

COMMBUYS Vendor Registration

This Quick Reference Guide provides concise instructions to create a vendor account on COMMBUYS and complete the [Small Business Purchasing Program \(SBPP\)](#) application process. If you prefer, link to the more visual and detailed [COMMBUYS Vendor Registration Job Aid](#), or view the [COMMBUYS Vendor Registration Webcast](#).

Refer questions to the OSD Help Desk: OSDHelpdesk@mass.gov or call 888-627-8283.

STEP	Action
1	Go to COMMBUYS (www.commbuys.com) and select the Register button in the top right corner of the screen.
2	Select the Tax ID type for your company (FEIN or SSN), then enter the Tax ID number, Company Name, Email Address , and click on the Register button. You will be directed to the vendor registration portal, starting on the Company Information tab.
3	Mandatory fields for the Company Information tab are marked with an asterisk. Please ensure you provide the primary mailing address and phone number for your business. Click on the Save & Continue Registration button.
4	<p>On the SBPP tab, there is a description and the terms and conditions of the program. To read the program eligibility requirements, click here. You will need to choose one of the following options. (Regardless which option you select you will be able to register in COMMBUYS)</p> <ul style="list-style-type: none"> • I Acknowledge: If your business meets the eligibility requirements and you are ready to apply. • I Disagree: If you are ineligible or do not wish to apply for the SBPP now or in the future. (Out of State vendors are not eligible for SBPP) • Not Now: If you wish to come back later to make your choice about the SBPP: <p>. If you choose “I Acknowledge,” you will be directed to the pre-qualifications page. Complete the following:</p> <ul style="list-style-type: none"> • Tax ID Type: Select either Federal Employer Identification Number or Social Security Number. • Is your principal place of business located in Massachusetts? The principal place of business is defined as the location of your corporate headquarters. Select Yes or No. • Entity name under which the most recent Massachusetts Department of Revenue tax return was filed. Enter the name as it appears on the most recently filed tax return for the business. • Employer Identification Number: Enter the Federal Employer Identification Number (FEIN) or Social Security Number (SSN) from the most recent tax filing. This information is transmitted to the Department of Revenue (DOR) for verification. • Ownership Type: Select the appropriate field. • Does your organization employ 50 or less full-time employees? Select Yes or No. <p>Once those fields are complete, click on the Save & Continue Registration button</p>



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STEP	Action
5	<p>On the Administrator tab, create a Login ID and temporary password. All asterisked fields are mandatory.</p> <ul style="list-style-type: none"> • <u>Login ID</u>: This cannot include spaces or be changed at a later date • <u>New Password</u>: This is a temporary password. Upon initial login, you will be prompted to change your password. <p>Click on the Save & Continue Registration button.</p>
6	<p>On the Address tab, the company's General Mailing Address from the Company Information tab will display. The email address listed will receive COMMBUYS notifications, (such as bid notifications.) Click on the Continue Registration button</p>
7	<p>On the Terms tab no action is required, click on the Continue Registration button.</p>
8	<p>On the Categories & Certifications tab, the mandatory fields are:</p> <ul style="list-style-type: none"> • <u>Business Structure</u>: Select the check box that best describes your business • <u>Agreement and Terms of Use for Sellers</u>: Click the check box • <u>Business Type</u>: Select the check box that best describes your type of business <p>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.</p> <p>Once entries are complete, click on the Save & Continue Registration button.</p>
9	<p>On the Commodity/Services Codes tab select the commodity codes (UNSPSCs) that reflect the goods/services your business provides. COMMBUYS sends email bid notifications to vendors having commodity codes that match those in posted bid solicitations. Select at least one UNSPSC to complete registration. Additional codes may be selected during and following registration.</p> <p>To search for commodity codes, go to the UNSPSC Keyword field, enter the name or category of the good or service you provide, and click on the Search button. Add UNSPSCs by selecting the check box to the left of the code.</p> <p>Once you have selected at least one UNSPSC, click on the Save and Continue Registration button.</p>
10	<p>On the Summary tab review the information provided. To finish the registration process, scroll to the bottom of the screen and click on the Complete Registration button.</p>
11	<p>The screen will refresh with a message thanking you for your registration. Click on the OK button, which will direct you to the COMMBUYS landing page. To sign into COMMBUYS, click on the Sign In button, enter the login ID and password created during registration. A change to the password box will appear. On the change password box You will have the opportunity to register for BidSync. BidSync identifies government bid opportunities for participating businesses. For more information call or email: 800-990-9339 support@bidsync.com</p> <p>If you are interested in registering for BidSync leave the box to the left checked. If not, uncheck the box</p> <p>Click Submit Password</p>



OPERATIONAL SERVICES DIVISION

Training Quick Reference Guide

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