

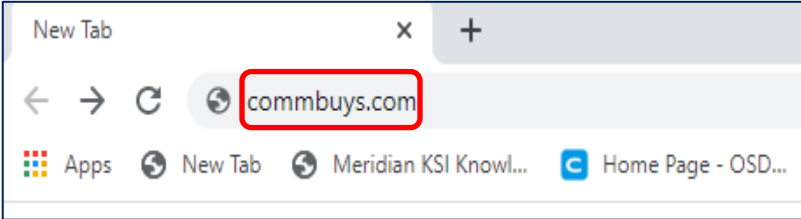
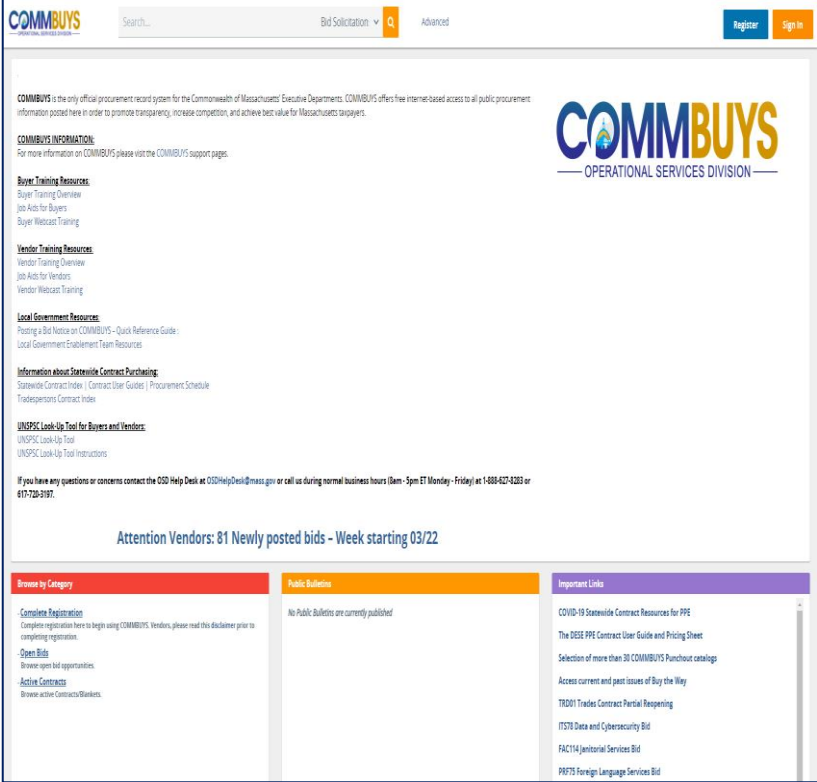
Job Aid: How to Navigate in COMMBUYS (Logged-in View)

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

Sign In

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**.

Document #	Type	Description	Status	Last Viewed
BD-21-1990-BIDS1-52275	Bid	OEM test	In Progress	03/30/2021
RQ-21-1990-BIDS1-301631	Requisition	OEM test	Gone to Bid	03/30/2021
RQ-21-	Requisition	OEM test.2	In	03/30/2021

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.



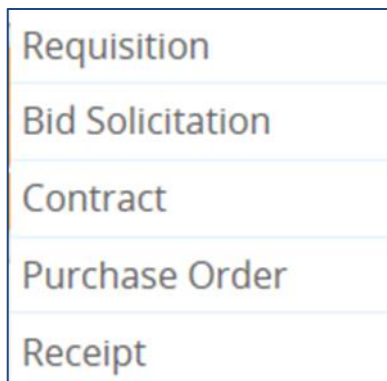
COMMBUYS Logo

Clicking on the **COMMBUYS Logo** from anywhere in the application returns you to this Main Menu.



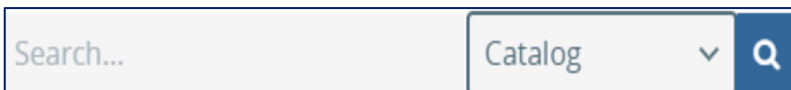
Add Documents Icon

Clicking on this "Plus sign" icon displays a dropdown menu of document types.



