

Job Aid:

Basic COMMBUYS Navigation and Searching for the Seller Role

This Job Aid shows how to:

- Navigate through COMMBUYS under the Seller Role
- Use various icons within COMMBUYS
- Use the Control Center tabs to locate documents including Purchase Orders, Bids, and Quotes
- Use the Documents navigation dropdown menus to locate documents including Purchase Orders, Bids, Contracts, and Quotes
- Use the Advanced Search feature to enter multiple search criteria to assist in locating a variety of Bids and Purchase Orders

Of Special Note:

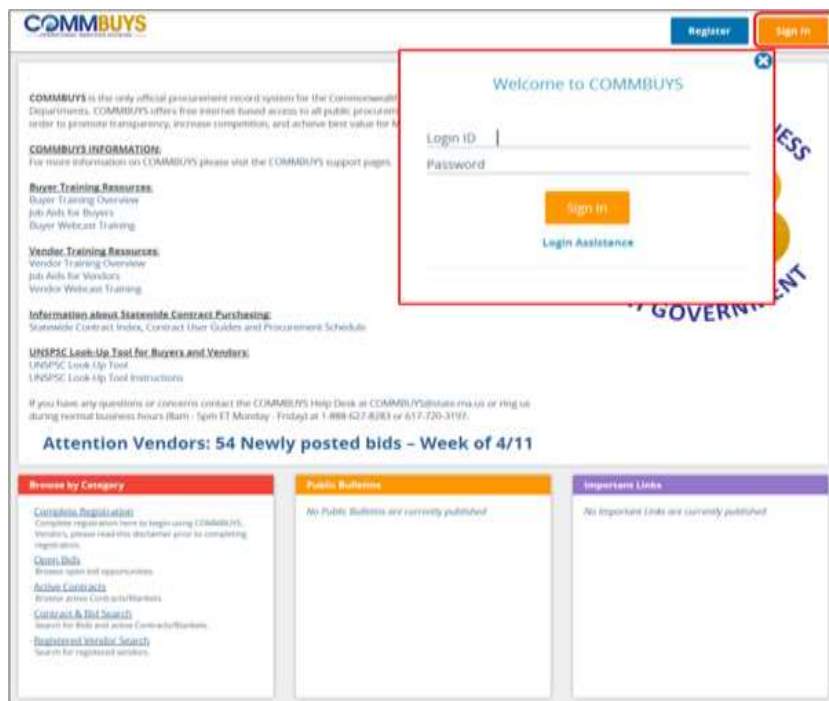
This job aid provides a basic overview of COMMBUYS navigation and describes key icons, menus, and fields used within the Seller role of the COMMBUYS system.

There are multiple ways for those with the Seller role to search for documents in COMMBUYS.

Searching functionality is not included in the Seller Administrator role. Only users with the Seller role can conduct searches in COMMBUYS. These instructions assume the logged in user has Seller credentials.

Screenshot

Directions



Step 1: Launching COMMBUYS

1. Enter the uniform resource locator (URL) address for COMMBUYS (<https://www.commbuys.com>) or (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:

