



OPERATIONAL SERVICES DIVISION

COMMBUYS Job Aid:

How to Purchase from a Statewide Contract (Master Blanket Purchase Order)

This Job Aid shows how to:

Purchase a good and/or service from a Statewide Contract using a requisition and purchase order

Of Special Note:

In COMMBUYS, Statewide Contracts are now known as Master Blanket Purchase Orders.

Screenshot

Welcome To **COMMBUYS Training**

Welcome to the COMMBUYS Training environment! This is a configurable welcome message. I can add hyperlinks to web pages with customer service and self-paced training materials here as well.

- Register**
Register here to begin using COMMBUYS Training.
Vendors, please read this [disclaimer](#) prior to registering.
- Complete Registration**
Complete registration here to begin using COMMBUYS Training.
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:

[Forgot your password?](#)

Directions

1. Launch the COMMBUYS website by entering www.COMMBUYS.com

Login using your Login ID and password

UNSPSC Code Browse | My Account | Customer Service | About

Home | Items ▾ | Documents ▾ | Vendors ▾

Home - Welcome Back Alyssa Arnold

News(1) | Dashboard | Reqs(43) | Bids(38) | PO(7) | Approval(9) | My Reminders(0) | Events(0)

2. Once you are logged in to COMMBUYS you will see your Header bar (the top gray bar), your Navigation bar (the blue tabs below the header bar), and finally your Control Center (the light gray tabs under your name).

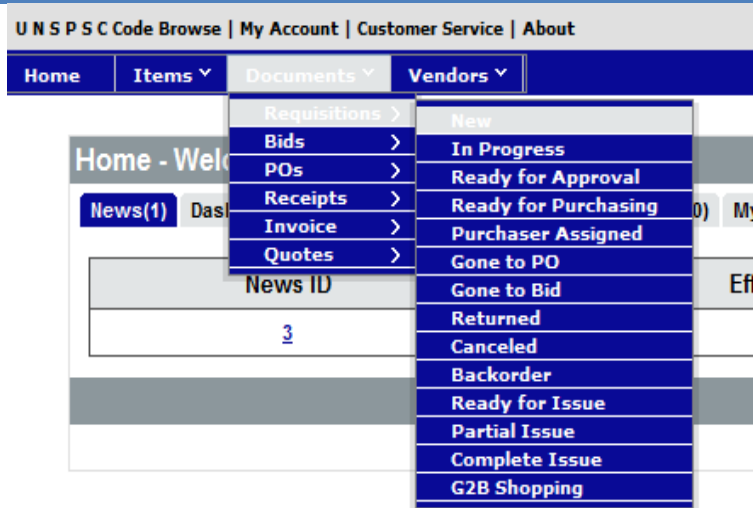


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Screenshot



Directions

- To begin the ordering process from the start you need to create a requisition from your Navigation bar.

Click **Documents > Requisitions > New**

- To order from a Commonwealth contract, select Release from the Requisition Type dropdown.

Enter, at a minimum, the asterisk fields, and then click Save & Continue.

Below is a list of the fields found on the general tab of the requisition:

- Requisition Number** – auto generated
- Short Description** – required; short description to identify the requisition
- Status** – current status of the requisition; initial status is set to **1RI – Requisition In Progress**; user cannot change this field
- Fiscal Year** – the fiscal year associated with the requisition;
- Department** – required; some users will have default values
- Organization** – defaults from the user profile; user cannot change
- Location** – required; location within the department;
- Required By Date** – date the requisition is required by
- Entered Date** – requisition creation date; field is automatically generated
- Requisition Type** – options are **Release**, **Inventory**, **RPA** or **Open Market** from the drop-down menu
- Type Code** – user-defined and maintained in COMMBUYS; populates once the requisition type is chosen

The screenshot shows the 'New Requisition' form with the following fields and values:

- Requisition Number: (blank)
- Status: 1RI - Requisition In Progress (When User request is created)
- Department: PURCH - Central Purchasing
- Location: LOC1 - Downtown
- Requisition Type: Release (highlighted with a red circle)
- Requester: Alyssa Arnold
- Contact: Alyssa Arnold
- Alternate ID: (blank)
- Estimated Cost: \$0.00
- Print Format: (blank)
- Short Description: Job Aid Test
- Fiscal Year: 2014
- Organization: Operational Services Division
- Solicitation Enabled: (checkbox)
- Entered Date: 01/09/2014
- Type Code: (blank)
- Purchaser: Arnold, Alyssa
- Contact Phone: 555 555 5555
- Tax Rate: (blank)
- Save & Continue button (highlighted with a red circle)



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Screenshot

Directions

- **Requestor** – person creating the requisition; user cannot edit
- **Purchaser** – optional; select the purchaser for the requisition if there is no default or the default is not desired
- **Contact** – requestor is the default for this field; can be modified
- **Contact Phone** – contact number for contact person
- **Alternate ID** – this field can be utilized for an alternate identification number to be associated with the requisition
- **Tax Rate** – n/a for Commonwealth
- **Estimated Cost** – estimated cost for the requisition; calculated by COMMBUYS; cannot be modified by the user
- **Print Format** – print format used for print of the requisition
- **Solicitation Enabled** – can only be selected if the requisition type is Release (master blanket / contract)

4. Click the Items tab to search for items in COMMBUYS. Click the Search Items button.

5. Enter a key word in the Search Using field, and then click Find It.

Or open the Advanced Search function by clicking the plus (+) sign by the Advanced Search title. From here you can enter criteria to filter your item/service search. Click Find It once complete.



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How to Purchase from a Statewide Contract (Master Blanket Purchase Order)

Screenshot

Release Requisition 1400265 - Search Items

Search Using: pens

Advanced Search

Release Results

Release

Search By:

Any Price
• Up to \$2 (4)

Any Vendor
• Office Essentials (4)

Select	Quantity	Minimum Order Quantity	Item Description	Unit Cost	UOM	Vendor Name	Segment/Family Class	Discount %	Master Blanket #	Direct Release Allowed
<input type="checkbox"/>	0	0	Ballpoint pens, medium, blue ink	\$1.00	EA - Each	Office Essentials	10-10 - Live animals 15 - Livestock	0.00%	0000092 / 1	No
<input type="checkbox"/>	0	0	Ballpoint pens, medium, black ink	\$1.00	EA - Each	Office Essentials	10-10 - Live animals 15 - Livestock	0.00%	0000092 / 2	No
<input type="checkbox"/>	0	0	Ballpoint pens, fine, blue ink	\$1.25	EA - Each	Office Essentials	10-10 - Live animals 15 - Livestock	0.00%	0000092 / 3	No
<input type="checkbox"/>	0	0	Ballpoint pens, fine, black ink	\$1.25	EA - Each	Office Essentials	10-10 - Live animals 15 - Livestock	0.00%	0000092 / 4	No

<< first < prev 1 next > last >>

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Directions

6. Release results will populate based on the keyword or advanced search criteria.

Check the box next to the item you wish to procure and enter the quantity you are requesting.

Click **Add to Req & Exit**.

Release Requisition 1400265 Status: IR - In Progress

General Items Vendors Address Accounting Routing Attachments Notes Reminders Summary

Sort by Column: Print Sequence ☐ Sort Descending

Item #	Links	Print Sequence	Quantity	Minimum Order Quantity	Catalog Price/ Unit Cost	Net Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost	Delete
1	Master Blanket # / Line # 0000092 / 1	1.0	5.0	0.0	\$1.00	\$1.00	EA - Each	\$0.00		\$0.00	\$5.00	<input type="checkbox"/>
											Total	\$5.00

Please save your changes before sorting. Otherwise, your changes will be lost. Please do not search contract po items that have been released.

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7. Shown is the requisition with one line added. If additional items are needed, click the **Search Item** button and repeat the steps from the previous steps.

There are sub tabs under the Items tab. This is where Vendor information is displayed.

Click **Search Items** to add more items / services to the requisition. When complete, click **Save & Continue**.

