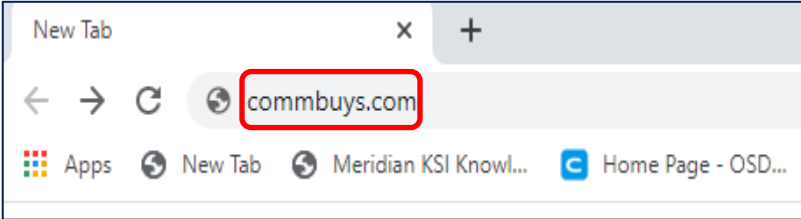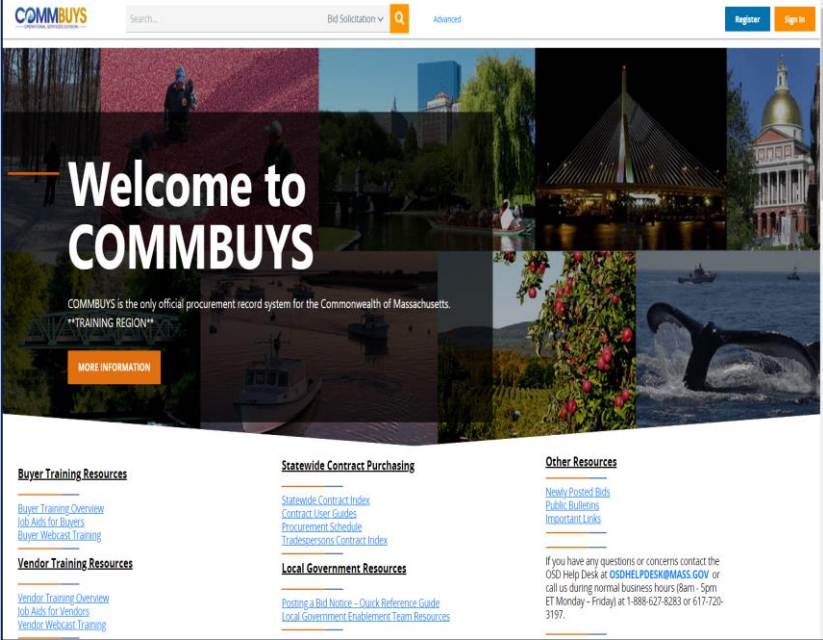## Job Aid:
How to Navigate in COMMBUYS (Logged-in View)

This Job Aid shows how to:

- Navigate common features in COMMBUYS that can be accessed after logging in to the system. These features are available to anyone who has been provided with a COMMBUYS user account.

Of Special Note:

This job aid provides basic COMMBUYS navigation, with key icons, fields, and functionality to support the use of the system. COMMBUYS user accounts are available through your local COMMBUYS Organization Administrator.

Screenshot	Directions
	COMMBUYS URL Launch the COMMBUYS website by entering **commbuys.com** in the browser URL search box or by clicking the hyperlink COMMBUYS.
	The COMMBUYS landing page displays. **NOTE:** Navigating around this landing page is covered in the job aid entitled *How to Navigate in COMMBUYS (Public View).*

Screenshot	Directions

The Sign In Button

Clicking on the **Sign In** button displays a popup screen that allows you to enter your **COMMBUYS Login ID and Password.**

NOTE: COMMBUYS user accounts are available through your local COMMBUYS Organization Administrator.

After entering your Login ID and Password, click on the **Sign In** button.

If you have forgotten your User ID or Password, there is also a dropdown menu for **Login Assistance** that will display if you click on the **down arrow**.
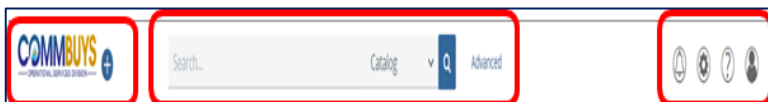
COMMBUYS Main Menu (Home Page)

Clicking on the **Sign In** button on the login popup screen displays the COMMBUYS Main Menu. This represents the Home Page for your user account. The Main Menu contains the following sections:

- Header bar
- Document status tile boxes
- Left side icon bar
- News box
- Recent documents box
- Footer bar

Header Bar

The header bar includes the COMMBUYS logo, Add Documents (plus sign) icon, search box, and the top icons.
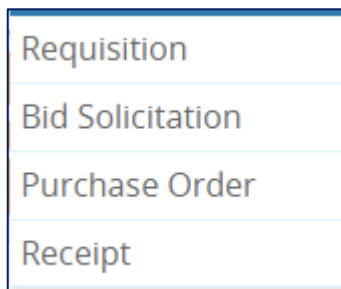
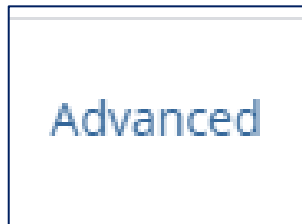| Screenshot	Directions
	COMMBUYS Logo Clicking on the **COMMBUYS Logo** from anywhere in the application returns you to this Main Menu.
	Add Documents Icon Clicking on this "Plus sign" icon displays a dropdown menu of document types.
Requisition Bid Solicitation Purchase Order Receipt	**Add Documents Dropdown Menu** This dropdown menu displays a screen from which you can initiate creation of a document type.
Search... Catalog 🔍	**Search Box** The Search box allows you to search for a menu of choices including catalog items, document types, and vendors. Enter the search criterion in the box where **Search…** is displayed, then choose by selecting the down arrow next to the blue magnifying glass icon.
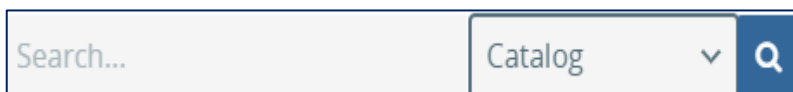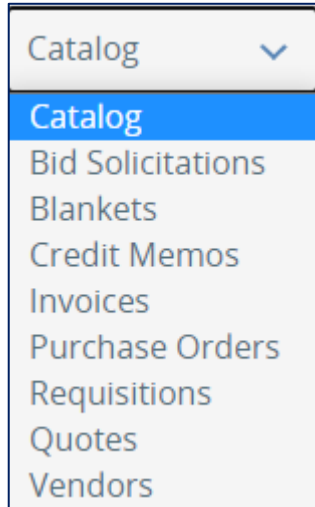
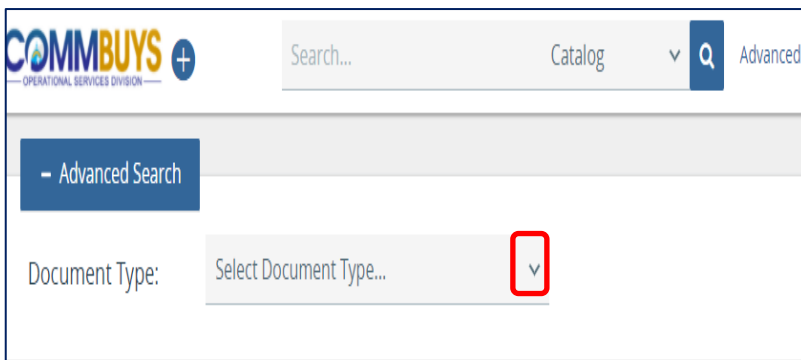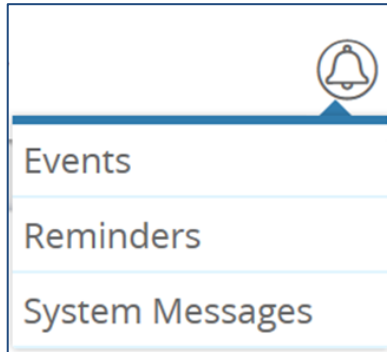| Screenshot	Directions
Catalog ⌄ **Catalog** Bid Solicitations Blankets Credit Memos Invoices Purchase Orders Requisitions Quotes Vendors	**Search Box Dropdown Menu** The dropdown menu allows you to select the category in which to search.
Q	**Magnifying Glass Icon** After selecting the document type, click on the magnifying glass icon to search.
Advanced	**Advanced Search Hyperlink** Clicking on the **Advanced** hyperlink displays the Advanced Search box.
COMMBUYS ⊕ [Search... Catalog ⌄ Q Advanced] − Advanced Search Document Type: [Select Document Type... ⌄]	Click on the down arrow in the **Select Document Type…** box to initiate a search for: • Requisitions • Bid Solicitations • Blankets • Purchase Orders • Invoices • Credit Memos • Vendors • Quotes • Attachments • Receipts