Basic COMMBUYS Navigation and Searching for the Seller Role

Screenshot

Directions

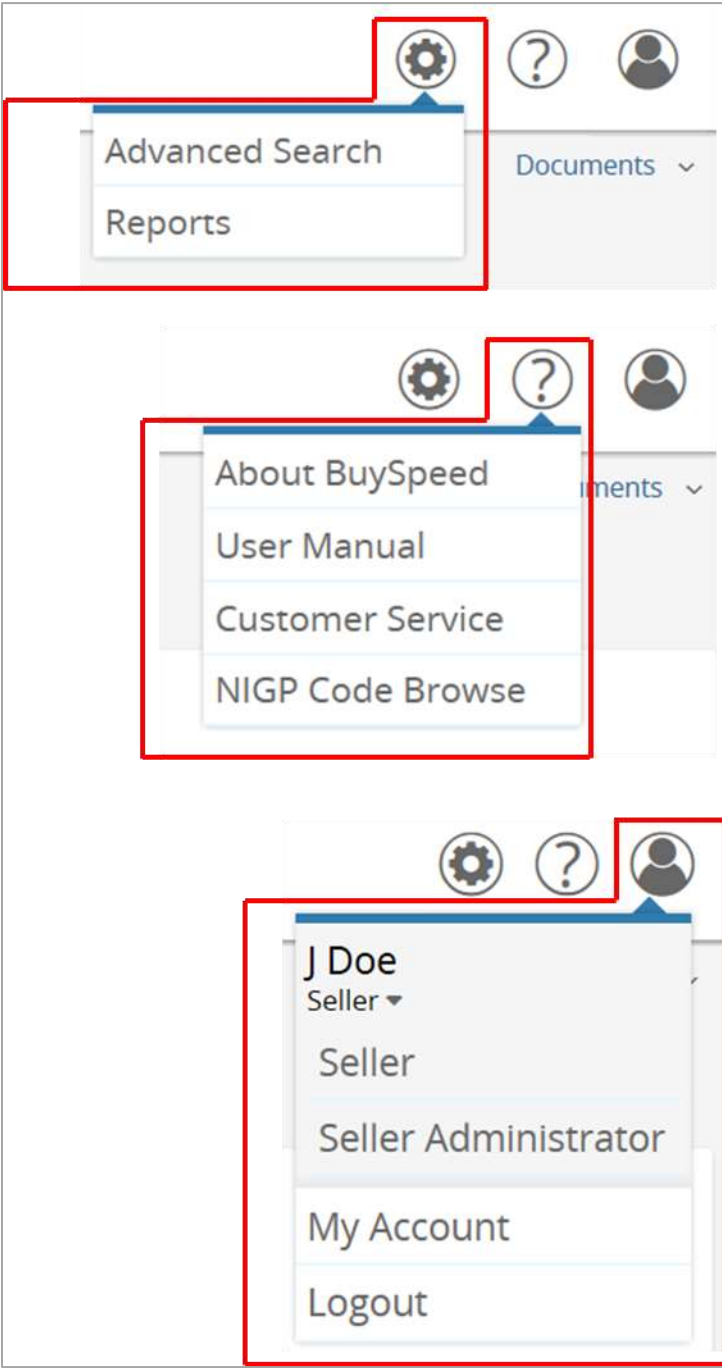


Step 2: Homepage

1. The top white **Header Bar** appears on every screen. It contains the COMMBUYS logo toward the left side of the screen, and three navigation icons located on the right side of the screen.
2. The blue **Documents** navigation link is just below the header bar and it appears on every screen.
3. Located within the blue vertical sidebar on the right side of the screen is the **Dashboard** icon. Clicking this icon will take the user back to the **Homepage** of COMMBUYS. The **Dashboard** icon appears on every screen.
4. Below the **Welcome** message is a set of tabs called the **Control Center**. The **Control Center** does not appear on every screen.
5. The blue bar located at the bottom of the screen displays your company's name and the **COMMBUYS clock**. This blue bar appears on every screen.

Job Aid:

Basic COMMBUYS Navigation and Searching for the Seller Role

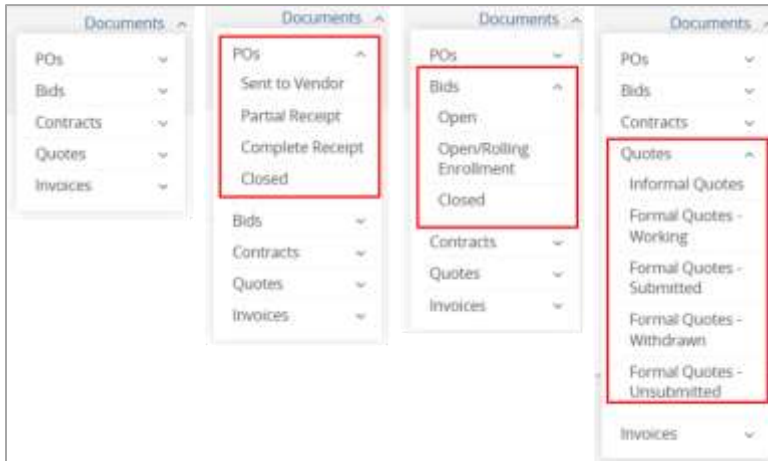
Screenshot	Directions
 <p>The first screenshot shows the Settings icon (gear) highlighted with a red box. A dropdown menu is open, containing 'Advanced Search' and 'Reports'.</p> <p>The second screenshot shows the Help icon (question mark) highlighted with a red box. A dropdown menu is open, containing 'About BuySpeed', 'User Manual', 'Customer Service', and 'NIGP Code Browse'.</p> <p>The third screenshot shows the Account icon (person) highlighted with a red box. A dropdown menu is open, displaying the user's name 'J Doe', role 'Seller', and options to switch to 'Seller' or 'Seller Administrator', along with 'My Account' and 'Logout'.</p>	<p>Step 3: Header Bar</p> <ol style="list-style-type: none"> 1. The right side of the Header Bar displays three navigation icons: Settings, Help, and Account. 2. The Settings icon contains: <ul style="list-style-type: none"> • An Advanced Search link. • A Reports link. Please note that the Reports link is currently inactive. 3. The Help icon contains: <ul style="list-style-type: none"> • An About link that displays COMMBUYS version information. • A User Manual link that opens the BuySpeed user manual in a separate web browser or tab. BuySpeed is the platform on which COMMBUYS operates. • A Customer Service link that allows a user to send an email to the COMMBUYS Helpdesk to report an issue. • A NIGP Code Browse link that allows a user to search for UNSPSC commodity codes. 4. The Account icon contains: <ul style="list-style-type: none"> • A dropdown menu that allows users to switch their role in COMMBUYS. Available roles include Seller and Seller Administrator. • A My Account link that allows a user to view or edit their user account information. • A Logout link that allows a user to log out of COMMBUYS.

