

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:

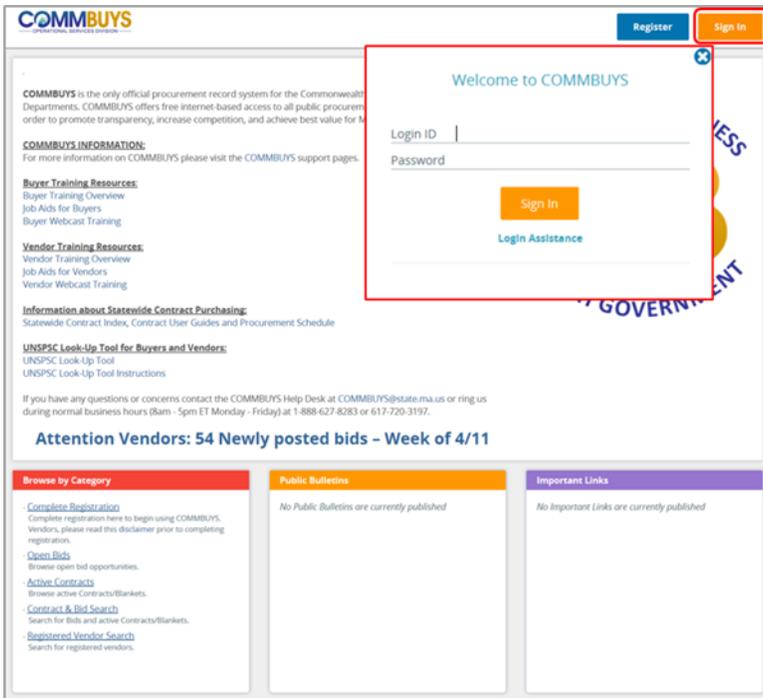
Change order notifications are sent to the primary PO email address associated with the vendor’s COMMBUYS profile.

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.

Screenshot

Directions



Step 1: Launching COMMBUYS

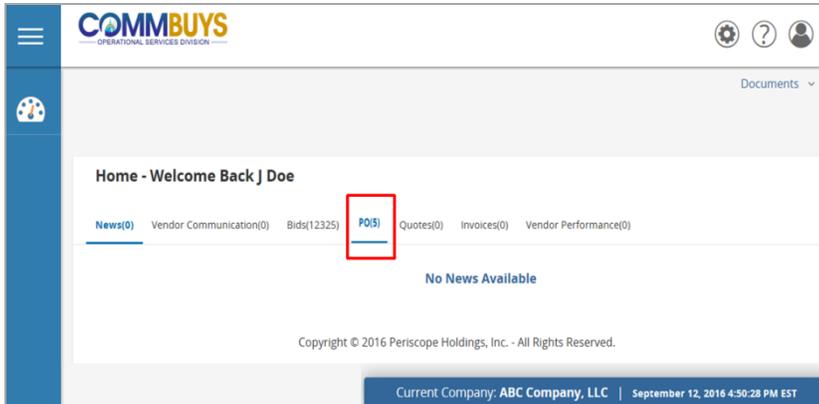
1. Enter the uniform resource locator (URL) address for COMMBUYS (<https://www.commbuys.com>) or (commbuys.com) in your browser.
2. Click on the **Sign In** button once the COMMBUYS landing page displays.
3. Enter your **Login ID** and **Password** and click **Sign In**.

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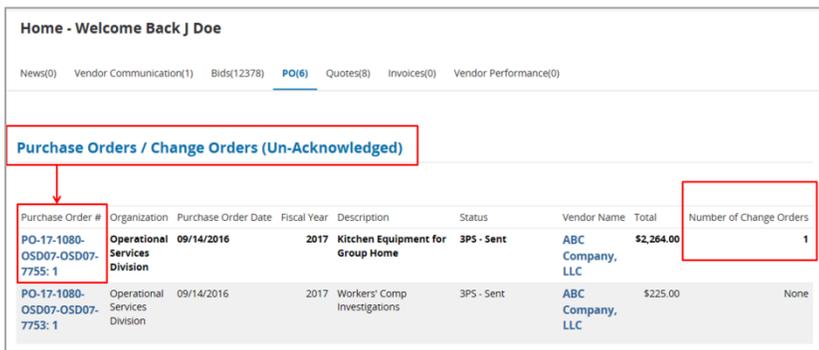
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Step 2: Accessing Change Orders

