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## Job Aid: Complete Vendor Registration in COMMBUYS

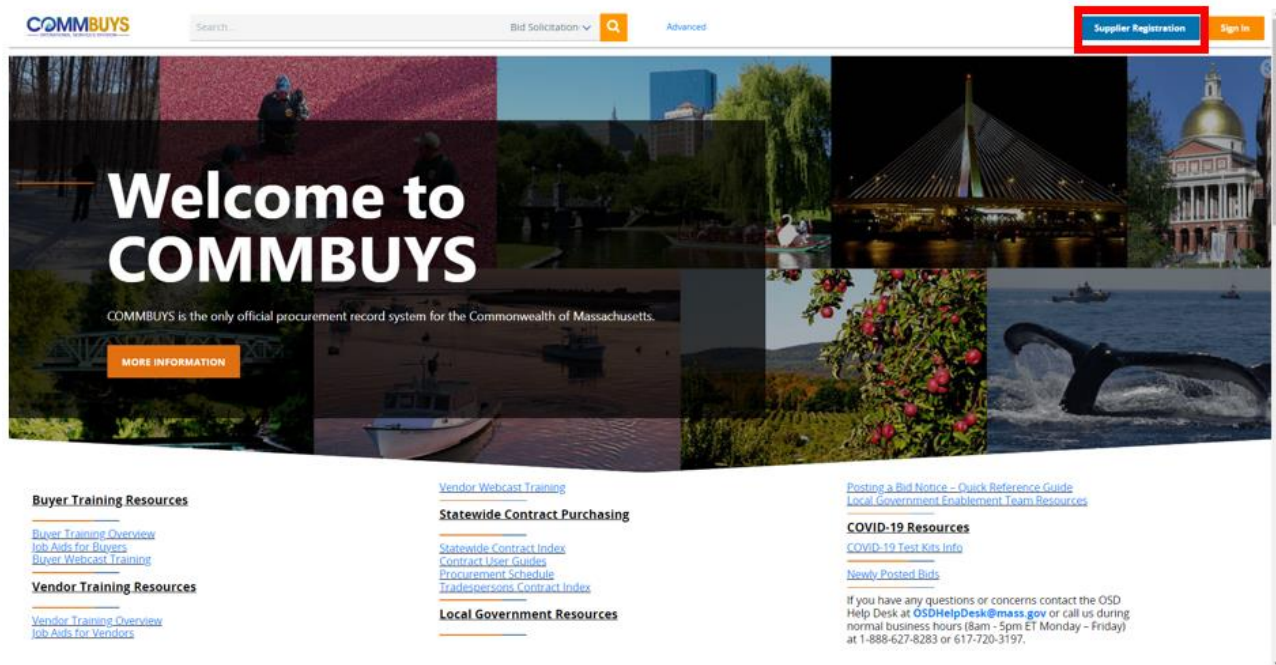
### This Job Aid shows how to:

Complete the vendor registration process in COMMBUYS.

### Of Special Note:

Vendors must register in order to receive notifications about bid opportunities, submit quotes, receive bid awards, or be issued purchase orders through COMMBUYS.

Vendors are required to specify a Seller Administrator user as part of the registration process. The Seller Administrator will maintain vendor business information in COMMBUYS.



### Step 1: Launching COMMBUYS

1. Type <https://www.commbuys.com> or [commbuys.com](https://commbuys.com) in your browser's address box.
2. Once the COMMBUYS landing page displays, click on the **Supplier Registration** button in the upper right corner.

Company Registration

**COMMBUYS**  
OPERATIONAL SERVICES DIVISION

Create Your Supplier Account

Tax ID:

EIN

Company Name:

Email Address:

United States of America

Register

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PeriscopeS2G

## Step 2: Starting the Registration Process

1. Upon selecting **Register**, a pop-up window appears which requires the following information:
  - Tax ID of the entity (choose EIN or SSN)
  - Company Name
  - Country where main office is located (United States defaults).
  - Email Address
2. Click the **Register** button

**Note:** COMMBUYS will confirm the Tax ID entered does not already exist in the system. If a Tax ID is already registered, an email notification is sent to the email address supplied to inform the individual that registration may not continue. If you receive a message indicating that your Tax ID is already in use, report the issue to the OSD Help Desk for further instructions. The OSD Help Desk can be reached at 1-888-627-8283 or [OSDhelpdesk@mass.gov](mailto:OSDhelpdesk@mass.gov).

