



COMMBUYS Vendor/Supplier Registration

This Quick Reference Guide provides concise instructions to create a vendor account on COMMBUYS. If you prefer, link to the more visual and detailed [COMMBUYS Vendor Registration Job Aid](#) or view the [COMMBUYS Vendor Registration](#) video. 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 Supplier Registration button in the top right corner of the screen.
2	Select the Tax ID type for your company (EIN 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	On the Administrator tab, complete all asterisked fields. <ul style="list-style-type: none"> • <u>Login ID</u>: This cannot include spaces or be changed after registration • <u>Login question</u>: Select from a drop down menu. Type an answer in the Login Answer field. These are used for password recovery. Click on the Save & Continue Registration button.
5	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 solicitation notifications.) Click on the Continue Registration button
6	On the Terms tab no action is required. Click on the Continue Registration button.
7	On the Categories & Certifications tab, the mandatory fields are: <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 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. Once entries are complete, click on the Save & Continue Registration button.
8	On the Commodity/Services Codes tab, select 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 code. Following registration, Seller Administrator users may add additional codes anytime. 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 codes by selecting the check box to the left of the code. Click on the Save and Continue Registration button.



COMMBUYS Vendor/Supplier Registration

STEP	Action
9	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.
10	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. A temporary password is sent to the e-mail address identified on the Administrator tab. Retrieve the temporary password. To sign into COMMBUYS, click on the Sign In button, enter the login ID and temporary password. A change to the password box will appear. Click Submit .
11	The Seller role Homepage displays.