Filed Under *
6. Most Recent Tax Year of Filing *
7. Which Mass Department of Revenue tax form was filed for most recent year? *
8. Number of full time employees employed by the organization *
9. Most recent Year and Quarter of Massachusetts Department of Unemployment Assistance (DUA) filing *
10. Ownership Type *
11. Have you ever been disqualified from the small business program before? *
12. Have you been in business for at least 1 year? *

Save & Continue Registration | Reset | Cancel & Exit

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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**.

Register - Bunner's Bon Bons - erin.powers@state.ma.us

Company Information | **Small Business Program** | Administrator | Address | Terms | Categories & Certifications | Commodity/Service Codes | Summary

Pre-Qualification

The information you provided appears to meet the pre-qualification criteria for the program, subject to validation. After you have completed your full vendor registration you will receive a separate email concerning your actual eligibility for the Small Business Purchasing Program.

Continue Registration | Cancel

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Register - Bunner's Rings - erin.powers@state.ma.us

Company Information | **Small Business Program** | Administrator | Address | Terms | Categories & Certifications | Commodity/Service Codes | Summary

Pre-Qualification

The information you provided does not meet the qualification criteria for the program. You may review your answers on the Small Business Purchasing tab.

Continue Registration | Cancel

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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**.

Register - Bunner's Bon Bons - erin.powers@state.ma.us

Company Information | Small Business Program | **Administrator** | Address | Terms | Categories & Certifications | Commodity/Service Codes | Summary

Administrative User Information

Salutation:

First Name*: Last Name*:

Job Title*: Department:

Email*: Phone*:

Login ID*:

New Password*: Confirm Password*:

Login Question*: Login Answer*:

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Register - Test Vendor - anobles@periscopeholdings.com

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

Maintain Addresses for: Test Vendor

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	Jane Doe 123 Test Street Boston, MA 55555 US Email: anobles@periscopeholdings.com Phone: (555)555-5555	Active	Yes

Register - Bunner's Baguettes - erin.powers@state.ma.us

Company Information | Small Business Program | Administrator | Address | **Terms** | Categories & Certifications | Commodity/Service Codes | Summary

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COMMBUYS Vendor 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 UNSPSC 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.

Register - Bunner's Baguettes - erin.powers@state.ma.us

Company Information | Small Business Program | Administrator | Address | Terms | **Categories & Certifications** | Commodity/Service Codes | Summary

Category: DUNS Number

Please select at most one category value

Select

This is the DUNS number assigned to my Business

Notes:

Category: Environmentally Preferable Product

Description: Does your company sell environmentally preferable products or services (EPP)? EPPs are products and services that have a lesser or reduced effect on human health and the environment when compared to competing products or services that serve the same purpose. They may include, but not be limited to items that contain recycled materials, minimal waste and conserve energy and/or water and reduce the amount of toxic substances disposed or consumed, protect open space or lessen the impact to public health.

Category URL: <http://www.mass.gov/epg>

Please select at most one category value

Select

No

Yes

Notes:

Register - Bunner's Baguettes - erin.powers@state.ma.us

Company Information | Small Business Program | Administrator | Address | Terms | Categories & Certifications | **Commodity/Service Codes** | Summary

Search

U N S P S C Segment-Family

U N S P S C Class

U N S P S C Keyword: food

Search using: ALL of the criteria

Search

Use the Search Engine if you are familiar with the . If not use the Browse below.

U N S P S C Code Browse Show Categories

Select the category that best describes the product and service you offer. Click on the question mark for more information.

<input checked="" type="checkbox"/>	Code	Description
<input type="checkbox"/>	50	Food Beverage and Tobacco Products
<input type="checkbox"/>	50-18	Bread and bakery products
<input checked="" type="checkbox"/>	50-18-00	Bread and bakery products
<input checked="" type="checkbox"/>	50-18-17	Baking mixes and supplies
<input checked="" type="checkbox"/>	50-18-19	Bread and biscuits and cookies
<input checked="" type="checkbox"/>	50-18-20	Cakes and pies and pastries

Save and Add More | Save and Continue Registration

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Register - Bunner's Baguettes - erin.powers@state.ma.us

Company Information | Small Business Program | Administrator | Address | Terms | Categories & Certifications | Commodity/Service Codes | **Summary**

Company Information

Vendor ID: 00002322 Alternate ID: Company Name: Bunner's Baguettes
 Status: Active Status Change Reason: Tax ID#: ****9794
 Tax ID Type: SSN Incorporation Details - State: Year of Incorporation: 0
 Business Description: Preferred Delivery Method: Email Vendor Email: erin.powers@state.ma.us
 Emergency supplier: No
 Emergency Phone:
 Emergency Contact:
 Emergency Email:
 Emergency Info Comment:

Program Information

Program	Status	Date Qualified	Acknowledged Program Conditions?	Date Acknowledged / Disagreed
SBR	Inactive		Not Now	10/20/2014

Users Information

Login ID	First Name	Last Name	Status	Roles
tmbunner	Todd	Bunner	Active	Seller Seller Administrator

Address Information

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	Todd Bunner 13 Madison Street Lincoln, MA 02134 US Email: erin.powers@state.ma.us Phone: (815)842-1733	Active	Yes

Commodity-EPPs and Services Information

Code	Description	Date Added
50-18-00	Bread and bakery products	10/21/2014
50-18-17	Baking mixes and supplies	10/21/2014
50-18-19	Bread and biscuits and cookies	10/21/2014
50-18-20	Cakes and pies and pastries	10/21/2014

Terms

Payment Terms: N/A
 Freight Terms: N/A
 Shipping Method: N/A

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.

Thank You

Thank you for registering with COMMBUYS Training. Registration confirmation will be emailed to you. For questions or comments please contact COMMBUYS at 617-720-3197

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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.



OPERATIONAL SERVICES DIVISION

COMMBUYS Vendor Registration

Welcome To COMMBUYS



COMMBUYS is the only official procurement record system for the Commonwealth of Massachusetts' Executive Departments. COMMBUYS offers free internet-based access to all public procurement information posted here in order to promote transparency, increase competition, and achieve best value for Massachusetts taxpayers.

COMMBUYS INFORMATION:

For more information on COMMBUYS please visit the [COMMBUYS](#) support pages.
[Training and Registration for Purchasers](#)
[Training and Registration for Sellers](#)
[Job Aids for Purchasers](#)
[Job Aids for Sellers](#)

If you have any questions or concerns contact the COMMBUYS Help Desk at COMMBUYS@state.ma.us or ring us during normal business hours (8AM – 5PM Monday – Friday) at 1-888-627-8283 or 617-720-3197.

- [Register](#)
Register here to begin using COMMBUYS.
Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#)
Complete registration here to begin using COMMBUYS.
Vendors, please read this [disclaimer](#) prior to completing registration.
- [Open Bids](#)
Browse open bid opportunities.
- [Active Contracts](#)
Browse active Contracts/Blankets.
- [Contract & Bid Search](#)
Search for Bids and active Contracts/Blankets.
- [Registered Vendor Search](#)
Search for registered vendors.

Login ID:

Password:

[Login Assistance?](#)

12. To complete vendor registration, enter the Login ID and Password created during registration.

Click the **Login** button.

Change Password

Current Password*

New Password*

Confirm New Password*

i Your current password must be changed.

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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.



[Seller](#) [Seller Administrator](#)

[UNSPSC Code Browse](#) | [My Account](#) | [Customer Service](#) | [About](#)

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