Company Information Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary

Company Name\*: Fun Pet Toys Vendor Legal Name\*: Fun Pet Toys

Business Description:

Mailing Address Line 1\*:

Address Line 2:

Address Line 3:

Address Line 4:

Country\*: US - United States of America

City\*:

State/Province\*:

ZIP\*:

County:

Company Phone\*:

Company FAX:

Company Email\*:

Tax ID #\* Show

Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?

EIN  SSN

State of Incorporation:

Year of Incorporation: 0

Preferred Delivery Method: Email

Would you like to be registered as an emergency supplier in the case of an emergency?  
 Note: Emergency suppliers must be available 24 hours a day, 7 days a week.

Yes  No

Emergency Phone:

Ext.:

Emergency Contact:

Emergency Email:

Emergency Info Comment:

Save & Continue Registration Reset Cancel

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### Step 3: Entering Company Information

1. Complete the form that appears on the Company Information tab to establish your company’s Vendor Profile. Fields marked by an asterisk (\*) are required.  
 Check the information populated from pre-registration. Make sure each item is typed correctly.
2. The field **Business Description** is not required, though entering a brief description is recommended.
3. When you have entered and reviewed all the required information on the Company Information tab, click the **Save & Continue Registration** button at the bottom of the screen.

Company information **Administrator** Address Terms Categories & Certifications Commodity/Service Codes Summary

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**Administrative User Information**

Salutation:

First Name\*:  Last Name\*:

Job Title\*:  Department:

Email\*:

Login ID\*:  Phone\*:

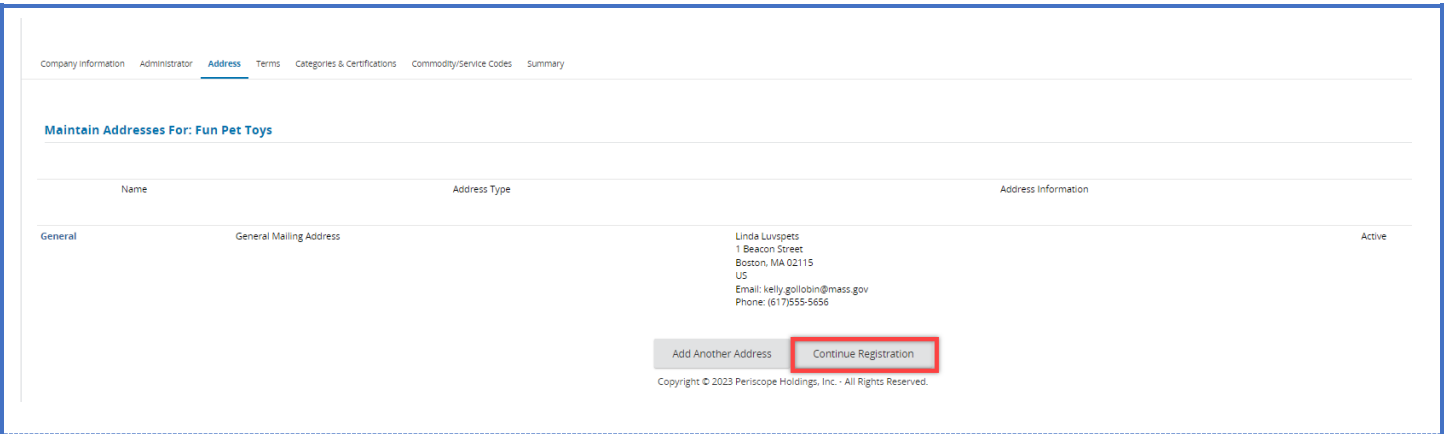
Login Question\*:  Login Answer\*:

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#### Step 4: Establishing a Seller Administrator Account

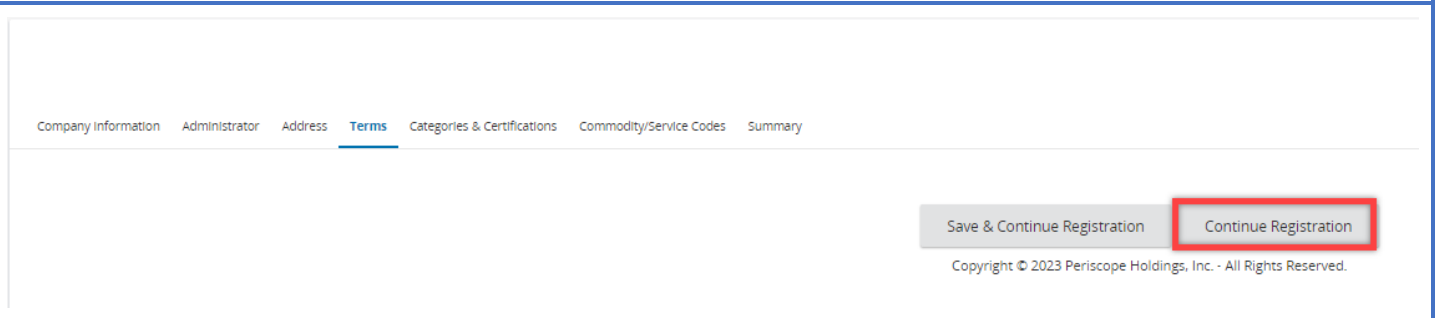
1. Complete the form that appears on the Administrator tab to establish a Seller Administrator account, which is used to maintain company information and add / maintain users associated with your Vendor Profile. Fields marked by an asterisk (\*) are required.
2. Once this form has been completed, click on the **Save & Continue Registration** button.

