OPERATIONAL SERVICES DIVISION

Job Aid:

Maintain and Add Addresses to COMMBUYS Vendor Account

This Job Aid shows how to:

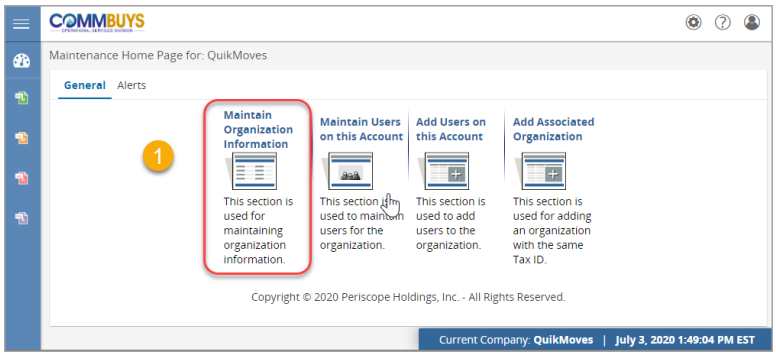
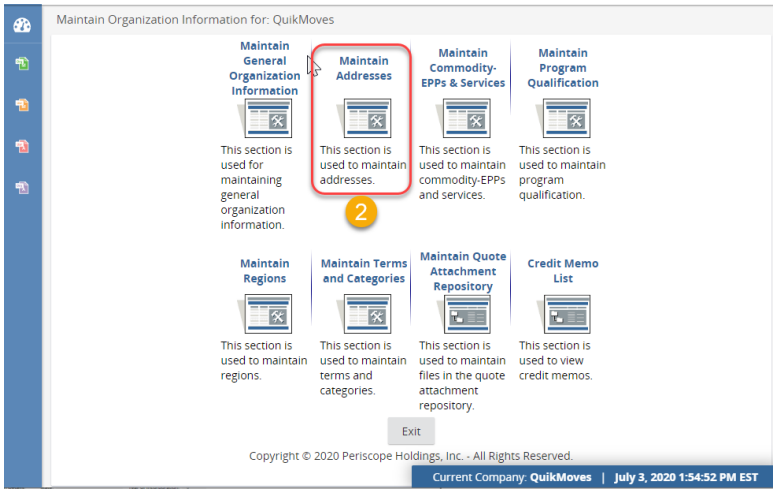
- Update and add addresses to a COMMBUYS Vendor Account.
- Ensure that COMMBUYS electronic notifications and documents are sent to the proper person at their organization

Of Special Note:

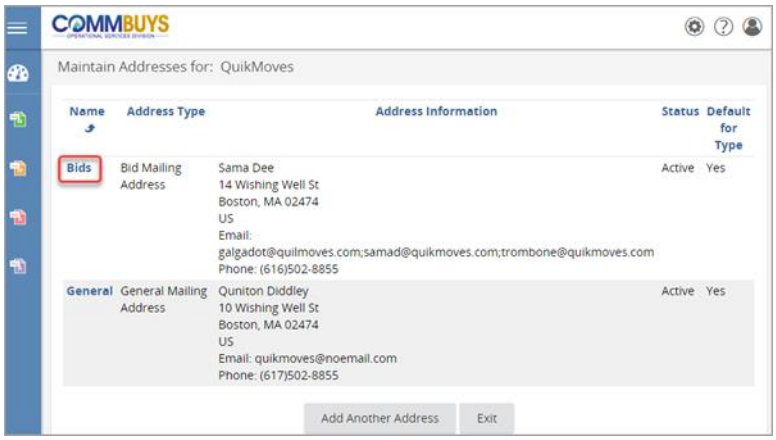
There are several address types in COMMBUYS. When selected, they drive notification; bid notifications go to the Bid Address bid type, purchase order notifications go to the PO address bid type. When these address types are not present in a Vendor profile, all notifications go to the General email address. Address types include: General Mailing, Bid Mailing, Emergency Mailing, Purchase Order, Remit Address, and Sales. The Remit and Sales Addresses are not currently being used by the Commonwealth.