Release Requisition 1400265 Status: IR - In Progress

General Items Vendors Address Accounting Routing Attachments Notes Reminders Summary

Vendor ID	Alternative ID	Vendor Name	Preferred Delivery Method	Vendor Remit Address
0000092		Office Essentials	Email	

8. Click the Vendor tab to open this screen.

Once added, the Vendor tab will display the successful addition of the vendor.



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Screenshot

Release Requisition 1400265

General Items Vendors **Address** Accounting Routing Attachments Notes Reminders Summary

Ship-to Address Bill-to Address

MAIN - PURCHMAIN MAIN - PURCHMAIN

211 E 7th Street
Suite 1100
Austin, TX 78701
US
Email: support@buyspeed.com
Phone: (512)472-9102

211 E 7th Street
Suite 1100
Austin, TX 78701
US
Email: support@buyspeed.com
Phone: (512)472-9102

Save & Continue Apply Ship-to to All Items Apply Bill-to to All Items

Directions

9. Click the Address tab. The Address Tab is the default address from your user profile. This is where you verify or change the ship-to and bill-to addresses for the document. To select a preset address, use the drop-down lists in the Ship-to and/or Bill-to areas. The selected address can also be set to all items.

Click **Save & Continue** and then **Apply to All Items** for the address changed.

Note: Skip the Accounting tab for Phase 1

Release Requisition 1400265

General Items Vendors Distributors Address Accounting **Routing** Attachments Notes Reminders Summary

Approval Path

Approver	Order Sequence	Approval Path ID	Level	Approver Type	Date Requested	Date Approved/Disapproved/Canceled
There are no approval paths found for this requisition.						

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10. Click the Routing tab. The approval path displays on the Routing Tab. This tab will remain blank until an approval path is determined when the requisition is submitted for approval.

The routing that a requisition must follow for approval is determined by the requisition's approval path.

The Routing tab will auto populate with the approval path determined once the requisition is submitted.

Release Requisition 1400265

General Items Vendors Address Accounting Routing **Attachments** Notes Reminders Summary

Agency(0) Vendor(0)

Files

Click Add File to add file attachments.

No File Attachments

Forms

Click Add Form to add form attachments.

No Form Attachments

Add File Add Form

10. Click Attachments tab. The Attachment screen allows the uploading of documents to a requisition.

You have the option to upload a file by clicking the **Add File** button or adding a form by clicking the **Add Form** button.

Attach multiple items to a requisition, such as documents, memos, spreadsheets, etc.



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Screenshot

Delete	Note Date	User	Note
<input type="checkbox"/>			

Directions

11. Click the Notes tab. Enter a note in the **Note** field. Click **Save & Continue** to save the entry. A new blank line appears, allowing for additional notes to the item.

To delete a saved Note, check the box in the **Delete** column next to the item, and select **Save & Continue**.

NOTE: Notes added here are only on the header level. To add a note for a specific item, do so from the Items Notes tab.

12. The Reminder tab allows the sending of a reminder for this document to a specified person on a specified date.

Click the calendar icon to choose the Due Date, enter Comments, enter User(s) to receive the reminder, how many days prior to the event to remind them and select **Send Email**.

Once the reminder is sent, the tab will be updated with that information. When a reminder is saved, another row appears in case more reminders are needed.

Note: The reminder email is sent to the email recipient based on the **Days Prior to Remind**.

Due Date* (MM/DD/YYYY)	Comment* (max 250 characters)	Remind Whom*	Days Prior to Remind*	Date Completed (MM/DD/YYYY)	Send Email	Date Entered	Entered By
			0				



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Screenshot

Release Requisition 1400265 Status: 181 - In Progress

General Items Vendors Address Accounting Routing Attachments Notes Reminders Summary

