

Job Aid:

How to Navigate in COMMBUYS (Public View)

This Job Aid shows how to:

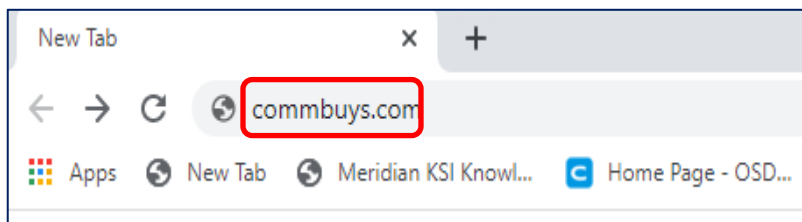
- Navigate common features in COMMBUYS that can be accessed without logging in to the system. These features are available to anyone who enters the URL **commbuys.com**.

Of Special Note:

This job aid provides basic COMMBUYS navigation from the public view (not logged in) with key hyperlinks to important information related to searches, resources, bulletins, alerts, and other important links.

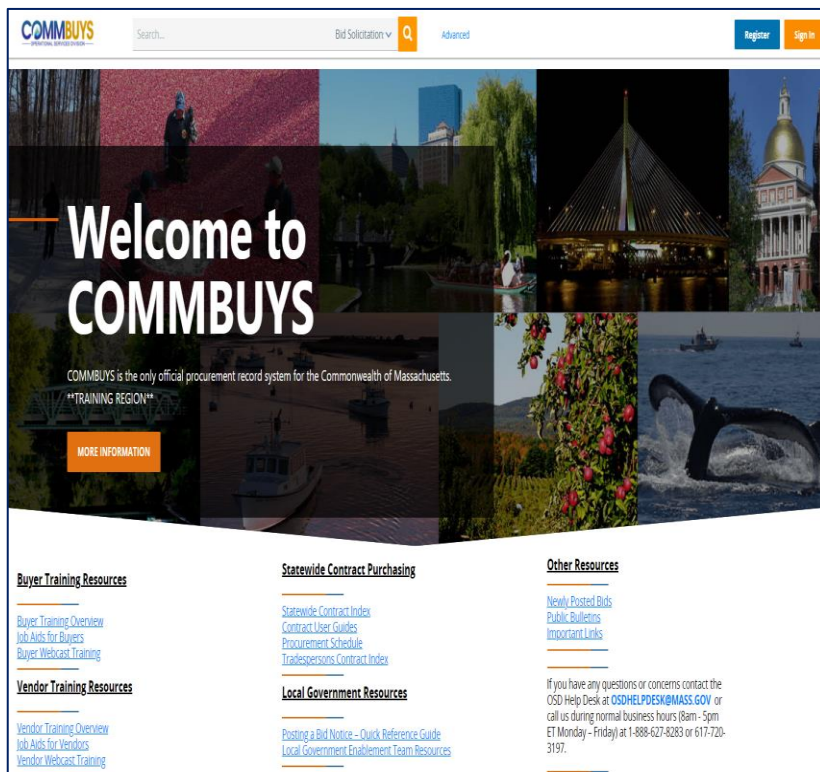
Screenshot

Directions



COMMBUYS URL

Launch the COMMBUYS website by entering **commbuys.com** in the browser URL search box or by clicking the hyperlink [COMMBUYS](https://commbuys.com).



COMMBUYS Landing Page

The COMMBUYS landing page displays. It contains four distinct sections:



Search... Bid Solicitation ▼ Q Advanced Register Sign In

COMMBUYS Landing Page – Top Section

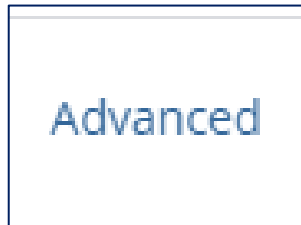
The top section of the landing page includes:

- Search field
- Advanced hyperlink
- Register button
- Sign In button

Search... Bid Solicitation ▼ Q

The Search Field

1. Enter a search term in the field directly on top of the word **Search**.
2. Click on the down arrow next to the field displaying **Bid Solicitation** to display a menu that will allow you to perform a search for:
 - Bid Solicitations
 - Blankets
 - Vendors
3. Click on the gold magnifying glass icon to see the search results.



The Advanced Hyperlink

1. Click on the Advanced hyperlink to initiate an advanced search.
2. Click on the down arrow next to the field displaying **Select Document Type** to display a menu that will allow you to perform a search for:
 - Bid Solicitations
 - Blankets
 - Vendors

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Search... Bid Solicitation ▼ Q Advanced

— Advanced Search

Document Type: Select Document Type... ▼

Each of the three Advanced Search pages contain many fields in which to search. Multiple fields can be populated if desired.

Register

Company Registration

COMMBUYS
OPERATIONAL SERVICES DIVISION

Create Your Supplier Account

Tax ID:

☐ EIN

Company Name:

Email Address:

United States of America

Register

The Register Button

Clicking on the **Register** button displays the **Company Registration** screen in which vendors can register to create an account in COMMBUYS.

