

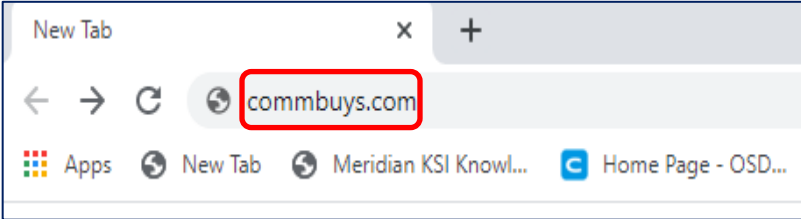

## Job Aid: How to Navigate in COMMBUYS (Public View)

### 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
	<p><b>COMMBUYS URL</b></p> <p>Launch the COMMBUYS website by entering <b>commbuys.com</b> in the browser URL search box or by clicking the hyperlink <a href="https://www.commbuys.com">COMMBUYS</a>.</p>
	<p><b>COMMBUYS Landing Page</b></p> <p>The COMMBUYS landing page displays. It contains three distinct sections:</p> <ul style="list-style-type: none"> <li>• Top section containing the Search field, Advanced Search hyperlink, and the Register and Sign In buttons</li> <li>• Center section containing hyperlinks for COMMBUYS support, buyer and vendor training resources, Statewide Contract (SWC) purchasing information, United Nations Standard Products and Services Code (UNSPSC) look up, and the Help Desk.</li> <li>• Bottom section containing boxes with hyperlinks for category browsing, public bulletins, and important links.</li> </ul>



**COMMBUYS Landing Page – Top Section**

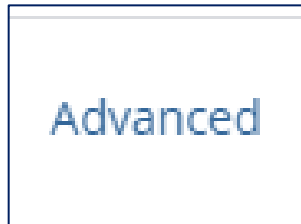
The top section of the landing page includes:

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



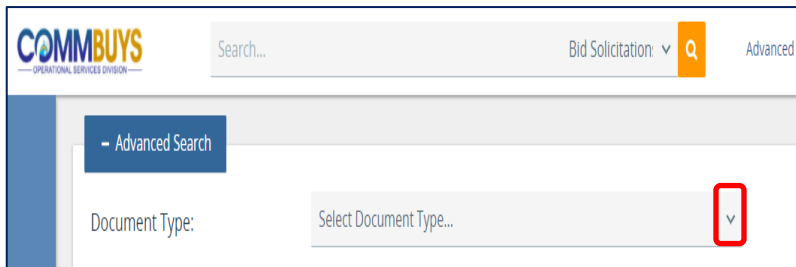
**The Search Field**

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
  - Contract/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
  - Contract/Blankets
  - Vendors

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

**Register**

**COMMBUYS**  
OPERATIONAL SERVICES DIVISION

Create a Vendor Account

Tax ID# |   EIN

Company Name

Email Address

United States of America

**Register**

Part of the Periscope S2G line of platform products. **PeriscopeS2G**

### The Register Button

Clicking on the **Register** button displays the Vendor 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**

**COMMBUYS**  
OPERATIONAL SERVICES DIVISION

Login ID

Password

Login Assistance

**Sign In**

Part of the Periscope S2G line of platform products. **PeriscopeS2G**

### 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.

**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 the ID or Password.

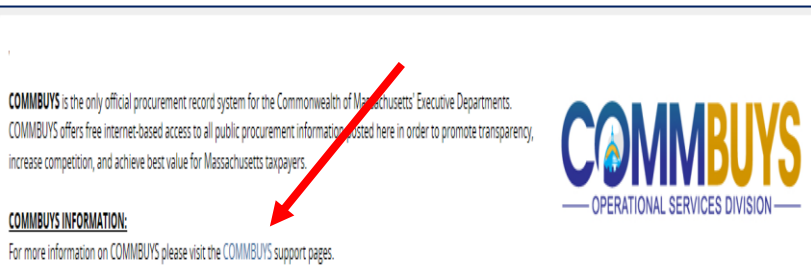


**COMMBUYS Landing Page – Center Section**

The center section of the landing page contains hyperlinks for:

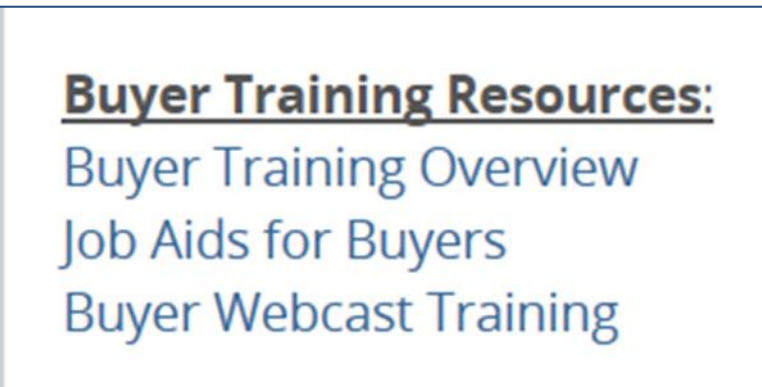
- COMMBUYS Support
- Buyer Training Resources
- Vendor Training Resources
- Local Government Resources
- Information about Statewide Contract Purchasing
- UNSPSC Look-Up Tool for Buyers and Vendors

Also included is the contact information for the OSD Help Desk and a notice of new bids for vendors.