Job Aid:

Basic COMMBUYS Navigation and Searching for the Seller Role

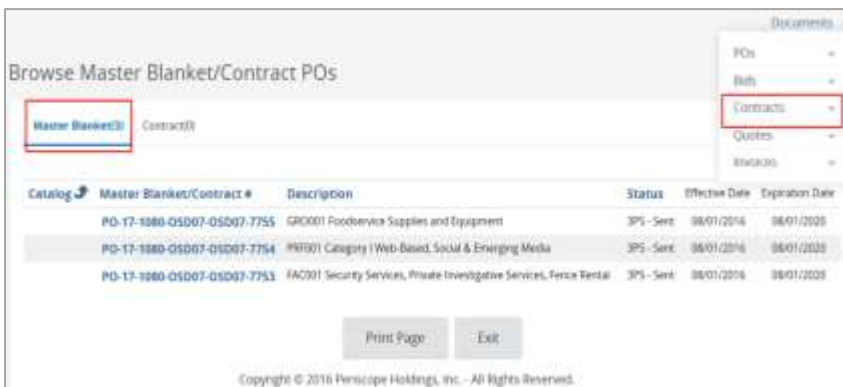
Screenshot

Directions



Step 5: Documents Navigation

1. Use the **Documents** navigation menus to look for documents either created by your company or sent to your company through COMMBUYS.
2. With the exception of the **Contracts**, each document menu can be expanded by clicking on the down-facing arrow for the relevant document type. For example, if you are looking for a Bid, click the arrow next to the **Bids** dropdown menu.
3. Expanding the view of the dropdown menus allows users to filter documents by status.



Step 6: Documents Navigation – Locating Your Contracts

1. Clicking on the arrow next to **Contracts** in the **Documents** navigation menu will take you to the **Master Blanket/Contract POs Browse** page.
2. To view any contracts awarded to your company, click on the **Master Blanket** tab on the **Master Blanket/Contract POs Browse** page.

Note: The COMMBUYS term for contracts is **Master Blanket Purchase Order (MBPO)**.

Job Aid:

Basic COMMBUYS Navigation and Searching for the Seller Role

Screenshot

Directions



Step 7: Control Center

1. The **Control Center** is the set of tabs that appear below the "Welcome" message.
2. Each tab contains documents related to functions performed under the Seller role in COMMBUYS. Some of the tabs include sub-tabs and sub-sections that contain documents in a particular status.
3. The number in parenthesis indicates the number of documents available within that tab.
4. The **Invoices** and **Vendor Performance** tabs are not currently being used by the Commonwealth.



Step 8: Vendor Communication Tab

1. The **Vendor Communication** tab is located in the **Control Center**.
2. If a buyer requests that you revise a quote that was previously submitted, that **Request for Revision** notification will appear in the **Vendor Communication** tab.
3. Any attachments uploaded along with the **Request for Revision** will also be available in this tab.
4. On rare occasions other types of notifications from your buyers may appear in the **Vendor Communication** tab.

Job Aid:

Basic COMMBUYS Navigation and Searching for the Seller Role

Screenshot

Directions

Home | Vendor Communication | **Bids(1234)** | RFPs | Quotes | Invoices | Vendor Performance

Request For Revision

Quote #	Organization	Alt #	Buyer	Description	Bid Opening Date	Date Last Modified
QT-1088-05007-05007-15888-81	Operational Services Division	BD-17-1088-05007-05007-8388	Regina Kinney	Landscaping / Green Roof Products, Playground Equipment	09/15/2016 11:43:15 AM	05/15/2016 11:42:55 AM

Bids / Bid Amendments (Un-Acknowledged)

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Holder
BD-17-1088-05007-05007-8387	Operational Services Division		Regina Kinney	Landscaping / Green Roof Products, Playground Equipment	09/21/2016 12:00:00 AM	Link
BD-17-1088-05007-05007-8383	Operational Services Division		Regina Kinney	WiFi for Temp Help	09/15/2016 11:47:15 AM	Link

Open Bids

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid O & A	Create Quote (View Auction)	Bid Holder
BD-17-1088-05007-05007-8482	Operational Services Division		Regina Kinney	RFP Promotional Material - Banner Event	09/25/2016 12:00:00 AM	View	QT-1088-05007-05007-15888 Create Quote	