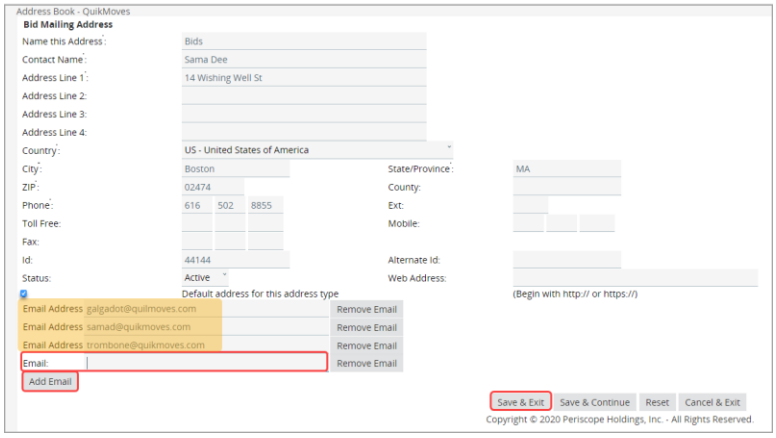
Communications are sent via email; therefore, it is important that the email addresses are accurate and up to date. Businesses can list and activate up to (5) email addresses for the Bid Mailing Address to receive bid notifications. Only (1) address can be designated for General and PO address

Only the Seller Administrator can update company/organization information. When entering or updating information, all asterisked (*) data fields must be completed before any information can be saved. These instructions assume the logged in user has Seller Administrator credentials. For guidance on how to get to the Seller Administrator Home Page, consult the Job Aid "Basic COMMBUYS Navigation for Vendors."

Screenshot	Directions
 	**Step 1: Accessing the Organization's Addresses** 1. On the Seller Administrator home page, click on the **Maintain Organization Information** icon to access maintenance organization tools 2. Click on the **Maintain Addresses** icon to update current addresses or add additional addresses. **Note:** Up to five (5) different email addresses can be added and activated for the Bid Mailing Address. Only one (1) address can be designated for each address type. The Remit and Sales Address are not currently being used.

