

## Job Aid:

### Maintain and Add Users to COMMBUYS Vendor Account

#### This Job Aid shows how to:

- Maintain and add users to a COMMBUYS Vendor Account

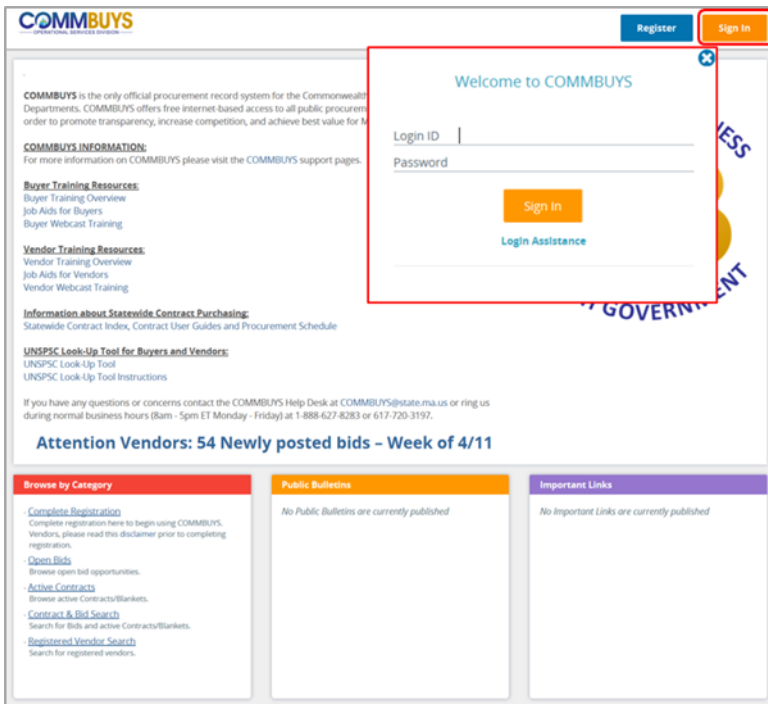
#### Of Special Note:

The Seller Administrator for each registered vendor in COMMBUYS must ensure that they assign the “Seller” role to at least one person in the organization. In order to do business in COMMBUYS, at least one user must have a Seller role. The Seller role allows vendors to see Bids, submit Quotes and receive Purchase Orders for fulfillment.

Only users with Seller Administrator privileges can maintain a company profile (including maintaining and adding users to COMMBUYS). These instructions assume the logged in user has Seller Administrator credentials.

#### Screenshot

#### Directions



#### Step 1: Launching COMMBUYS

1. Enter the uniform resource locator (URL) address for COMMBUYS (<https://www.commbuys.com>) or ([commbuys.com](https://commbuys.com)) in your browser.
2. Once the COMMBUYS landing page displays click on the **Sign In** button.
3. Enter your **Login ID** and **Password** and sign in to COMMBUYS.

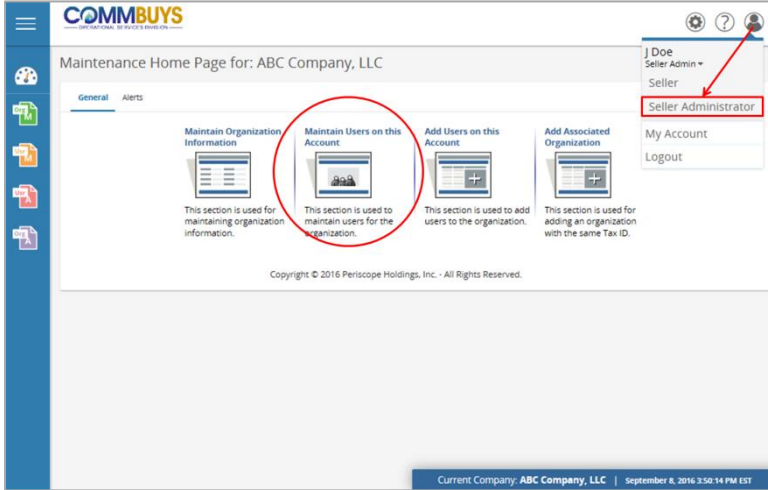


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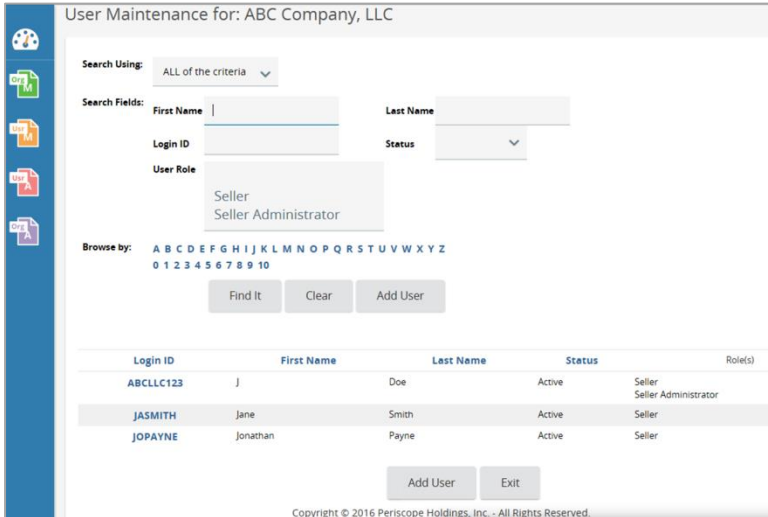
### Screenshot