Open/Rolling Enrollment Bids

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid O & A	Create Quote (View Auction)	Bid Holder
BD-17-1088-1088C-1088L-8423	Operational Services Division		Samuel Lee	Seminar	09/28/2016 10:00:00 AM	View	Create Quote	
BD-17-1088-05006-05006-8418	Operational Services Division		Dennis Ebo	PHI-DA-Open_Rolling-A001	09/15/2017 12:00:00 AM	View	Create Quote	
BD-17-1088-05006-05006-8418	Operational Services Division	rolling bid	Dennis Ebo	PHI-DA-Bid_Tax-A001	09/05/2017 12:00:00 AM	View	Create Quote	
BD-17-1088-05006-05006-8410	Operational Services Division		Dennis Ebo	PHI-SP-Open_Rolling-A001	09/01/2015 12:00:00 AM	View	Create Quote	
BD-17-1088-05006-05006-8403	Operational Services Division		Dennis Ebo	PHI-SP-Open_Rolling-A008 (2)	05/31/2016 12:00:00 AM	View	Create Quote	

[View More...](#)

Closed Bids

Bid #	Organization	Buyer	Description	Bid Opening Date	Awarded Vendor(s)
BD-17-1142-PFD01-PFD01-8435	City of Boston	Richard Delamain	9/21 - LJM	09/21/2016 01:40:00 PM	Acme Services, Needful Things Thrift Shop

Step 9: Bid Tab

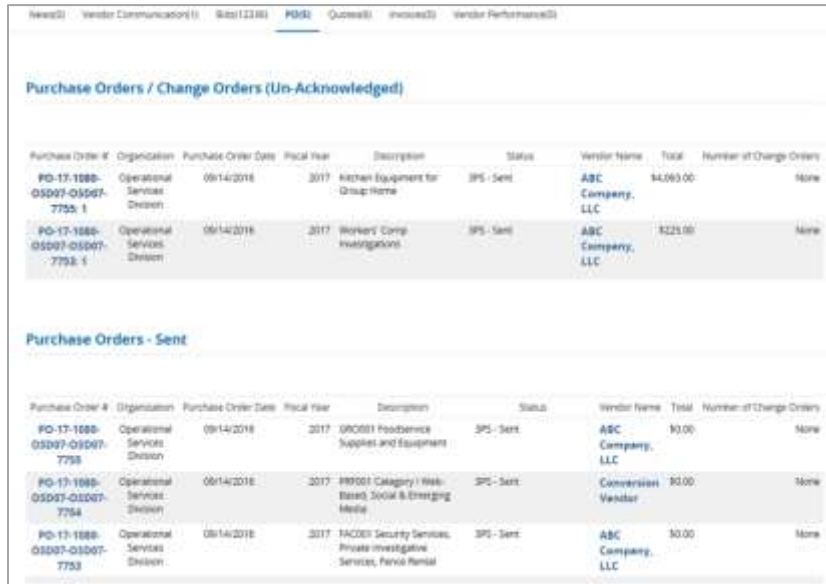
1. The **Bids** tab is located in the **Control Center**.
2. The bids contained in this tab are arranged in five sections.
3. The **Request for Revision** section displays requests from buyers for a revised quote response to a Bid.
4. The **Bids/Bid Amendments (Un-Acknowledged)** section displays the Bids and Bid Amendments that have not yet been acknowledged.
5. The **Open Bids** section displays bids that are available for response to eligible bidders. Note the **Create Quote** hyperlink. By clicking on this link you can respond to the bid by creating a quote.
6. The **Open/Rolling Enrollment** section displays bids that will either re-open at set intervals to allow buyers to add new vendors, or bids to which a quote can be submitted at any time during the enrollment period.
7. The **Closed Bids** section displays bids that are no longer available for response.

Job Aid:

Basic COMMBUYS Navigation and Searching for the Seller Role

Screenshot

Directions



Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
PO-17-1088-05007-05007-7755-1	Operational Services Division	09/14/2016	2017	Kitchen Equipment for Group Home	SPS - Sent	ABC Company, LLC	\$4,060.00	None
PO-17-1088-05007-05007-7755-1	Operational Services Division	09/14/2016	2017	Workers' Comp Investigations	SPS - Sent	ABC Company, LLC	\$221.00	None

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
PO-17-1088-05007-05007-7755	Operational Services Division	09/14/2016	2017	090081 Foodservice Supplies and Equipment	SPS - Sent	ABC Company, LLC	\$0.00	None
PO-17-1088-05007-05007-7754	Operational Services Division	09/14/2016	2017	897001 Category I Multi-Based Social & Emerging Media	SPS - Sent	Conversion Vendor	\$0.00	None
PO-17-1088-05007-05007-7753	Operational Services Division	09/14/2016	2017	140001 Security Services, Private Investigative Services, Ferno Rental	SPS - Sent	ABC Company, LLC	\$0.00	None

Step 10: PO Tab

1. The **PO** tab is located in the **Control Center**.
2. The purchase orders contained in this tab are arranged in two sections.
3. The **Purchase Orders / Change Orders (Un-Acknowledged)** section displays purchase orders from buyers that you have not yet acknowledged.
4. The **Purchase Orders – Sent** section displays all purchase orders sent to you. This includes **Master Blanket Purchase Orders** that have been awarded as well as POs that have not yet been acknowledged.



Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
QT-1090-05007-05007-19063	Operational Services Division	80-17-1090-05007-05007-8198	09/21/2016 12:00:00 AM	09/15/2016 09:50:36 AM
QT-1090-05007-05007-19064	Operational Services Division	80-17-1090-05007-05007-8400	09/21/2016 12:00:00 AM	09/15/2016 09:53:04 AM
QT-1090-05007-05007-15006	Operational Services Division	80-17-1090-05007-05007-8183	09/15/2016 11:47:15 AM	09/15/2016 11:42:55 AM

Step 11: Quotes Tab

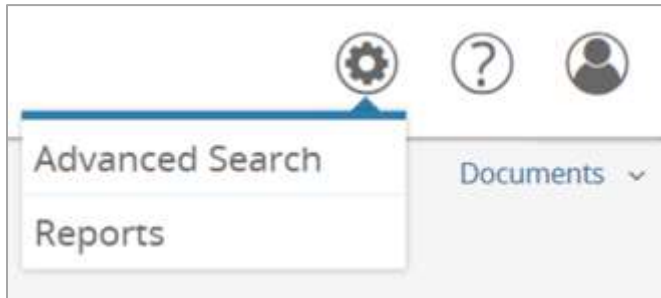
1. The **Quotes** tab is located in the **Control Center**.
2. The **Quotes** contained in this tab are arranged in five sub-tabs.
3. The **Informal** sub-tab displays quotes that have been extemporaneously submitted directly from an agency Requisition.
4. The **Working** sub-tab displays the quotes that have been started, but not yet submitted to the buyer.
5. The **Submitted** sub-tab displays all the quotes that have been sent to the buyer by your organization.
6. The **Revision** sub-tab displays quotes that the buyer requested to be revised.
7. The **Withdrawal** sub-tab displays quotes that have been submitted to the buyer by your organization, but have since been withdrawn.

Job Aid:

Basic COMMBUYS Navigation and Searching for the Seller Role

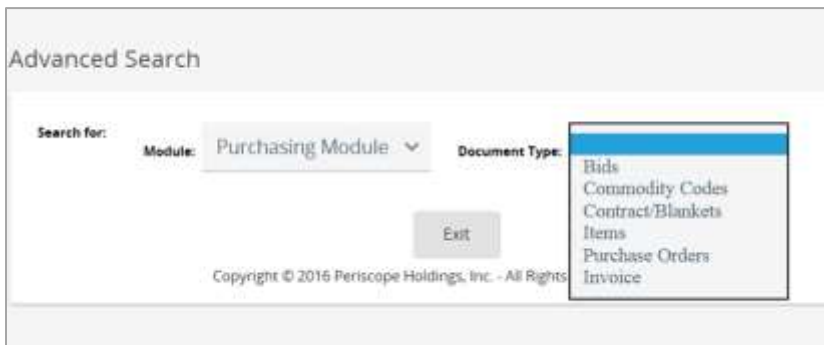
Screenshot

Directions



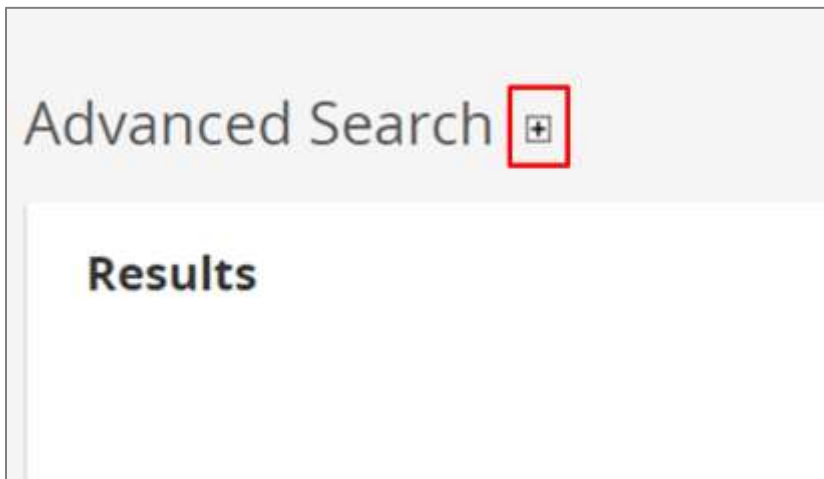
Step 12: Accessing the Advanced Search Screen

1. Click on the **Settings** icon (wheel) at the located on the right side of the **Header Bar**.
2. Click on **Advanced Search** to open the **Advanced Search** Screen.



Step 13: Advanced Search Screens

1. The Advanced Search feature first presents a “**Search For**” box. Users can search for **Document Types**.
2. From the **Document Type** dropdown menu, users can select the documents they wish to search for.
3. The appropriate **Advanced Search** screen for a **Document Type** appears as soon as the **Document Type** is selected from the dropdown menu.
4. Each **Document Type** has its own **Advanced Search** screen with some search fields that are unique to the screen and **Document Type**.



Note: Purchasing Module is currently the only available choice in the module field.