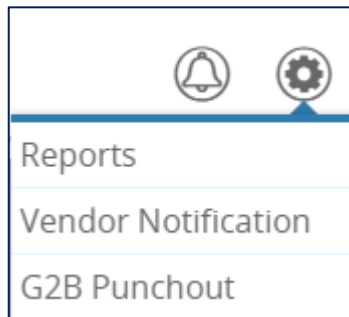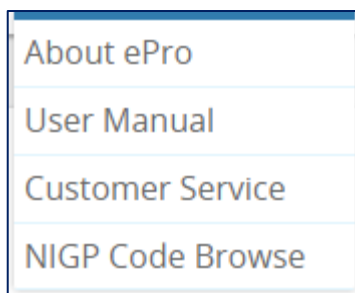| Screenshot	Directions
	Header Bar Icons The Header Bar icons are from left to right: • Alerts • Settings • Help • Account
	Alerts Icon Clicking on the **Alerts** icon displays a dropdown menu for: • Events • Reminders • System Messages
	Settings Icon Clicking on the **Settings** icon displays a dropdown menu for: • Reports • Vendor Notification • G2B Punchout **NOTE:** This dropdown menu displays what will be seen by a user in the Basic Purchasing role. Other roles in COMMBUYS will display a different menu of choices.
	Help Icon Clicking on the **Help** icon displays a dropdown menu for: • About ePro • User Manual • Customer Service • NIGP Code Browse (UNSPSC) **NOTE:** The NIGP Code Browse is the repository for the UNSPSC (United Nations Standard Products and Services Codes).
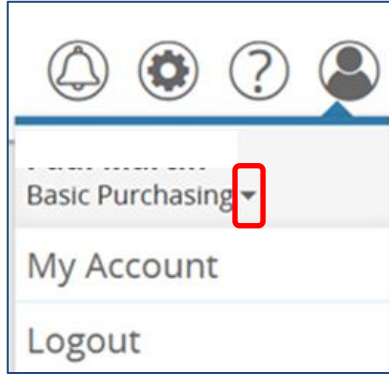
Screenshot	Directions

Account Icon

Clicking on the **Account** icon displays a dropdown menu for:
- My Account
- Logout

It also displays the COMMBUYS user role that you are currently logged in with (in this example – Basic Purchasing). If you have more than one user role assigned to you, you can choose an alternate role by clicking on the down arrow next to the role description.
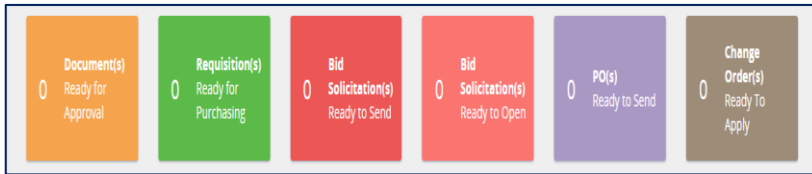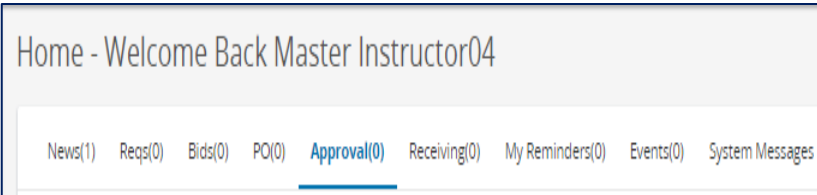
Document Status Tile Boxes