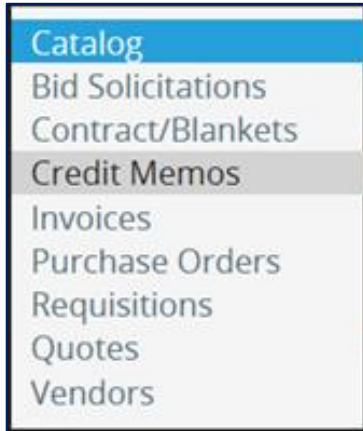
Add Documents Dropdown Menu

This dropdown menu displays a screen from which you can initiate creation of a document type.



Search Box

The Search box allows you to search for documents. Enter the search criterion in the box where **Search...** is displayed, then choose the document type by selecting the down arrow next to the blue magnifying glass icon.



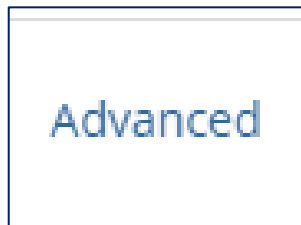
Search Box Dropdown Menu

The dropdown menu allows you to select the document type in which to search.



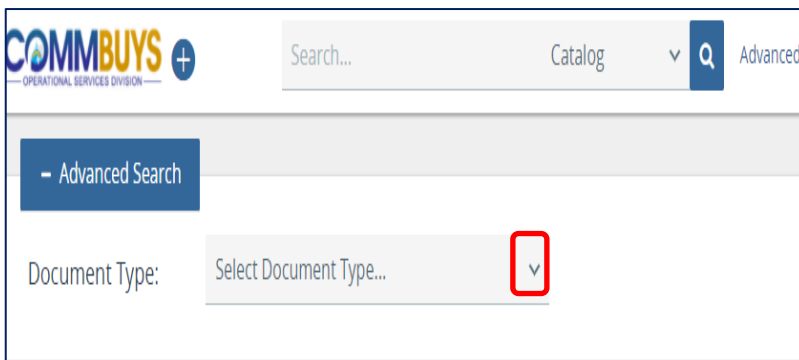
Magnifying Glass Icon

After selecting the document type, click on the magnifying glass icon to search.



Advanced Search Hyperlink

Clicking on the **Advanced** hyperlink displays the Advanced Search box.



Click on the down arrow in the **Select Document Type...** box to initiate a search for:

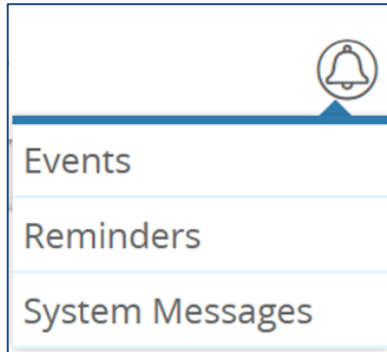
- Requisitions
- Bid Solicitations
- Contract/Blankets
- Purchase Orders
- Invoices
- Credit Memos
- Vendors
- Quotes
- Attachments
- Receipts



Header Bar Icons

The Header Bar icons are from left to right:

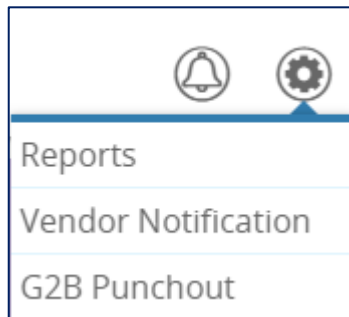
- Alerts
- Settings
- Help
- Account



Alerts Icon

Clicking on the **Alerts** icon displays a dropdown menu for:

- Events
- Reminders
- System Messages

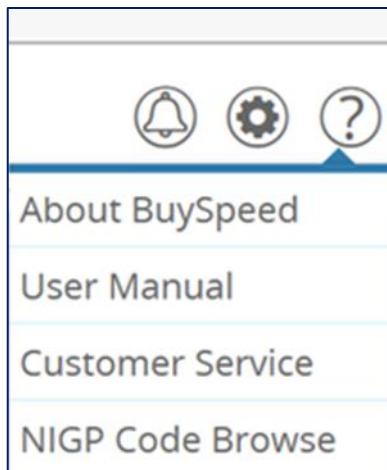


Settings Icon

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.

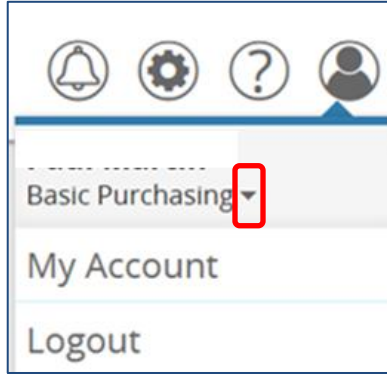


Help Icon

Clicking on the **Help** icon displays a dropdown menu for:

- About Buy Speed
- 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).