Users can search for documents using a combination of the available search fields found on each **Advanced Search** screen.

The **Search Using** field found on each **Advanced Search** screen can be used to present results that match **ALL** the specified search criteria, or to present results that match **ANY** of the specified criteria.

Press **Enter** or click the **Find It** button found on each **Advanced Search** screen to generate your search results.

To reset an **Advanced Search** screen and remove search criteria from all fields, click the **Clear** button.

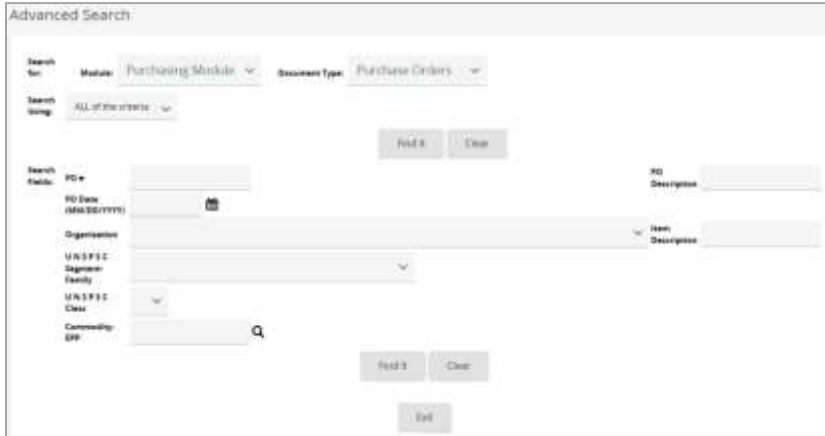
To return to the main **Advanced Search** screen, click on the plus sign located above your search results.

Job Aid:

Basic COMMBUYS Navigation and Searching for the Seller Role

Screenshot

Directions



Step 14: Advanced Search Screen for Purchase Orders

1. Use the **PO#** field to search for a PO by its COMMBUYS-generated purchase order number.
2. Use the **PO Date** field to search for a PO by the date it was sent to your company. This field can only be used for a specific date, not a date range.
3. Use the **Organization** dropdown menu to search for POs by the purchasing agency.
4. Use the **UNSPSC Segment-Family**, **UNSPSC Class**, and **Commodity-EPP** fields to search for a PO by commodity code.
5. Use the **PO Description** to search for POs by the short description entered by the agency.
6. Use the **Item Description** to search for POs by the goods or services purchased by the agency.

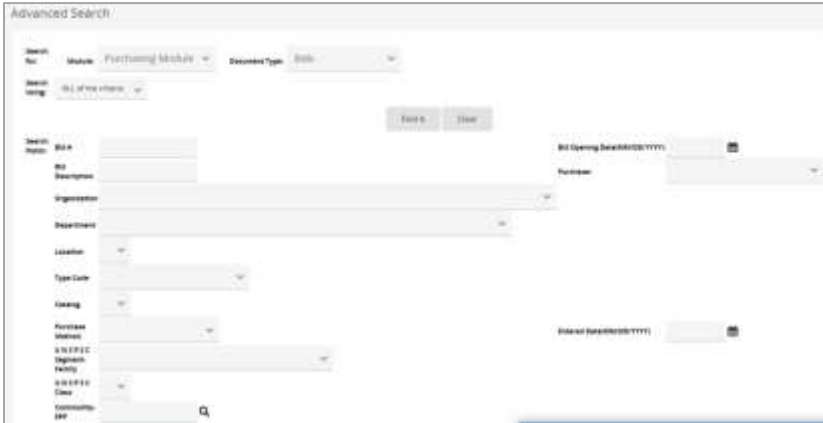
Note: Only those who have been awarded an MBPO or received a purchase order through COMMBUYS will have results within this search.

Job Aid:

Basic COMMBUYS Navigation and Searching for the Seller Role

Screenshot

Directions



The screenshot displays the 'Advanced Search' interface for Bids. It features a search bar at the top with a search icon and a 'Clear' button. Below the search bar, there are several filter categories: 'Bid #', 'Bid Description', 'Organization', 'Department', 'Location', 'Type Code', 'Purchaser', 'UNSPSC Segment-Family', 'UNSPSC Class', and 'Commodity-EPP'. Each category has a corresponding input field or dropdown menu. Additionally, there are fields for 'Bid Opening Date' and 'Entered Date'. The interface is designed to allow users to narrow down search results based on these specific criteria.