Clicking on the Document Status tile boxes allows you to search for documents in various stages of status. The status boxes include:
- Document(s) Ready for Approval
- Requisition(s) Ready for Purchasing
- Bid Solicitation(s) Ready to Send
- Bid Solicitation(s) Ready to Open
- PO(s) Ready to Send
- Change Order(s) Ready to Apply

NOTE: If a number other than zero displays in any tile box, it indicates the number of actions that await your attention.
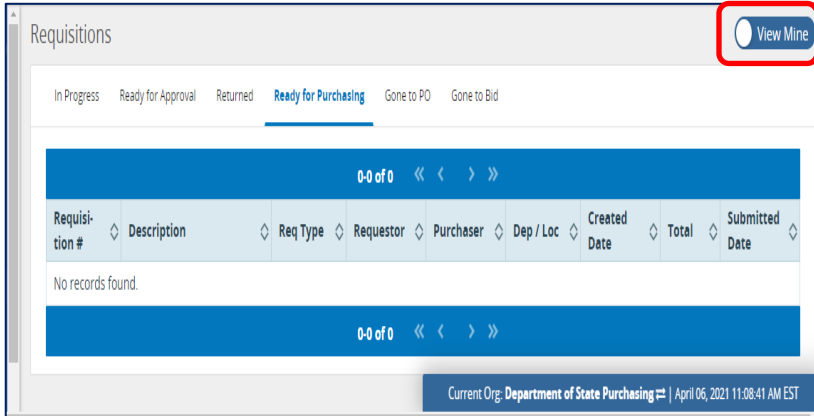
Document(s) Ready for Approval Screen

Clicking on the **Document(s) Ready for Approval** tile box displays a Home screen with the default **Approval** tab underlined and highlighted. Other tabs may be selected if desired.

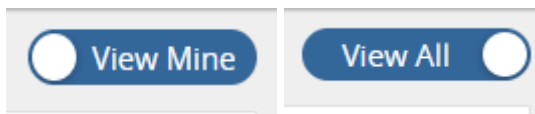**NOTE:** The tile boxes will vary based on your user role.

Screenshot	Directions
	Requisition(s) Ready for Purchasing Screen Clicking on the **Requisitions Ready for Purchasing tile** box displays the **Requisitions** screen with the **Ready for Purchasing** tab underlined and highlighted.
	At the top right of the screen is a **View Mine** button. Clicking this button will change the button description to **View All**. View Mine allows you to see only documents that belong to you, and View All allows you to see all others within your work group.
	Bid Solicitation(s) Ready to Send Screen Clicking on the **Bid Solicitation(s) Ready to Send** tile box displays the Bid Solicitation screen with the **Ready to Send** tab underlined and highlighted.
	Bid Solicitation(s) Ready to Open Screen Clicking on the **Bid Solicitation(s) Ready to Open** tile box displays the Bid Solicitation screen with the **Ready to Open** tab underlined and highlighted.
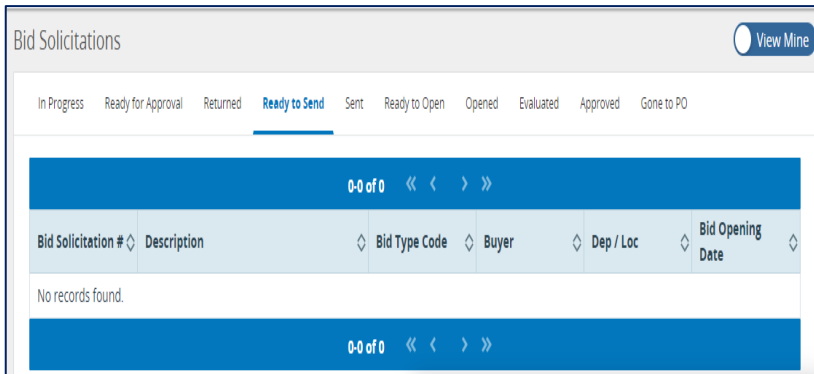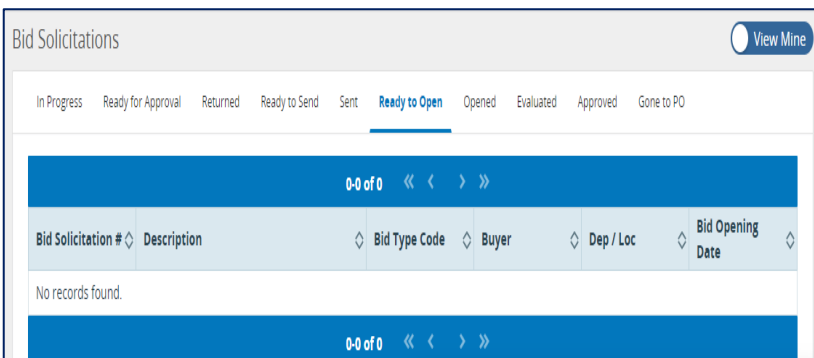
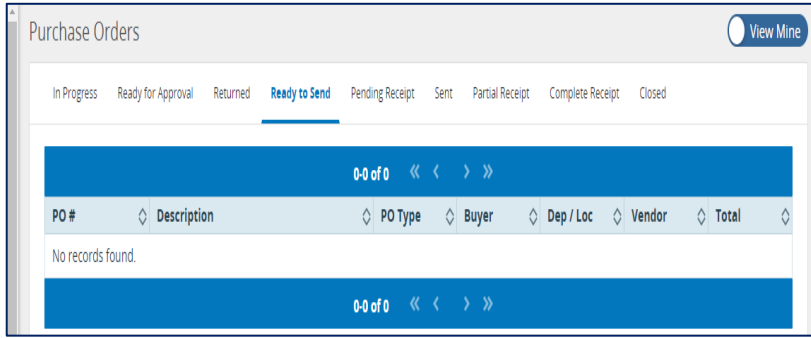| Screenshot	Directions
	PO(s) Ready to Send Screen Clicking on the **PO(s) Ready to Send** tile box displays the Purchase Orders screen with the **Ready to Send** tab underlined and highlighted.