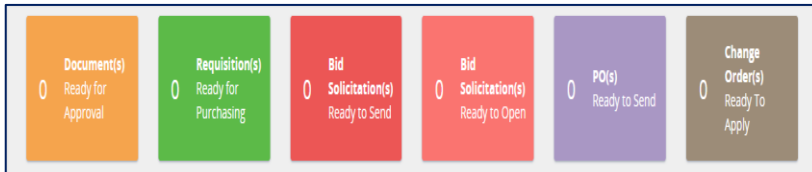


Account Icon

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.

Home - Welcome Back Master Instructor04

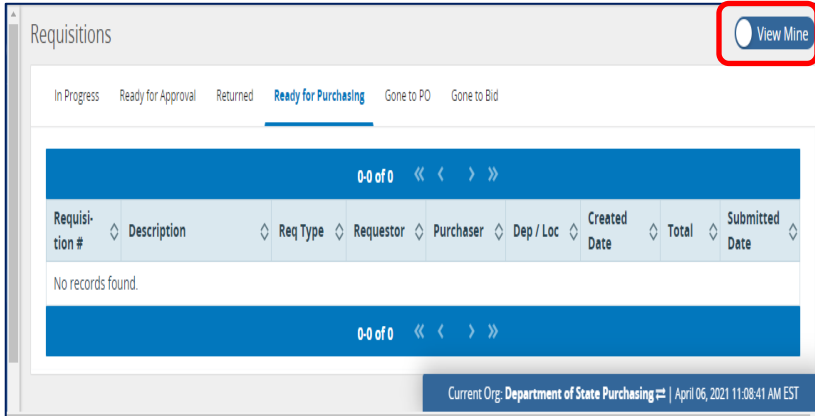
News(1) Reqs(0) Bids(0) PO(0) Approval(0) Receiving(0) My Reminders(0) Events(0) System Messages

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.

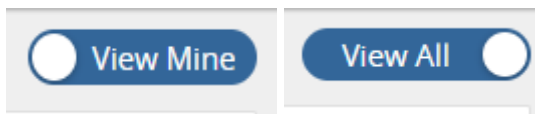
Screenshot

Directions

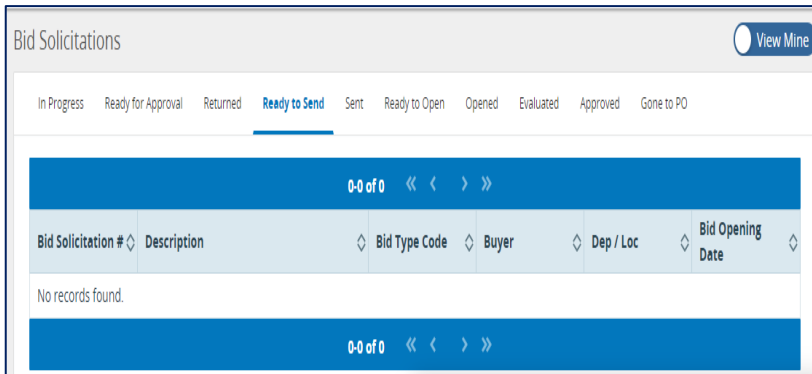


Requisition(s) Ready for Purchasing Screen

Clicking on the **Requisitions Ready for Purchasing** tile box displays the **Requisitions** screen with the **Ready for Purchasing** tab underlined and highlighted.

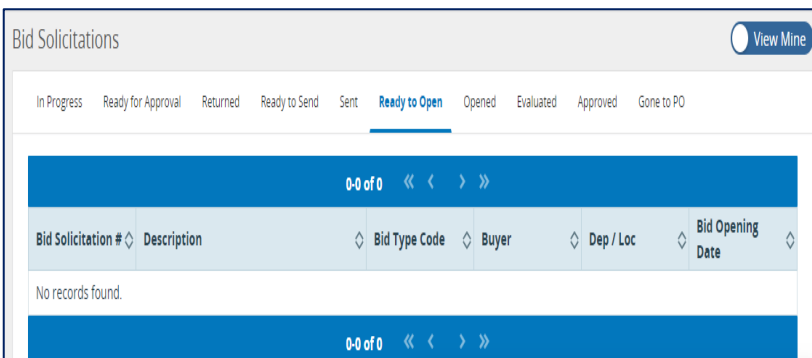


At the top right of the screen is a **View Mine** button. Clicking this button will change the button description to **View All**. View Mine allows you to see only documents that belong to you, and View All allows you to see all others within your work group.



