

## Job Aid:

### Complete or Renew Small Business Purchasing Program (SBPP) Application

#### This Job Aid shows how to:

- Complete the Small Business Purchasing Program (SBPP) application process for those businesses whose Seller Administrators initially selected “Not Now” during COMMBUYS registration **OR**
- Re-activate the SBPP application to submit information for renewal

#### Of Special Note:

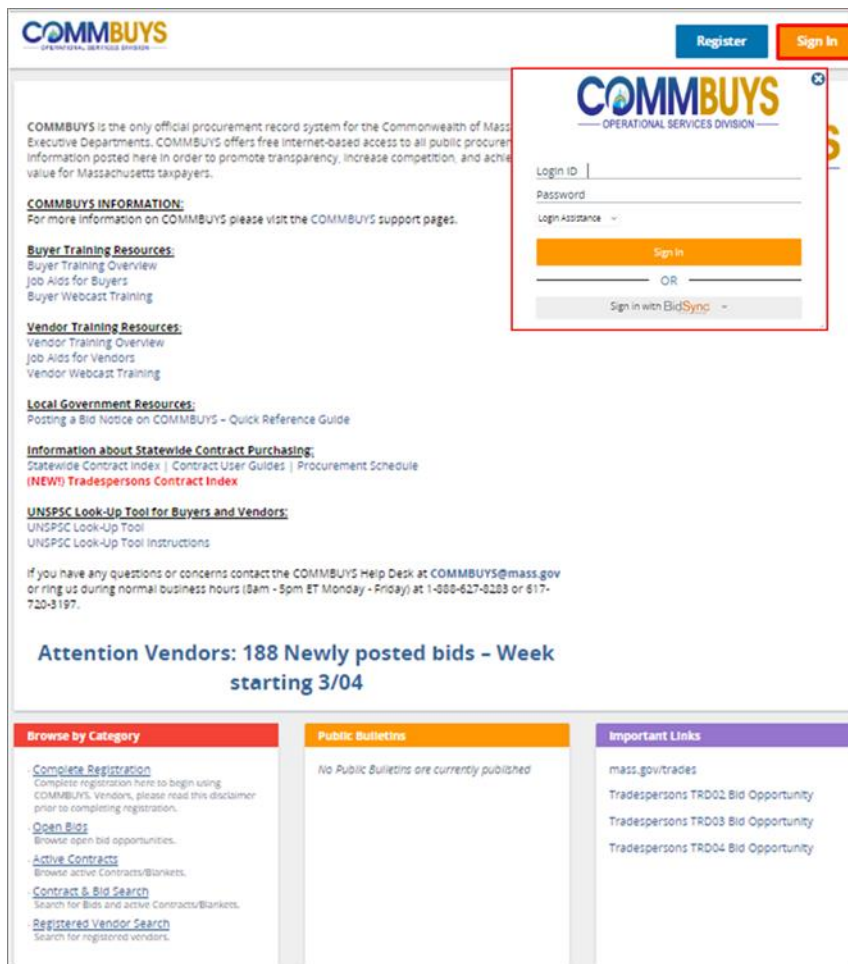
The Small Business Purchasing Program (SBPP) application is part of the COMMBUYS Registration process.

It is advisable to gather all necessary information before activating or re-activating the SBPP application. Information submitted into this short form is sent electronically to the Department of Revenue’s interface for verification.

Only users with Seller Administrator privileges can maintain a company profile (including completing and renewing the SBPP application). These instructions assume the logged in user has Seller Administrator credentials.

