

# Job Aid:

### How to Locate and Respond to Change Orders in COMMBUYS

### This Job Aid shows how to:

- Locate Change Orders in COMMBUYS
- Respond to Change Orders in COMMBUYS
- Acknowledge Revised Purchase Orders (PO) in COMMBUYS

### **Of Special Note:**

Change order notifications are sent to the primary PO email address associated with the vendor's COMMBUYS profile.

Change orders are sent to vendors through COMMBUYS and can be found in the "Purchase Orders / Change Orders (Un-Acknowledge)" section of the PO tab. These documents require acknowledgement, review, and response. After acknowledging a change order the buyer will send a revised purchase order that will also need to be acknowledged.

Only users with Seller privileges can acknowledge a change order in COMMBUYS. These instructions assume the logged in user has Seller credentials.

eenshot		Directions		
COMMBUYS		Register Sign In	Step 1: Launching COMMBUYS	
COMMBUYS is the only official procurement record system for Departments. COMMBUYS offers free internet based access to order to promote transparency, increase competition, and achi Common Stressment Common Comment Common Comm	Help Desk at COMMBU/Signate maus or ring us at 1988 627 828 or 617-720-3192.	sign In Login Assistance	<ol> <li>Enter the uniform resource locator (URL) address for COMMBUYS (https://www.commbuys.com) or (commbuys.com) in your browser.</li> <li>Click on the Sign In button once the COMMBUYS landing page displays</li> <li>Enter your Login ID and Password and click Sign In.</li> </ol>	
Browse by Category	Public Bulletins	Important Links		
Complete Registration Complete Registration Complete registration here to begin using COMMUPS, registration, and the docknown prior to completing - <u>Open Dicks</u> Browne spect to deportunities, - <u>ACMC ContractS</u> Browne schere (contract/Ullawies,	No Public Bulletins are currently published	No Important Links are currently published		



Job Aid:

## How to Locate and Respond to Change Orders in COMMBUYS

Screenshot	Directions		
E COMPANY CONTRACT OF CONTRACT.	<ul> <li>Step 2: Accessing Change Orders</li> <li>1. From the Homepage click on the PO tab to view purchase orders that have been sent to your company.</li> </ul>		
Home - Welcome Back J Doe         News(0)       Vendor Communication(0)       Bids(12325)       P0(5)       Quotes(0)       Invoices(0)       Vendor Performance(0)         No News Available         Copyright © 2016 Periscope Holdings, Inc All Rights Reserved.         Current Company: ABC Company, LLC       September 12, 2016 4:50:28 PM EST			
Home - Welcome Back J Doe         News(0)       Vendor Communication(1)       Bids(12378)       PO(6)       Quotes(8)       Invoices(0)       Vendor Performance(0)         Purchase Orders / Change Orders (Un-Acknowledged)       Purchase Order and previous of the previ	<ul> <li>Step 3: Opening Change Orders</li> <li>1. To open a change order, click on the hyperlinked Purchase Order # that is associated with the change order. Purchase orders that contain change orders will appear in the Purchase Orders / Change Orders (Un-Acknowledge) section of the PO tab.</li> <li>NOTE: The value under the Number of Change Orders column displays the number of change orders associated with the purchase order.</li> </ul>		
Download Acknowledgement <ul> <li>I am acknowledging receipt of this purchase order.</li> <li>Notify requestor of receipt of this purchase order.</li> </ul> Proceed Cancel & Exit Copyright © 2016 Periscope Holdings, Inc All Rights Reserved.	<ol> <li>Step 4: Acknowledging Purchase Orders         <ol> <li>Check the first box to acknowledge receipt of the purchase order.</li> <li>Check the second box to notify the buyer of the purchase order receipt.</li> <li>Click the Proceed button to continue.</li> </ol> </li> </ol>		



### Job Aid:

### How to Locate and Respond to Change Orders in COMMBUYS

elease Purchas	e Order PO-17-1080-OSE	07-OSD07-7	813:1		
General Items Attach	nments(4) Notes Change Orders(2) S	ubcontractors Sum	nary		
leader Informatio	on				
Purchase Order	PO-17-1080-05D07-05D07-7813	Release	1	Short	System Planning & Ment
tatus	3PS - Sent	Purchaser:	Zelpha Bennett	Receipt Method:	Quantity
iscal Year:	2017	PO Type:	Release	Minor Status:	
epartment:	OSD07 - OSD TRAINING	Location:	OSD07 - OSD TRAINING	Type Code:	
Alternate ID:		Entered Date:	10/19/2016 10:37:55 AM	Control Code:	
Days ARO:	0	Retainage %:	0.00%		
Required By Date:		Promised Date:			
Contact Instructions:	Contact Zelpha Bennett at (617)777-7777	Tax Rate:		Actual Cost:	\$50,000.00
Ship-to Address:	OSD Training 1 Ashburton Place	Bill-to Address:	DSD Training 1 Ashburton Place		
	Suite 1017 Boston, MA 02108		Suite 1017 Boston, MA 02108		
	US Email: test@perisconsholding.com		US Email: terrificanticoncholding: com		
	Phone: (123)456-7890		Phone: (123)456-7890		
opecial Instructions:					
Attachments					
Ingency Filer	VV7 Standard Contract Form				
Bency rues.	System Planning and Mgmt Project Revised Project Specifications	t announcement			
Agency Forms:					
/endor Files:	System Planning and Mgmt Project	t Proposal			
lendor Forms:					
PO Terms					
Preferred Delivery	Emai				
Nethod: Remit-to Address:	Maryanne Cleen	Payment Terms		Shipping Method:	
	6 Nantucket St Boston, MA 02122				
	US Email: zeipha.bennett@state.ma.us	Shipping Terms:		Freight Terms:	
	Phone: (617)111-1111				
O Mailing Address:	6 Nantucket St				
	US				
	Phone: (617)444-4444				
Change Orders					
chunge orders					
Change Order #	Change Order Note			Change Order Date	Biateral Change Order
1	Attachment File Changes: Header 1. File Revis	ed Project Specification	s': File 'Revised Project Specifications'	11/04/2016 01:31:28 PM	No
	added .	and a select			
Z	icem addeo item 2 1. item 2 added, item 3 1. it	tem s added.		11/04/2016 01:52:02 PM	NO
oloaco Durcha	aso Ordor PO 17 1090 (		07 7912-1		
cicase Farene	13e Order PO-17-1000-0		07-7015.1		
General Items Atta	achments(4) Notes Change Orders(	2) Subcontractors	Summary		
hange Orders					
Change Order #	Ch	ange Order Note		Change Order Date	Bilateral Change
1	Attachment File Chanzes: Header 1 Elle 'De	arbunan Dia Chanzar, Mastar I. Dia Masirad Braian Gaarifiantaan, Sia Masirad Arcian			Order
	Specifications' added .	ieumineme Hire Grienges: meader 1, Hire Hevised Project specifications: Hire Hevised Project ecifications' added ;			No
2	item added item 2.1. item 2 added. item 3	1. item 3 added.		11/04/2016 01:52:02 PM	NO
		Exit			

#### Directions

#### Step 5: Reviewing Change Orders

Change order information can be reviewed from two (2) places: **Summary** tab or **Change Order** tab.

#### Summary Tab

Scroll to the middle of the **Summary** tab to the **Change Order** section to see the changes.

### Change Order Tab

Click the **Change Order** tab to access details of the change order.

*NOTE*: A PDF copy of the purchase order Can be made using the **Print** button at the bottom of the page.