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.

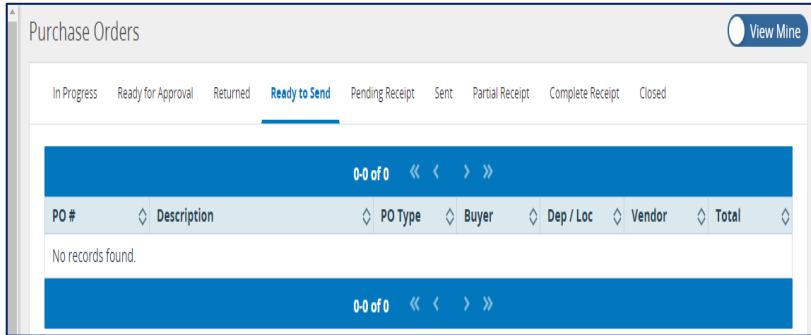


Bid Solicitation(s) Ready to Open Screen

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.

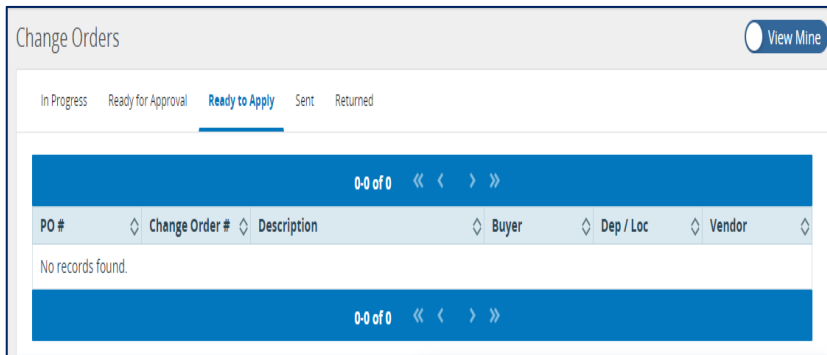
Screenshot

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.



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.

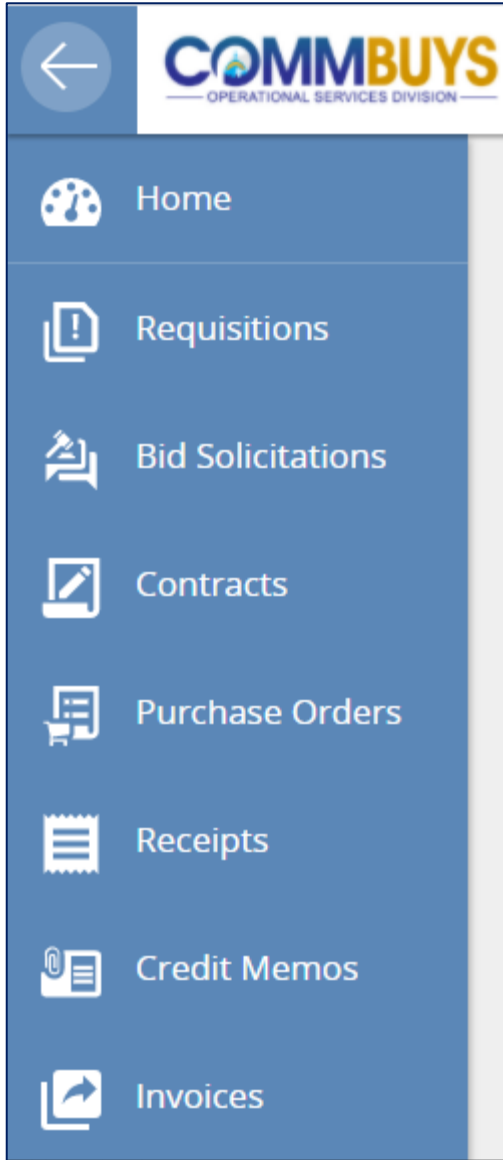


Left Side Icon Bar

The left side icon bar displays icons for:

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

You can use your cursor to hover over any icon in this icon bar to display its description.



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.



Home Icon

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



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		
Date	Category	Title
03/12/2021	Notices	COMMBUYS Upgrade Effective March 15, 2021

News Box

The **News** box located below the Document Status tile boxes displays news updates about the COMMBUYS system.

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.