Purchase Orders — View Mine

In Progress   Ready for Approval   Returned   **Ready to Send**   Pending Receipt   Sent   Partial Receipt   Complete Receipt   Closed

0-0 of 0   « ‹ › »

PO #	◇ Description	◇ PO Type	◇ Buyer	◇ Dep / Loc	◇ Vendor	◇ Total	◇
No records found.							

0-0 of 0   « ‹ › »
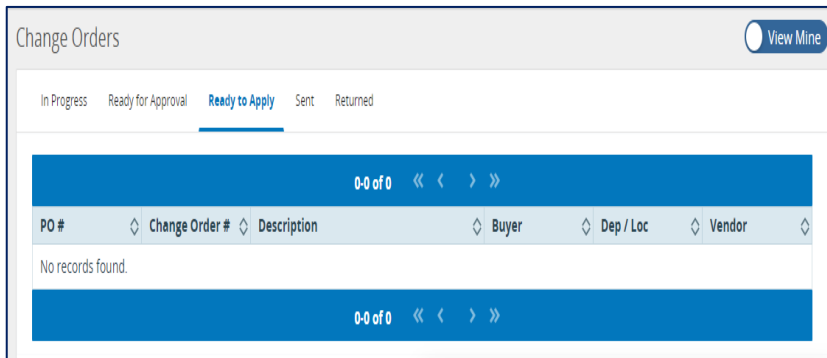
	Change Order(s) Ready to Apply Screen Clicking on the **Change Order(s) Ready to Apply** tile box displays the Change Orders screen with the **Ready to Apply** tab underlined and highlighted.

Change Orders — View Mine

In Progress   Ready for Approval   **Ready to Apply**   Sent   Returned

0-0 of 0   « ‹ › »

PO #	◇ Change Order #	◇ Description	◇ Buyer	◇ Dep / Loc	◇ Vendor	◇
No records found.						