Header Information

Requisition Number:	1400265	Short Description:	Job Aid Test	Status:	181 - In Progress
Organization:	Operational Services Division	Location:	LOC1 - Downtown	Required By Date:	
Department:	PURCH - Central Purchasing	Requisition Type:	Release	Type Code:	
Entered Date:	01/08/2014	Purchaser:	Alyssa Arnold	Fiscal Year:	2014
Requestor:	Alyssa Arnold	Contact Phone:	(505) 655-0000	Alternate ID:	
Contact:	Alyssa Arnold	Estimated Cost:	\$0.00	Print Format:	
Peard Enabled:	No				
Solicitation Enabled:	No				
Invoice Method:	Three Way Match				
Ship-to Address:	211 E 7th Street Suite 1100 Austin, TX 78701 US Email: support@ouyspeed.com Phone: (512) 472-9100	Bill-to Address:	211 E 7th Street Suite 1100 Austin, TX 78701 US Email: support@ouyspeed.com Phone: (512) 472-9100		

Attachments

Agency Files:
Agency Forms:
Vendor Files:
Vendor Forms:

Item Information

Item # 1 : Bailpoint pers, medium, blue ink 181 - In Progress

U/N S P S C Segment Family: 10-10-15-04-0000

Blanket/Contract #/Line #	Qty	Minimum Order Quantity	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt	Tax Rate	Tax Amount	Total Cost
0000007 / 1	0.0	0.0	\$1.00	\$1.00	EA - Each	0.00%	\$0.00		\$0.00	\$0.00

Manufacturer: Brand: Model:

Make: Packaging:

Account Code: Amount:

There is no item accounting available for this item.

Recommended Vendor: 00000020 - Office Essentials
Linda Bando-Grant
1500 Outstanding Way
Suite 5070
Boston MA 02114
US
Email: linda.bando-grant@officeessentials.com
Phone: (617) 855-8000

[Submit for Approval](#) [Cancel Requisition](#) [Gone Requisition](#) [Print](#)

Directions

13. Finally click the summary tab to open this screen. The Summary tab of a requisition displays summary information for the requisition.

There are four sections on the Summary tab:

- Validation Errors and Warnings
- Header Information
- Item Information
- Approval Path (visible after requisition is submitted for approval)

Click Submit for Approval at the bottom of the summary page. The requisition will travel through its designated approval path.

Home - Welcome Back Alyssa Arnold

News(1) Dashboard Reqs(41) Bids(38) PO(7) Approval(9) My Reminders(0) Events(0)

News ID	Effective Date
3	10/16/2013

14. Once the approval path is complete, you can open your requisition on your control center.

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News(1) Dashboard **Reqs(43)** Bids(38) PO(7) Approval(9) My Reminders(0) Events(0)

In Progress(15) Ready for Approval(7) Ready for Purchasing(9) Returned(2) **Gone to PO(10)**

15. Click on Req then click Gone to PO to open the document, which has now become a Purchase Order by the approver

Home - Welcome Back Alyssa Arnold

News(1) Dashboard **Reqs(43)** Bids(38) PO(7) Approval(9) My Reminders(0) Events(0)

In Progress(15) Ready for Approval(7) Ready for Purchasing(9) Returned(2) **Gone to PO(10)**

Requisition #	Requisition Date	Description	Type	Dept/Loc	Total
1400265	01/13/2014	Training	Release	PURCH/LOC1	\$550.00
1400268	01/13/2014	Tuesday Jan 14	Open Market	154343	\$301,050.00
1400267	01/13/2014	Monday Jan 13	Open Market	154343	\$301,050.00
1400265	01/16/2014	req for blanket po	Open Market	PURCH/LOC1	\$0.00
1400264	01/16/2014	Open Market PC-2.1.10.14	Open Market	154343	\$0.00

[View More...](#)

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16. Select the hyperlinked Requisition # for the PO for a ordering from a contract



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Screenshot

Release Requisition 1400330 Status: 1RSP - Gone to PO

Details: Items Vendors Address Accounting Routing Attachments Notes Reminders **Summary**