Step 15: Advanced Search Screen for Bids

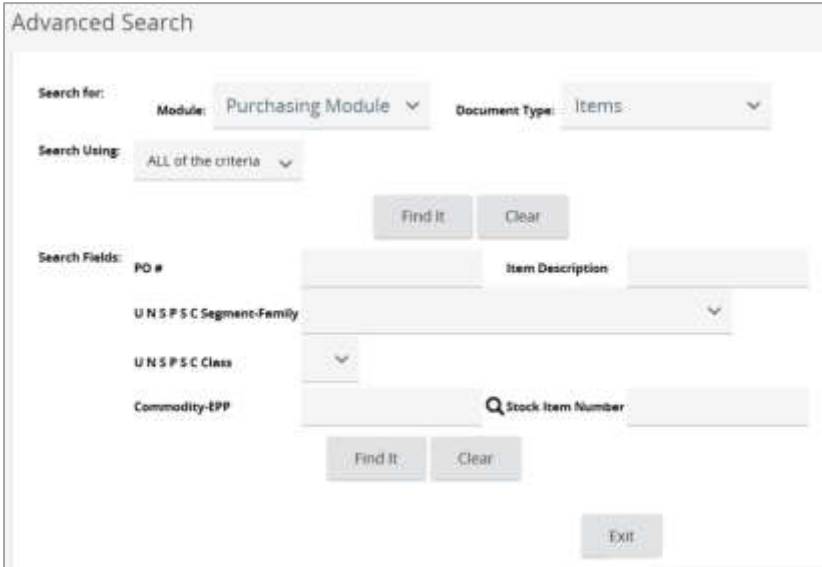
1. Use the **Bid#** field to search for a Bid by its COMMBUYS-generated bid number.
2. Use the **Bid Description** to search for Bids by the short description entered by the agency.
3. Use the **Organization, Department, and Location** dropdown menus to search for Bids by the posting agency.
4. Use the **Type Code** dropdown menu to search for bids that have either been designated Statewide (SW) or Non-Statewide (NS).
5. Use **Purchase Method** to search for bids by the method of purchase as designated by the posting agency.
6. Use the **UNSPSC Segment-Family, UNSPSC Class, and Commodity-EPP** fields to search for a bid by commodity code.
7. Use the **Bid Opening Date** field to search for bids by its deadline to respond.
8. Use the **Purchaser** field to search for a bid by the person within an agency that posted the bid.
9. Use the **Entered Date** to search for a bid by the date it was entered into COMMBUYS.

Job Aid:

Basic COMMBUYS Navigation and Searching for the Seller Role

Screenshot

Directions



The screenshot shows the 'Advanced Search' interface. At the top, it is titled 'Advanced Search'. Below this, there are two rows of search criteria: 'Search for:' with 'Module: Purchasing Module' and 'Document Type: Items', and 'Search Using:' with 'ALL of the criteria'. There are 'Find It' and 'Clear' buttons. Below this, there are two rows of search fields: 'Search Fields:' with 'PO #' and 'Item Description', and 'UNSPSC Segment-Family', 'UNSPSC Class', and 'Commodity-EPP'. There is a 'Stock Item Number' field with a magnifying glass icon. There are 'Find It' and 'Clear' buttons. At the bottom right, there is an 'Exit' button.

Step 16: Advanced Search Screen for Items

1. Use the **PO #** field to search for an item on a purchase order using its COMMBUYS-generated PO #.
2. Use the **UNSPSC Segment-Family**, **UNSPSC Class**, and **Commodity-EPP** fields to search for an item by commodity code.
3. Use the **Item Description** field to search for an item by its short description.

Note: The **Stock Item Number** field is not currently being used.

Only those who have been awarded an MBPO or received a purchase order through COMMBUYS will have results within this search.

Job Aid:

Basic COMMBUYS Navigation and Searching for the Seller Role

Screenshot

Directions

The screenshot displays the 'Advanced Search' interface. At the top, there are dropdown menus for 'Module' (set to 'Purchasing Module') and 'Document Type' (set to 'Contracts/Blankets'). Below this is a 'Search Range' dropdown set to 'ALL of the criteria'. There are 'Reset' and 'Clear' buttons. The 'Search Fields' section contains several input fields and dropdown menus: 'Contract/Blanket #' (text), 'PO Type' (dropdown), 'Contract/Blanket Description' (text), 'Buyer' (dropdown), 'Vendor Name' (text), 'Vendor Legal Name' (text), 'Type Code' (dropdown), 'Bid #' (text), 'Catalog' (dropdown), 'Expiration Date (MM/DD/YYYY) From' and 'To' (date pickers), 'Item Description' (text), 'UNSPSC Segment-Family' (dropdown), 'UNSPSC Class' (dropdown), and 'Commodity EPP' (text) with a search icon.

Step 17: Advanced Search Screen for Contracts/Blankets

1. Use the **Contracts/Blankets #** field for search for a contract or blanket by its COMMBUYS-generated Contract/Blanket #.
2. Use the **Contract/Blanket Description** field to search for a contract or blanket by the short description entered by the buyer.
3. Use the **Buyer** field to search for a contract or blanket by the person within an agency that created the contract or blanket.
4. Use the **Vendor Name** or **Vendor Legal Name** fields to search for contract or blanket by vendor.
5. Use the **Type Code** dropdown menu to search for contracts or blankets that have either been designated Statewide (SW) or Non-Statewide (NS).
6. Use the **Expiration Date** field to search for a contract or blanket by the contract end date.
7. Use the **Item Description** field to search for a contract or blanket by an item's short description.
8. Use the **UNSPSC Segment-Family**, **UNSPSC Class**, and **Commodity-EPP** fields to search for a contract or blanket by commodity code.
9. Use the **PO Type** field to search for a contract or blanket by its PO type.
10. Use the **Bid #** field to search for a contract or blanket by the COMMBUYS-generated bid number associated with the bid that the contract or blanket originated from.