NOTE: All new registrant applications are reviewed by OSD and vendors will be contacted with further instructions.

Sign In

Sign In

COMMBUYS
OPERATIONAL SERVICES DIVISION

Login ID:

Password:

Login Assistance

Sign In

The Sign In Button

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

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

NOTE: Navigating in the logged-in view is covered in the job aid entitled *How to Navigate in COMMBUYS (Logged-in View)*.

There is also a dropdown menu available by clicking on the down arrow next to **Login Assistance** in case you have forgotten either your Login ID or Password.

Buyer Training Resources Buyer Training Overview Job Aids for Buyers Buyer Webcast Training	Statewide Contract Purchasing Statewide Contract Index Contract User Guides Procurement Schedule Tradespersons Contract Index	Other Resources Newly Posted Bids Public Bulletins Important Links If you have any questions or concerns contact the OSD Help Desk at OSDHELPDESK@MASS.GOV or call us during normal business hours (8am - 5pm ET Monday - Friday) at 1-888-627-8283 or 617-720- 3197.
Vendor Training Resources Vendor Training Overview Job Aids for Vendors Vendor Webcast Training	Local Government Resources Posting a Bid Notice - Quick Reference Guide Local Government Enablement Team Resources	

COMMBUYS Landing Page – Center Section

The center section of the landing page contains hyperlinks for:

- Buyer Training Resources
- Vendor Training Resources
- Statewide Contract Purchasing
- Local Government Resources
- Other Resources

Also included is the contact information for the OSD Help Desk.

Buyer Training Resources

[Buyer Training Overview](#)
[Job Aids for Buyers](#)
[Buyer Webcast Training](#)

Buyer Training Resources

The Buyer Training Resources hyperlinks include:

- An overview of OSD's Buyer training program including the course catalog, training schedule, and a link to register for classes
- Buyer job aids arranged by category
- Buyer training webcasts

Vendor Training Resources

[Vendor Training Overview](#)
[Job Aids for Vendors](#)
[Vendor Webcast Training](#)

Vendor Training Resources

The Vendor training hyperlinks include:

- An overview of OSD's Vendor training program including the course catalog, training schedule and a link to register for classes
- Vendor job aids arranged by category
- Vendor training webcasts

Statewide Contract Purchasing

[Statewide Contract Index](#)
[Contract User Guides](#)
[Procurement Schedule](#)
[Tradespersons Contract Index](#)

Statewide Contract Purchasing

The Information about Statewide Contract Purchasing hyperlinks include a:

- Statewide Contract Index available as an Excel chart
- Page containing links to Contract User Guides
- Procurement Schedule that identifies the status of contracts that are up for expiration, renewal, or replacement
- Tradespersons Contract Index

Local Government Resources

[Posting a Bid Notice – Quick Reference Guide](#)
[Local Government Enablement Team Resources](#)

Local Government Resources

The Local Government Resources hyperlinks include:

- A Quick Reference Guide for posting a bid notice in COMMBUYS
- The Local Government Enablement resources page

Other Resources

[Newly Posted Bids](#)
[Public Bulletins](#)
[Important Links](#)

Other Resources

The Other Resources hyperlinks include:

- Newly Posted Bids
- Public Bulletins
- Important Links

If you have any questions or concerns contact the OSD Help Desk at OSDHELPDESK@MASS.GOV or call us during normal business hours (8am - 5pm ET Monday – Friday) at 1-888-627-8283 or 617-720-3197.

OSD Help Desk Contact Information

Included in this information is a hyperlink to the OSD Help Desk email account. Phone numbers are also provided.

— Supplier Activities —



Complete Registration

Complete registration here to begin using COMMBUYS. Vendors, please read [this disclaimer](#) prior to completing registration.



Open Bids

Browse open bid opportunities.



Active Blankets

Browse active Blankets.

Public Bulletins

OSD Helpdesk

If you have any questions or concerns contact the OSD Help Desk at OSDHelpDesk@mass.gov or call us during normal business hours (8am - 5pm ET Monday – Friday) at 1-888-627-8283 or 617-720-3197.



Supplier Activities

This third section of the COMMBUYS Landing Page includes:

- An icon through which vendors can complete their registration in the COMMBUYS system.
- A listing of open bids
- A listing of active Master Blanket Purchase Orders (MBPOs)
- Public Bulletins

— Important Links —



[Latest COMMBUYS Enhancements \(NEW 6/12\)](#)



[COVID-19 Statewide Contract Resources for PPE](#)



[The DESE PPE Contract User Guide and Pricing Sheet](#)



[Selection of more than 30 COMMBUYS Punchout catalogs](#)



[TRD01 Trades Contract Partial Reopening](#)



[ITS78 Data and Cybersecurity Bid](#)



Important Links

The fourth and final section of the COMMBUYS Landing Page is for Important Links which contains links to other pages that display information about OSD, statewide contracts, and COMMBUYS.