Header Information

Requisition Number:	1400330	Short Description:	Training	Status:	1RSP - Gone to PO
Organization:	Operational Services Division	Location:	LOC1 - Compton	Required By Date:	
Department:	PURCH - Central Purchasing	Requisition Type:	Release	Type Code:	
Entered Date:	01/13/2014	Purchaser:	Thomas Vaughan	Fiscal Year:	2014
Requestor:	Alyssa Arnold	Contact Phone:	(866)666-6666	Alternate ID:	
Contact:	Alyssa Arnold	Estimated Cost:	\$890.00	Print Format:	
Plant Enabled:	No				
Solicitation Enabled:	No				
Invoice Method:	Three Way Match				
Ship-to Address:	211 E 7th Street Suite 1102 Austin, TX 78701 US Email: support@osd.us Phone: (512)472-9100	Bill-to Address:	211 E 7th Street Suite 1102 Austin, TX 78701 US Email: support@osd.us Phone: (512)472-9100		

Attachments

Agency Files:
Agency Forms:
Vendor Files:
Vendor Forms:

Item Information

Item # 1: Per session N - Note Price is set by Commonwealth of VA, \$85.00 1RSP - Gone to PO

U N B P & C Segment Family: 10-10-10-04-0000

PO # / PO Item # **0000044-2 / 1**

Item #	PO Item #	Minimum Order Quantity	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt	Tax Rate	Tax Amount	Total Cost
0000044-2	1	10.0	0.0	\$85.00	HR - hour	0.00%	\$0.00	\$0.00	\$0.00	\$850.00

Manufacturer: Brand: Model:

Material: Packaging:

Account Code: Amount:

There is no item accounting available for this item.

Recommended Vendor: 0000009 - TFC Inc
3800 S.W.
3800 S.W.
Arlington, VA 22204
US
Email: sharon.dine@tfc-inc.us
Phone: (571)764-5000

Approval Path:

Delete	Approver	Order Sequence	Approval Path ID	Level	Approver Type	Date Requested	Date Approved/Disapproved/Canceled	Approved/Disapproved/Canceled by	Comment View
There are no approval paths found for this requisition.									

Clone Requisition Print

Directions

17. Opening the approved requisition will bring you to the summary tab of the release requisition.

The Summary Tab shows the approval routing as well as the status of the document, which is now Gone to PO.

Click on the PO # to open the purchase order



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Vendor: [JUNIPER - SHERBORN PARTS, LLC](#)
Remit to Address: Liz Connolly
626 Lynnway
Lynn, MA 01905
Email: connolly@sherbornparts.com
Phone: 8008473700
At: 614
PO Mailing Address: Liz Connolly
626 Lynnway
Lynn, MA 01905
Email: connolly@sherbornparts.com
Phone: 8008473700
At: 614

Preferred Delivery Method: ☐ Mail
Payment Terms:
Shipping Method:
Freight Terms:

Item Information

Print Sequence # 1.0, Item # 1: Whole Milk 3PMS - Ready to Send

U/N S P S C Code: 50-13 - 17

Req # / Item #: 00214 XZCH1 PLUR01 0000000002 / 1

Blanket or Contract # / Line #	Receipt Method	Qty	Unit Cost	UOM	Discount %	Total Discount Amt	Tax Rate	Tax Amount	Freight	Total Cost
0000013 / 2	Quantity	5.0	\$2.50	GAL - Gallon	0.00	\$0.00		\$0.00	\$0.00	\$12.50

Manufacturer:
Make:
Brand:
Packaging:
Model:

Account Code:
Amount:
There is no item accounting available for this item.

Approval Path:

Delete	Approver	Order Sequence	Approval Path ID	Level	Approver Type	Date Requested	Date Approved/Disapproved	Approved/Disapproved/Cancelled by	Comment View
There are no approval paths found for this Purchase Order.									

Vendor Notification Actions

☒ Send Email and Notify Vendor ☐ Set to Printed Status

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18. Once the PO has been approved, you can send the PO to the Vendor.

Select either:

- **Send Email and Notify Vendor** (which sends an email to the contact person listed on the Vendor's profile)
- **Set to Printed Status** (which does not send an email, however the Vendor will be able to view this PO when they log in to COMMBUYS)

Click Save &Continue to send the PO to the Vendor.