0-0 of 0   « ‹ › »

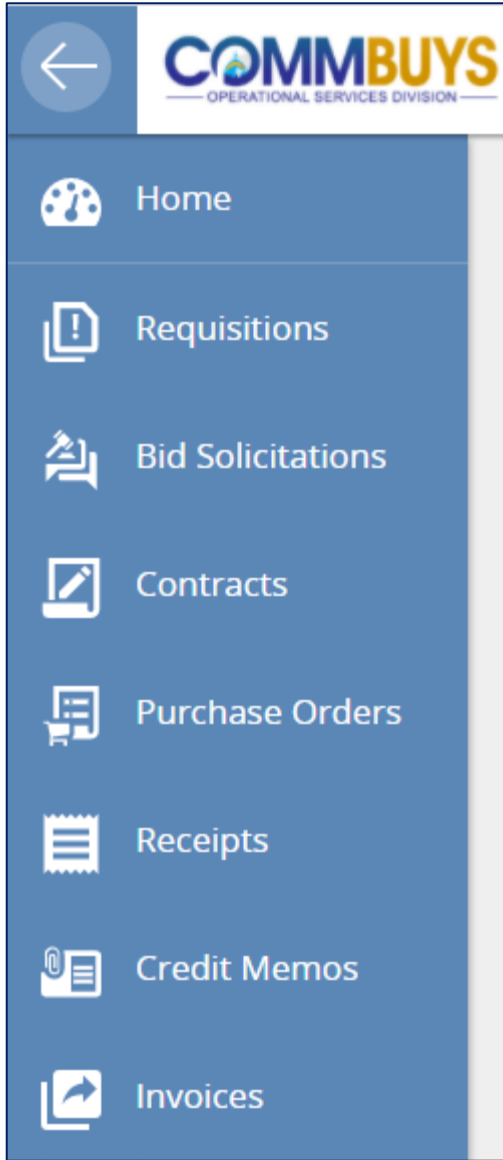| Screenshot	Directions
	Left Side Icon Bar The left side icon bar displays icons for: • More • Home • Requisitions • Bid Solicitations • Blankets • Purchase Orders • Receipts • Credit Memos • Invoices You can use your cursor to hover over any icon in this icon bar to display its description.

Screenshot	Directions

More Icon

Clicking on the **More** icon expands the left side Icon bar. This expansion includes a description for each icon.

When the icon bar expands, the More icon becomes a **left arrow** icon. Clicking on the left arrow contracts the left side Icon bar back to its original form.

COMMBUYS
OPERATIONAL SERVICES DIVISION

- Home
- Requisitions
- Bid Solicitations
- Contracts
- Purchase Orders
- Receipts
- Credit Memos
- Invoices

Home Icon

Clicking on the **Home** icon returns you to the Main Menu screen from elsewhere within the application.

Screenshot	Directions
	Remaining Left Side Icons Clicking on the remaining left side icons displays document type screens in the same fashion as clicking on the Document Status tile boxes.
	News Box The **News** box located below the Document Status tile boxes displays news updates about the COMMBUYS system.

Screenshot	Directions
Recent Documents 	Document #	Type	Description	Status	Last Viewed
---	---	---	---	---
RQ-21-1080-OSD01-OSDEP-338358	Requisition	OEM5	In Progress	03/22/2021
RQ-21-1080-OSD01-OSDEP-338356	Requisition	OEM4	In Progress	03/09/2021
RQ-21-1080-OSD01-OSDEP-338349	Requisition	OEM test	In Progress	03/09/2021
PO-21-1080-OSD03-SRC01-21105	Contract / Blanket	ITC73 - IT Hardware and Services	Sent	03/09/2021
PO-21-1080-OSD03-SRC01-21112	Contract / Blanket	ITC73 - IT Hardware and Services - Category 4 Rugged Devices	Sent	03/09/2021 | View More	**Recent Documents Box** The **Recent Documents** box displays the five most recent documents that you have viewed or worked on. Clicking on the **View More** hyperlink at the bottom will display additional older documents.
Current Org: **Operational Services Division** ⇄ | April 06, 2021 01:30:31 PM EST	Footer Bar The **Footer Bar** displays the name of the organization you are currently logged into, the date, and the current time according to the system clock. All transactions will be posted according to the time on this clock.