**COMMBUYS Support Hyperlink**

Clicking this hyperlink near the top of the center section brings you to OSD’s COMMBUYS support pages.



**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

**Local Government Resources:**

Posting a Bid Notice on COMMBUYS - 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

**Information about Statewide Contract Purchasing:**

Statewide Contract Index | Contract User Guides | Procurement Schedule  
 Tradespersons Contract Index

**Information about 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

**UNSPSC Look-Up Tool for Buyers and Vendors:**[UNSPSC Look-Up Tool](#)[UNSPSC Look-Up Tool Instructions](#)**UNSPSC Look-Up Tool for Buyers and Vendors**

The UNSPSC Look-Up Tool for Buyers and Vendors hyperlinks include:

- An Excel sheet designed to assist in finding commodity codes for products and services offered by vendors using the United Nations Standard Products and Services Codes (UNSPSC)
- A second hyperlink that displays a set of instructions to assist you in using the tool.

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

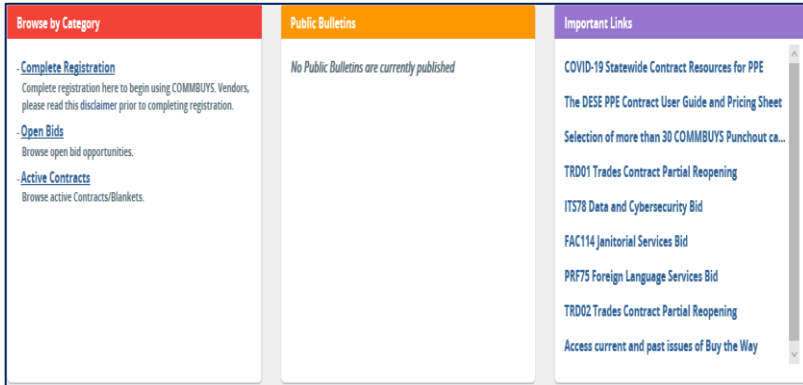
**OSD Help Desk Contact Information**

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

[Attention Vendors: 84 Newly posted bids - Week starting 03/29](#)

**New Bid Notification**

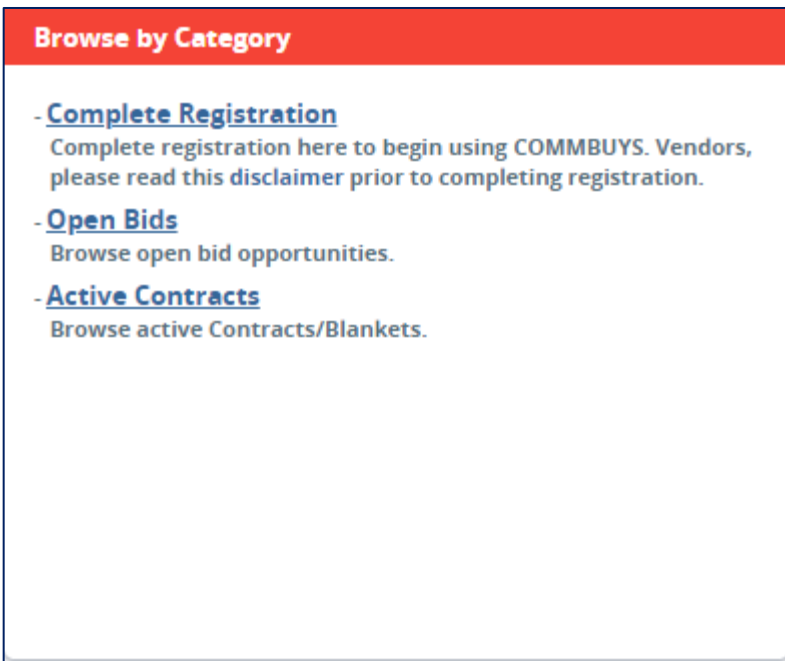
This final portion of the center section of the COMMBUYS Landing Page advises vendors of the number of bids posted during the previous week.



**COMMBUYS Landing Page – Bottom Section**

The bottom section of the COMMBUYS Landing page contains three information boxes:

- Browse by Category
- Public Bulletins
- Important Links



**Browse by Category Box**

The Browse by Category Box contains hyperlinks for:

- Vendors to complete their registration in the COMMBUYS system.
- A listing of open bids
- A listing of active contracts

**Public Bulletins**

*No Public Bulletins are currently published*

**Public Bulletins Box**

The Public Bulletins Box contains any bulletins relative to the use of the COMMBUYS system.

**Important Links**

- [COVID-19 Statewide Contract Resources for PPE](#)
- [The DESE PPE Contract User Guide and Pricing Sheet](#)
- [Selection of more than 30 COMMBUYS Punchout ca...](#)
- [TRD01 Trades Contract Partial Reopening](#)
- [ITS78 Data and Cybersecurity Bid](#)
- [FAC114 Janitorial Services Bid](#)
- [PRF75 Foreign Language Services Bid](#)
- [TRD02 Trades Contract Partial Reopening](#)
- [Access current and past issues of Buy the Way](#)

**Important Links Box**

The Important Links Box contains links to other pages that display information about OSD, statewide contracts, and COMMBUYS.