

Job Aid:

How Organization Administrators Assign Commodity Codes to Purchasers

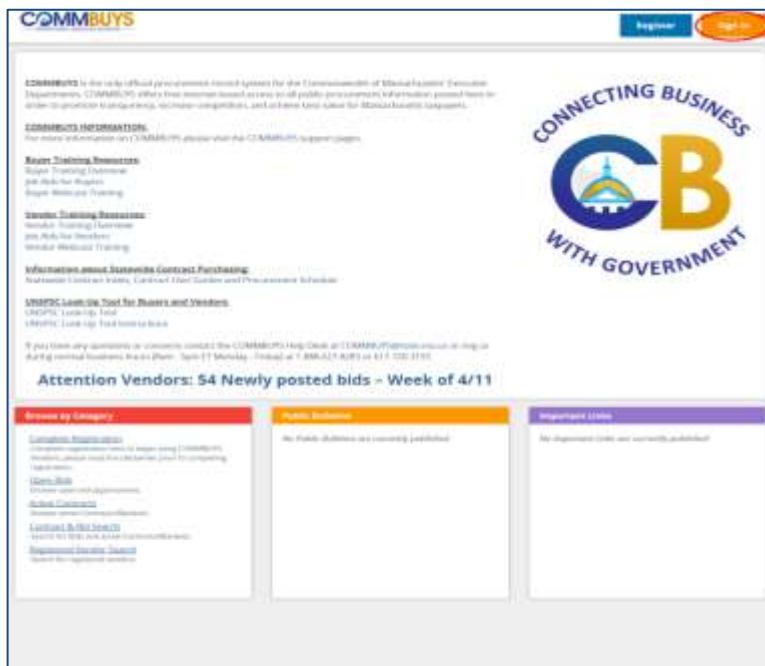
This Job Aid shows how to:

- Assign and maintain commodity codes for purchasers in your organization

Of Special Note:

The assignment of commodity codes to purchasers allows specific United Nations Standard Products and Services Code (UNSPSC) mapping to individual purchasers. Once enabled, documents containing these UNSPSC codes will be directly routed to the designated buyers in your organization. COMMBUYS reads the codes entered on the requisitions, purchase orders, and/or bids, and automatically routes them to assigned buyers. The operation is transparent to the user.

Screenshot



Directions

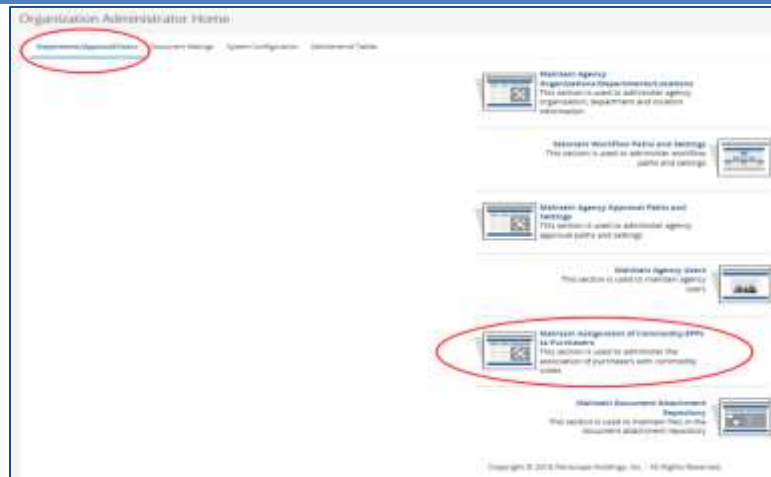
Step 1: Signing In

1. Launch the COMMBUYS website by entering the URL (<https://www.commbuys.com>) in the browser or by clicking the hyperlink [COMMBUYS](#).
2. Click on the orange **Sign In** button in the upper right hand corner.
3. Enter your Login ID and Password and click on the **Sign In** button.

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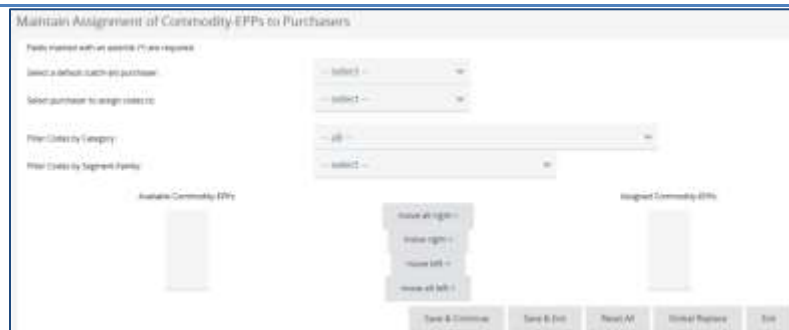


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Step 2: Clicking the Maintaining Assignment Icon

This image displays the home page of an Organization Administrator (OA) on the Department/Approval/Users tab, which is the default view upon login to COMMBUYS.

Click on the icon **Maintain Assignment of Commodity-EPPs to Purchasers**.



Step 3: Selecting the Buyer

The **Maintain Assignment of Commodity-EPPs to Purchasers** is where you select the buyer (purchaser) you wish to assign commodity codes to:

- **Default (Catch-all) Purchaser:** if no default purchaser is assigned at either the department or commodity levels, this user will catch all “black hole” documents
- **Purchaser to assign codes to:** is the buyer who will be assigned the selected UNSPSC codes
- **Filter Codes by Category:** dropdown menu to select UNSPSC codes based on category description
- **Filter Codes by Segment-Family:** dropdown menu to select UNSPSC codes based on segment family.
- **Available Commodity-EPPs:** shows the codes available from the selected segment-family.
- **Assigned Commodity-EPPs:** shows the codes assigned from the selected segment-family once moved right
 1. To select various commodity codes, double click them and they will move to the **Assigned Commodity-EPPs** (on the right side.)
 2. To remove the codes from the Assigned box, simply double click them on the right side and they will move back to the left side.

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Step 4: Reviewing the Codes

Shown here is a sample of what a finished assignment could look like.

Click on the **Save and Exit** button.