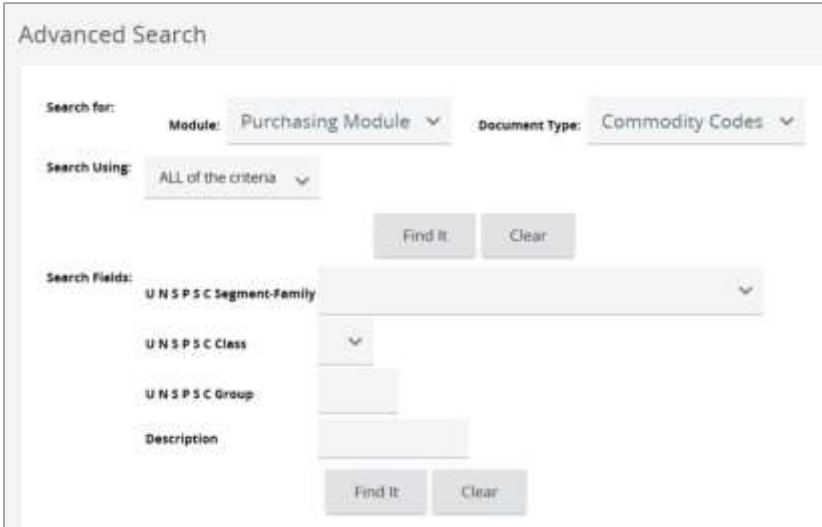
Note: The **Catalog** field is not currently being used.

Job Aid:

Basic COMMBUYS Navigation and Searching for the Seller Role

Screenshot

Directions



Advanced Search

Search for: Module: Purchasing Module Document Type: Commodity Codes

Search Using: ALL of the criteria

Search Fields: UNSPSC Segment-Family, UNSPSC Class, UNSPSC Group, Description

Find It Clear

Find It Clear

Step 18: Advanced Search Screen for Commodity Codes

1. Use the **UNSPSC Segment-Family** and **UNSPSC Class** dropdown menu to search for commodity codes by the United Nations Standard Products and Services Code® (UNSPSC) classification system.
2. Use the **Description** field to search for commodity codes by keyword.

Note: The **UNSPSC Group** field is not currently being used.

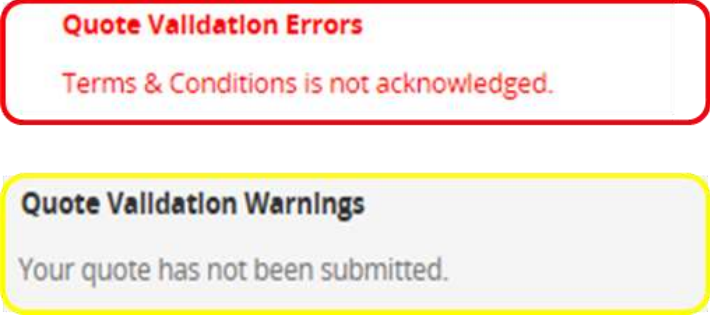


Step 19: Action Buttons

1. Many documents within the COMMBUYS system contain action buttons that allow users to perform functions and navigate through the system.
2. The **Save & Exit** button saves the data entered on the current screen and returns the user to the previous screen.
3. The **Save & Continue** button saves the data entered on the current screen and remains on the current screen.
4. The **Reset** button clears unsaved data from the fields on the current screen. The Reset button will not clear data that has already been saved.
5. The **Cancel & Exit** button returns the user to the previous screen without saving any of the data entered on the current screen.
6. The **Add File** button allows a user to upload an attachment to a COMMBUYS document.

Job Aid:

Basic COMMBUYS Navigation and Searching for the Seller Role

Screenshot	Directions
 <p>The screenshot shows two system messages. The first is a red-bordered box with the text "Quote Validation Errors" in bold and "Terms & Conditions is not acknowledged." below it. The second is a yellow-bordered box with the text "Quote Validation Warnings" in bold and "Your quote has not been submitted." below it.</p>	<p>Step 20: System Messages</p> <ol style="list-style-type: none">1. Users will occasionally see system messages that could impact their navigation. Such messages would appear at the top of the screen.2. Red messages indicate a condition that must be addressed before the document can be saved or submitted. Red messages could also appear after a user attempts to save a document and the system encounters an error.3. Yellow messages indicate warnings that do not prevent navigation additional conditions that need to be addressed.