**Note:** The **Login ID** will not be editable after registration. An email notification will be sent to the email address entered here including the **Login ID** and a temporary password. The **Login Question** and **Login Answer** are used for resetting forgotten Login credentials.



### Step 5: Checking the Address Tab

1. The Address tab displays, including the information previously entered, populated as the General Mailing Address.
2. Click on the **Continue Registration** button.



### Step 6: Reviewing the Terms Tab

1. The Commonwealth is not currently using the Terms tab. Vendor terms will be negotiated on a contract-by-contract basis and therefore do not need to be entered during registration.
2. Click on the **Continue Registration** button.

**Category: Business Structure**

**Description: Business Structure**  
Please select exactly one category value

Select

Sole Proprietor

Partnership

LLP

Corporation

LLC

Business Trust

Other Business Type

Notes:

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**Category: AGREEMENT AND TERMS OF USE FOR SELLERS**

**Description: AGREEMENT AND TERMS OF USE FOR SELLERS**    **Category URL:** <https://www.mass.gov/media/971416/download>

Please select exactly one category value

Select

Yes

Notes:

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**Category: Business Type**

Please select exactly one category value

Select

Business Enterprise ( for profit )

Non-Profit Organization

Notes:

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### Step 7: Selecting Categories

This page includes several optional sections which may be completed if desired. To complete registration, the following categories are required: **Business Structure**, **Agreement**, and **Business Type**.

1. Scroll to the **Business Structure** section and select the appropriate box for your business.
2. In the **Agreement and Terms** section, check the box for **Yes**. The complete Terms of Use are available at the listed Category URL. Note that clicking **Yes** here is required to complete registration.
3. Once you have made your selections, click on the **Save & Continue Registration** button. Vendors are responsible for ensuring that all selections are accurate.

**Note:** You will not be able to self-select Supplier Diversity Office (SDO) **Certification Categories**. All applicable certifications are added to the vendor's profile by SDO within a few days of registration.

**Search**

UNSPSC Segment-Family

UNSPSC Class

UNSPSC Keyword

Search using

**i** Use the UNSPSC Commodity/EPP Search Engine if you are familiar with the UNSPSC code. If not use the UNSPSC Code Browse below.

**UNSPSC Code Browse**

**i** Select the category that best describes the product and service you offer. Click on the question mark for more information.

<input type="checkbox"/>	Code	Description
<input type="checkbox"/>	10-11-00	Domestic pet products
<input type="checkbox"/>	10-11-13	Domestic pet treatments and accessories and equipment
<input type="checkbox"/>	15-10-15	Petroleum and distillates
<input type="checkbox"/>	23-11-00	Petroleum processing machinery
<input type="checkbox"/>	23-11-15	Petroleum distilling and processing machinery and equipment
<input type="checkbox"/>	23-11-16	Hydrotreating machinery
<input type="checkbox"/>	41-12-15	Pipettes and liquid handling equipment and supplies
<input type="checkbox"/>	41-12-16	Pipette tips
<input type="checkbox"/>	42-20-24	Medical positron emission tomography PET equipment and relat
<input type="checkbox"/>	70-12-18	Pets industry
<input type="checkbox"/>	73-10-15	Petrochemical and plastic production

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**Step 8: Choosing Commodity/Service Codes**

**Note:** COMMBUYS uses United Nations Standard Product and Service Codes (UNSPSC) to identify goods and services. These codes support categorization of goods and services in COMMBUYS for both buyers and businesses. At least one code is needed to register; additional codes may be added later.