#### Screenshot

#### Directions



#### Step 1: Launching COMMBUYS

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

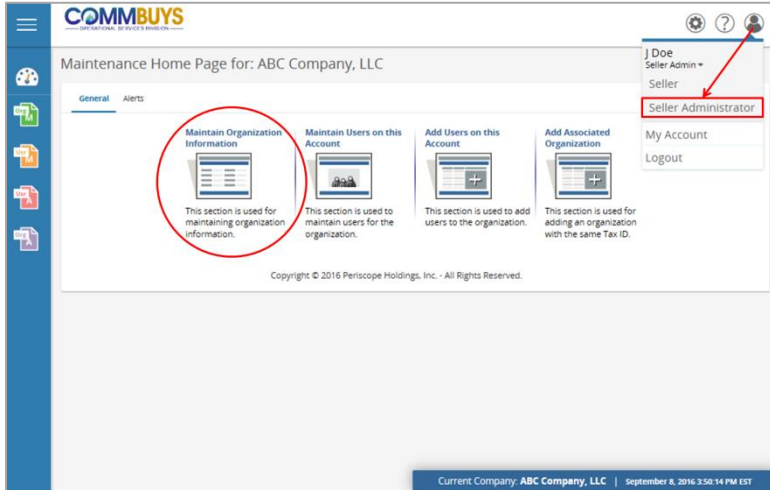


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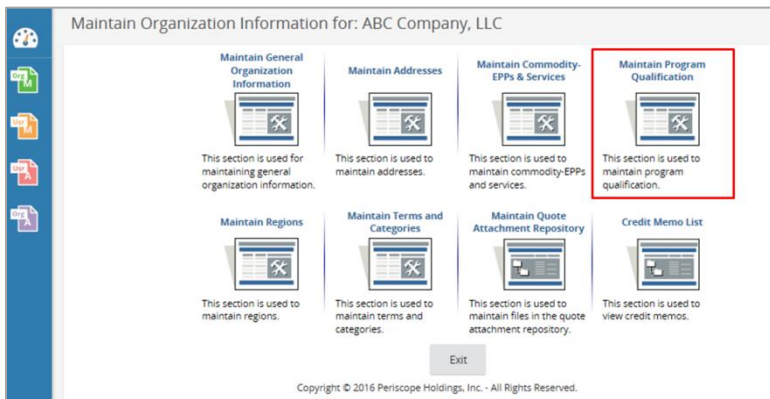
### Screenshot

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### Step 2: Accessing Maintenance Organization Tools

1. Click on the **Account** icon to ensure you are logged in as the Seller Administrator.
2. If not, click the **Seller Administrator** link.
3. Next, click on the **Maintain Organization Information** icon.



### Step 3: Accessing the SBPP Application

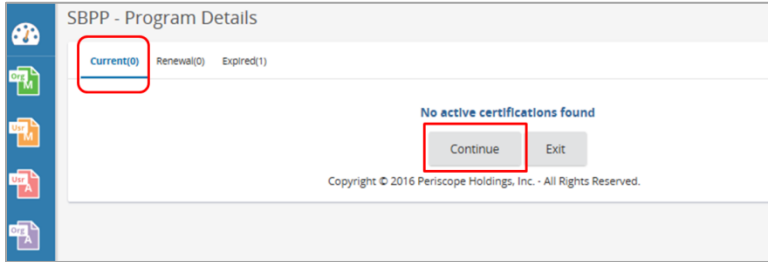
1. Click on the **Maintain Program Qualifications** icon to open the SBPP application.

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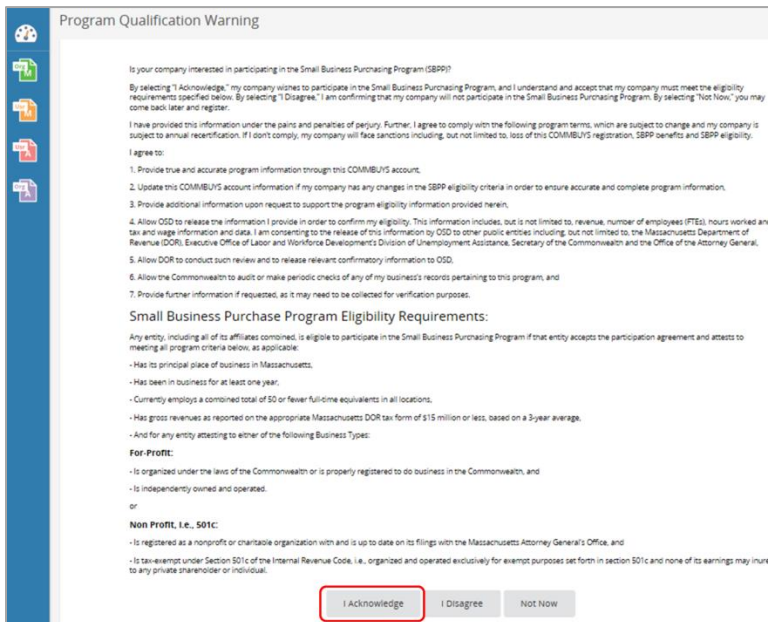
#### Directions



#### Step 4: Program Details

1. Three tabs are displayed on the Program Details page:
  - Use the **Current** tab to begin initial SBPP application.
  - The **Renewal** tab may display successfully renewed Pre-qualification information. Complete SBPP renewal application from this tab.
  - The **Expired** tab displays all certifications that have passed the Renewal/Expiration date. Complete re-application from this tab.
2. Choose the tab that reflects your situation, then click the **Continue** button to start the application process.