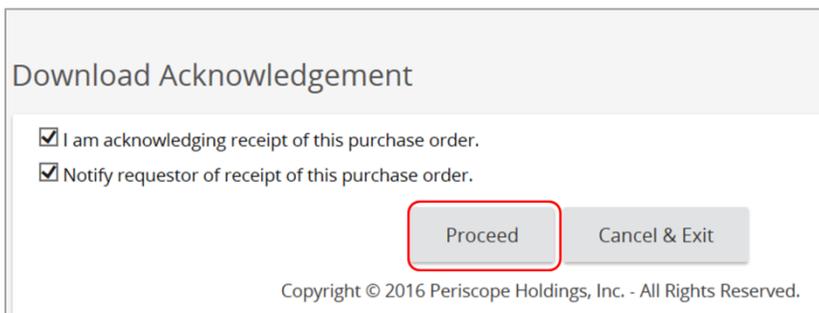
1. From the Homepage click on the **PO** tab to view purchase orders that have been sent to your company.



Step 3: Opening Change Orders

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.

NOTE: The value under the **Number of Change Orders** column displays the number of change orders associated with the purchase order.



Step 4: Acknowledging Purchase Orders

1. Check the first box to acknowledge receipt of the purchase order.
2. Check the second box to notify the buyer of the purchase order receipt.
3. Click the **Proceed** button to continue.



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Screenshot

Directions

Release Purchase Order PO-17-1080-OSD07-OSD07-7813:1

General Items Attachments(4) Notes Change Orders(2) Subcontractors **Summary**

Header Information

Purchase Order Number: PO-17-1080-OSD07-OSD07-7813	Release Number: 1	Short Description: System Planning & Mgmt
Status: SPS - Sent	Purchaser: Zelpha Bennett	Receipt Method: Quantity
Fiscal Year: 2017	PO Type: Release	Minor Status:
Department: 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 Suite 1017 Boston, MA 02108 US Email: test@periscopeholdings.com Phone: (123)456-7890	Bill-to Address: OSD Training 1 Ashburton Place Suite 1017 Boston, MA 02108 US Email: test@periscopeholdings.com Phone: (123)456-7890	

Special Instructions:

Attachments

Agency Files: XYZ Standard Contract_Form.doc
System Planning and Mgmt Project announcement
Revised Project Specifications

Agency Forms:

Vendor Files: System Planning and Mgmt Project Proposal

Vendor Forms:

PO Terms

Preferred Delivery Method: Email

Remit-to Address: Maryanne Cline
6 Nantucket St
Boston, MA 02122
US
Email: zelpha.bennett@state.ma.us
Phone: (617)111-1111

Payment Terms:

Shipping Method:

Shipping Terms:

Freight Terms:

PO Mailing Address: Maryanne Cline
6 Nantucket St
Boston, MA 02122
US
Email: zelpha.bennett@state.ma.us
Phone: (617)444-4444

Change Orders

Change Order #	Change Order Note	Change Order Date	Bilateral Change Order
1	Attachment File Changes: Header 1. File 'Revised Project Specifications: File 'Revised Project Specifications' added.	11/04/2016 01:31:28 PM	No
2	Item added Item 2 1. Item 2 added. Item 3 1. Item 3 added.	11/04/2016 01:52:02 PM	No

Release Purchase Order PO-17-1080-OSD07-OSD07-7813:1

General Items Attachments(4) Notes **Change Orders(2)** Subcontractors Summary

Change Orders

Change Order #	Change Order Note	Change Order Date	Bilateral Change Order
1	Attachment File Changes: Header 1. File 'Revised Project Specifications: File 'Revised Project Specifications' added.	11/04/2016 01:31:28 PM	No
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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.