Screenshot	Directions

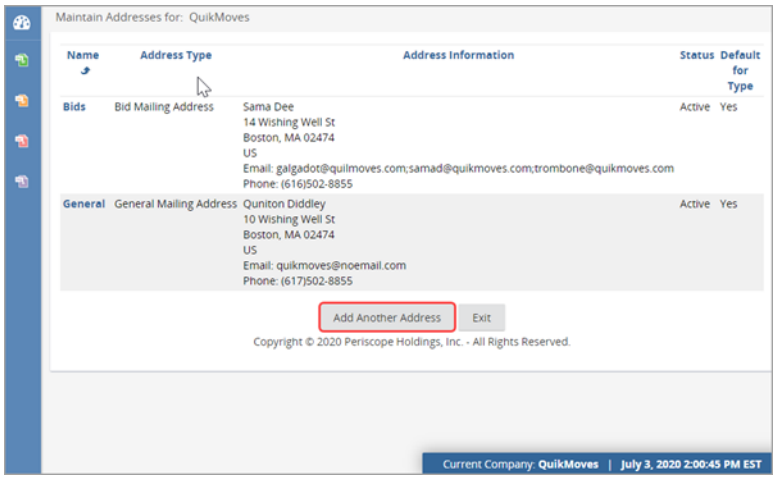


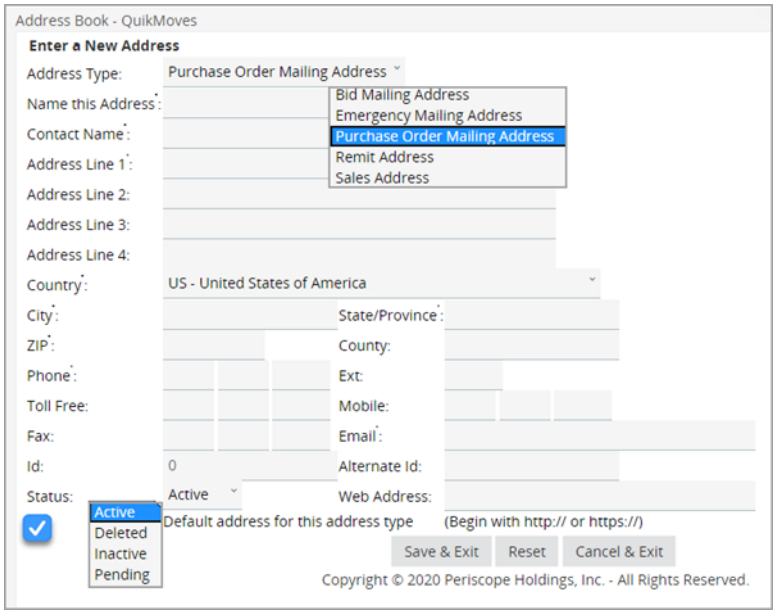


Step 3: Maintaining Addresses

1. Click on the hyperlinked address name for the address that requires updating.
2. Update the fields as needed or add multiple email addresses; up to (5) for the Bid Mailing Address only.
   A. Add multiple emails addresses:
      I. Click **Add Email.**
      II. Enter another email address
      III. Repeat the actions above to activate 5 addresses.
3. Click Save and Exit to return to the **Maintain Address** page.

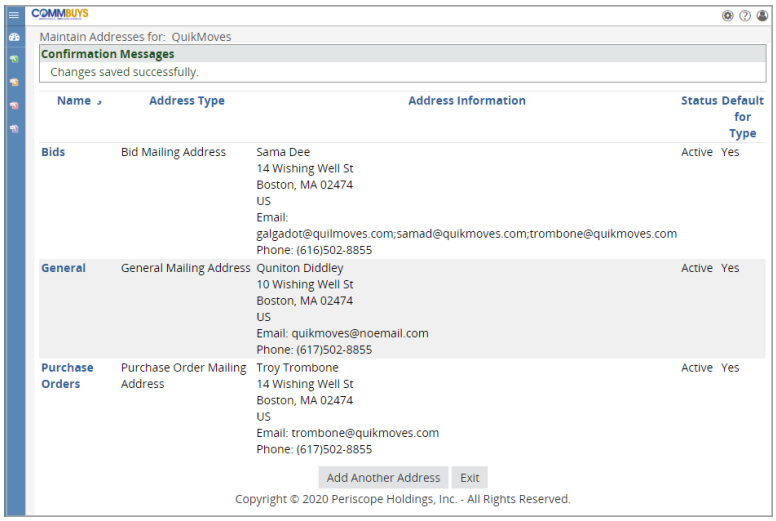
Screenshot	Directions





Step 4: Entering a New Address

1. Click on the **Add Another Address** button to add a new address.
2. Select the **Address Type** from the dropdown menu at the top of the screen.
3. In the **Name this Address** field, enter the name for the address.
4. Complete the form by filling in the required fields.
5. For the Bid Mailing Address, up to (5) can be added. Click **Add Email.** and enter the email addresses.
6. Select the **Status** of the address. By default, the address is marked **Active**.
7. To make the address the default for the **Address Type** selected, check the box next to **Default address for this address type**.
8. Click **Save & Exit** to return to the M**aintain Addresses** page.
9. Click **Exit** to return to the **Maintain Organization Information** page.



Step 5: Reviewing Addresses

1. Once you return to the **Maintain Addresses** page, the original General Mailing Address and the newly added addressed will display.
2. Review the **Status** and **Default** indicator columns to ensure the desired addresses are active and set as the default.
3. When finished maintaining addresses, click the **Exit** button at the bottom of the page.