1. Add codes to your Vendor Profile by entering a relevant keyword into the **UNSPSC Keyword** field and clicking the **Search** button.
2. Select the codes relevant to your business and either click **Save and Add More** to search for additional codes or **Save and Continue Registration** to move on to the next step in the registration process.
3. You can also search for Commodity/Service Codes by using the **UNSPSC Segment-Family** and **UNSPSC Class** drop down menus. Select the codes relevant to your business and either click **Save and Add More** to search for additional codes or **Save and Continue Registration** to move onto to the next step in the registration process.

Company Information Administrator Address Terms Categories & Certifications Commodity/Service Codes **Summary**

Company Information

Vendor ID: 00056267 Alternate ID: Company Name: Fun Pet Toys  
 Status: Active Status Change Reason: Tax ID: \*\*\*\*\*4556  
 Tax ID Type: EN Incorporation Details - State: 2023 Year of Incorporation: Vendor Email: kelly.golobin@mass.gov  
 Business Description: Email: Vendor Email:  
 Emergency supplier: No Preferred Delivery Method:  
 Emergency Phone:  
 Emergency Contact:  
 Emergency Email:  
 Emergency Info Comment:

Users Information

Business	Login ID	First Name	Last Name	Status	Roles
	Linda	Luxspets	Linda	Active	Seller Seller Administrator

Address Information

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	Linda Luxspets 1 Beacon Street Boston, MA 02115 US Email: kelly.golobin@mass.gov Phone: (617)655-5656	Active	Yes

### Step 9: Reviewing the Summary Tab

1. The **Summary** tab displays information supplied during registration. Review all information on this page for accuracy.
2. To correct any information, return to the appropriate tab, correct, and save changes. Then to the **Summary** tab.
3. Click the **Complete Registration** button to finish this stage of the registration process.



### Step 10: Completing Registration

1. Once you click Complete Registration, a Thank You message that includes the OSD Help Desk telephone number appears.
2. Click the OK button to be redirected to the COMMBUYS landing page.
3. Upon completing your registration, you will receive a confirmation e-mail with account information and your login credentials, including a temporary password.

**Sign In**

**COMMBUYS**  
OPERATIONAL SERVICES DIVISION

Login ID:  
Business

Password:  
.....

Login Assistance

**Sign In**

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**Periscope S2G**

From: COMMBUYS UAT <notifications@commbuys.com>  
Date: Fri, Dec 15, 2023, 10:45 AM  
Subject: Vendor Registration: Fun Pet Toys  
To: Linda Luvspets <lgollobin@gmail.com>

Dear Linda Luvspets,

Thank you for registering with COMMBUYS. Your account has been activated. Below you will find your COMMBUYS password.

**Password: S3XC8D64s**

Please log in to the COMMBUYS application. If you have questions concerning your account, please contact us at (617)720-3197.

Your business may be eligible to join the Supplier Diversity Office's (SDO's) **Small Business Purchasing Program (SBPP)**. The SBPP supports growth for small businesses across Massachusetts by offering marketing tools, education, events, and other resources.

The SBPP is a free program that may help market your business to Massachusetts' Executive Department buyers. Other SBPP benefits include:

- Special consideration in bid/quote evaluation. Executive Departments are directed to give special consideration to SBPP participants when buying non-construction goods and services estimated to cost \$250,000 or less per year.
- Executive Department spending goals. The SBPP directs Executive Departments to spend at least 3.3% of their discretionary budgets with SBPP participants.
- Notification of business opportunities. In addition to being identified as an SBPP participant, businesses registered in COMMBUYS receive email notifications of procurement opportunities issued by OSD and other entities.
- Training classes. SBPP participants may attend free training classes to help learn about selling to the state.

To apply for membership in the SBPP, please [visit this page](#) to learn more about the program and to register.

Thank you,  
COMMBUYS | UAT

Use this link to log on to COMMBUYS: <https://www.test.commbuys.com/bso/view/login/login.shtml>

### Step 11: Changing Password on initial Login

1. Click the Sign In button at the top of the page.
2. Once the login window appears, enter the Login ID and temporary password emailed to you after completing registration.
3. Click the **Sign In** button to continue.

### Change Password

Current Password\*

New Password\*

Confirm New Password\*

**i** Your current password must be changed. Passwords must be between 8 and 50 characters and contain at least one letter and one number.

Submit

Log Out

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### Step 12: Changing Password on initial Login on Change Password Screen

1. Enter your temporary password into the **Current Password** field.
2. Create your new password.
3. Re-enter your new password in the **Confirm New Password** field.
4. Click **Submit**.

**Note:** If you experience difficulties during the vendor registration or password change process, contact OSD Help Desk at 888- 627-8283 or [OSDhelpdesk@mass.gov](mailto:OSDhelpdesk@mass.gov).