### Directions



### Step 2: Accessing Maintenance Organization Tools

1. Click on the **Account** icon to ensure you are logged in as the Seller Administrator.
2. If not, click the **Seller Administrator** link.
3. To update a user's profile, click on the **Maintain Users on this Account** icon.



### Step 3: Accessing a User's Profile

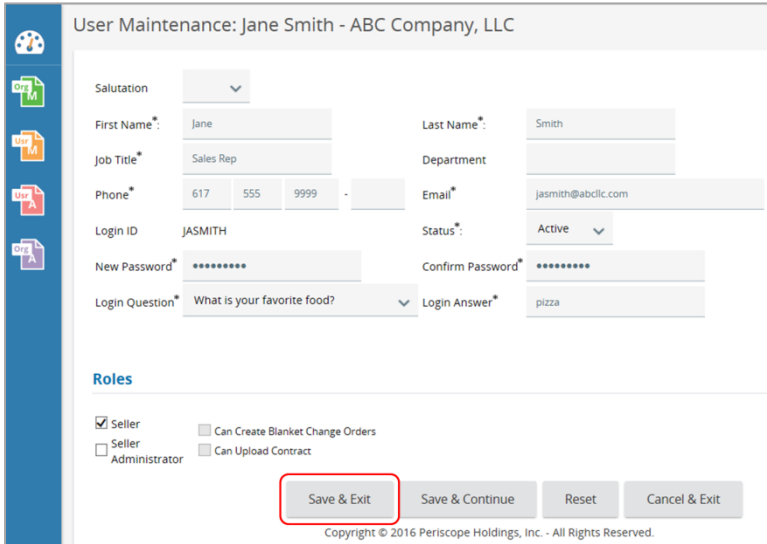
1. Once the **User Maintenance** page displays search a user's profile by entering criteria such as **First Name**, **Last Name**, or **Login ID**, and clicking the **Find It** button.
2. You can also access a user's profile by clicking on their hyperlinked **Login ID** found toward the bottom of the page.

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User Maintenance: Jane Smith - ABC Company, LLC

Salutation: [v]  
 First Name\*: Jane Last Name\*: Smith  
 Job Title\*: Sales Rep Department: [v]  
 Phone\*: 617 555 9999 - [v] Email\*: jasmith@abcllc.com  
 Login ID: JASMITH Status\*: Active [v]  
 New Password\*: [v] Confirm Password\*: [v]  
 Login Question\*: What is your favorite food? [v] Login Answer\*: pizza

**Roles**

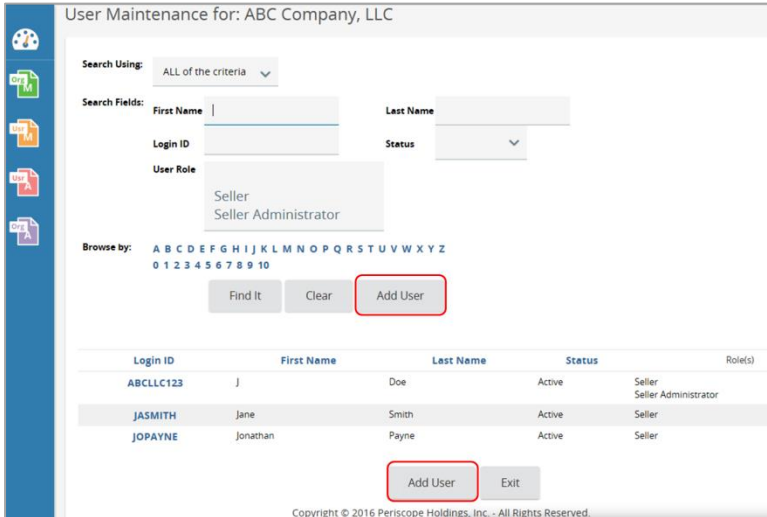
Seller  Can Create Blanket Change Orders  
 Seller Administrator  Can Upload Contract

Save & Exit Save & Continue Reset Cancel & Exit

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#### Step 4: Updating a User's Profile

1. From the **User Maintenance** page, update the user's profile information.
2. Once the updates have been made, click the **Save & Exit** to keep the changes and return to the **User Maintenance** page.