**Note:** A small number in parentheses on the tab label indicates whether information is listed under that tab. If the number in parenthesis is a zero, there are “No active certifications found” under the category.



#### Step 5: Reviewing Program Qualifications

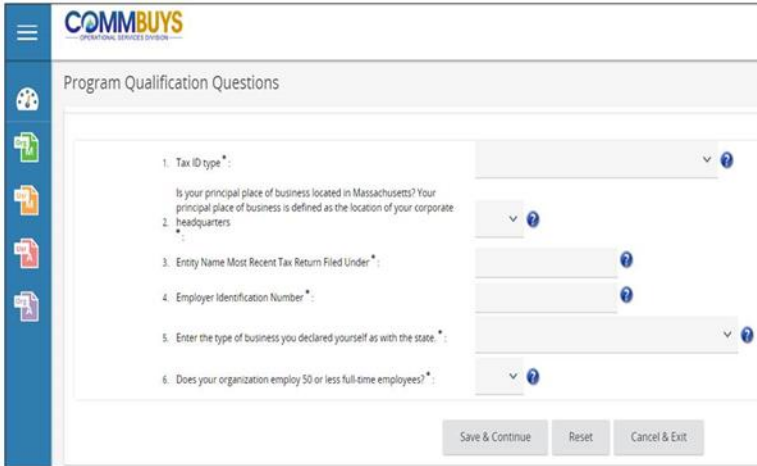
1. Carefully read the Terms and Conditions displayed on the top half of the page.
2. Review the Small Business Purchasing Program eligibility requirements displayed on the bottom half of the page.
3. Click on **I Acknowledge** to agree to the terms.

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#### Step 6: Completing the SBPP Pre-Qualification Form

1. Answer each of the Program Qualification Questions displayed on this form. It is advisable to gather information before starting the application.
  - **Tax ID Type:** Select either Federal Employer Identification Number or Social Security Number.
  - **Is your principal place of business located in Massachusetts?:** Your principal place of business is typically defined as the location of your corporate headquarters. Select Yes or No.
  - **Entry Name most recent state tax return filed under:** If you are a sole proprietor, please enter your name as it appears on your most recent tax return.
  - **Employer Identification Number:** Enter the Federal Employer Identification Number (FEIN) or Social Security Number (SSN) from the tax form.
  - **Enter the type of business you declared yourself as with the state:** Select the appropriate field.
  - **Does your organization employ 50 or less full-time employees?:** Select Yes or No.

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

**Note:** The information entered on this form will be automatically transmitted to the Massachusetts Department of Revenue for verification.

2. Once you have completed the form, review it for accuracy.

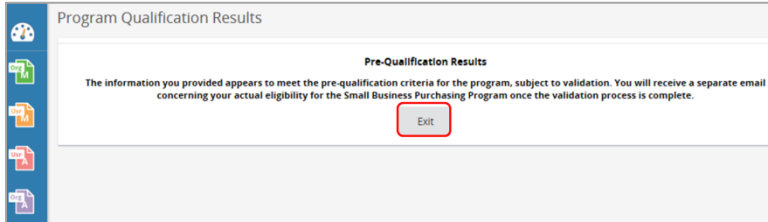
Click **Save & Continue** to complete the application.

## Job Aid:

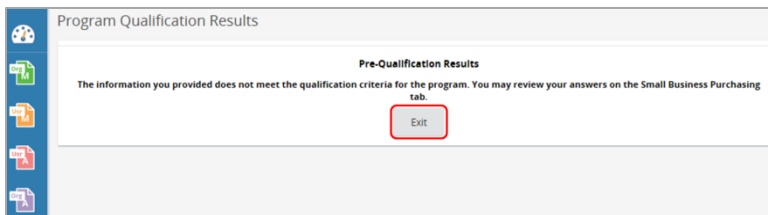
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#### Directions



OR



#### Step 7: Reviewing Pre-Qualification Results

1. Review the pre-qualification results displayed on this page. This message is based solely on the information entered into the application, which has not yet been processed by the Department of Revenue.
2. Click on **Exit** to return to the Seller Administrator home screen.

**Note:** COMMBUYS will communicate with you via e-mail once the Department of Revenue verification is complete. Your SBPP status will be marked "certified" if your data was verified and your business meets the eligibility requirements or "uncertified" if your data could not be verified.

If the Department of Revenue does not verify your eligibility, you will receive an email with further instructions.

If you experience difficulties during the SBPP registration process, contact COMMBUYS Help Desk at 888-627-8283 or [commbuys@mass.gov](mailto:commbuys@mass.gov).