User Maintenance for: ABC Company, LLC

Search Using: ALL of the criteria [v]  
 Search Fields: First Name [v] Last Name [v]  
 Login ID [v] Status [v]  
 User Role: Seller, Seller Administrator  
 Browse by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
 0 1 2 3 4 5 6 7 8 9 10  
 Find It Clear Add User

Login ID	First Name	Last Name	Status	Role(s)
ABCLLC123	J	Doe	Active	Seller Seller Administrator
JASMITH	Jane	Smith	Active	Seller
JOPAYNE	Jonathan	Payne	Active	Seller

Add User Exit

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#### Step 5: Adding a New User

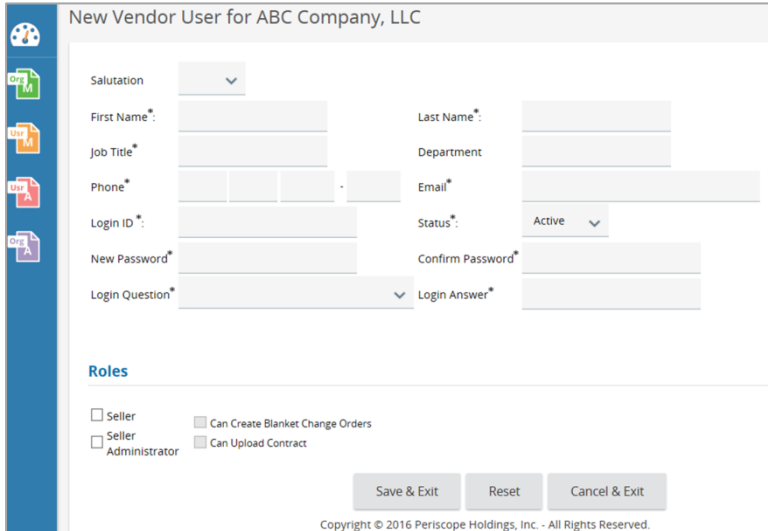
1. From the **User Maintenance** page, click on either **Add User** button to access the **New Vendor User** page.

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**New Vendor User for ABC Company, LLC**

Salutation: [Dropdown]

First Name\*: [Text Box] Last Name\*: [Text Box]

Job Title\*: [Text Box] Department: [Text Box]

Phone\*: [Text Box] Email\*: [Text Box]

Login ID\*: [Text Box] Status\*: Active [Dropdown]

New Password\*: [Text Box] Confirm Password\*: [Text Box]

Login Question\*: [Dropdown] Login Answer\*: [Text Box]

**Roles**

Seller  Can Create Blanket Change Orders

Seller Administrator  Can Upload Contract

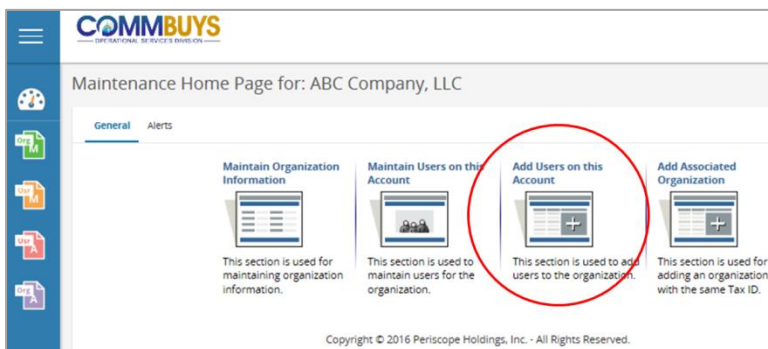
Save & Exit Reset Cancel & Exit

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#### Step 6: Entering New User Profile Information

- Once the **New Vendor User** page displays. Enter the following information:
  - First Name
  - Last Name
  - Job Title
  - Phone Number
  - Email
  - Login ID
  - Temporary Password
  - Login Question
  - Login Answer
- Check the box next to the role(s) the user will have in COMMBUYS.
- Review the user's profile information for accuracy.
- Click the **Save & Exit** button to return to the **User Maintenance** page.

**Note:** All asterisked (\*) information is required to save the user information.



**COMMBUYS** OPERATIONAL SERVICES DIVISION

Maintenance Home Page for: ABC Company, LLC

General Alerts

**Maintain Organization Information**  
This section is used for maintaining organization information.

**Maintain Users on this Account**  
This section is used to maintain users for the organization.

**Add Users on this Account**  
This section is used to add users to the organization.

**Add Associated Organization**  
This section is used for adding an organization with the same Tax ID.

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#### Step 7: Adding a New User from the Maintenance Homepage

- Another way to add a new user is to click on the **Add Users on this Account** icon found on the **Maintenance Homepage**.
- This will open the **New Vendor User** page displayed in step 6.
- Enter the user's profile information as described in step 6.