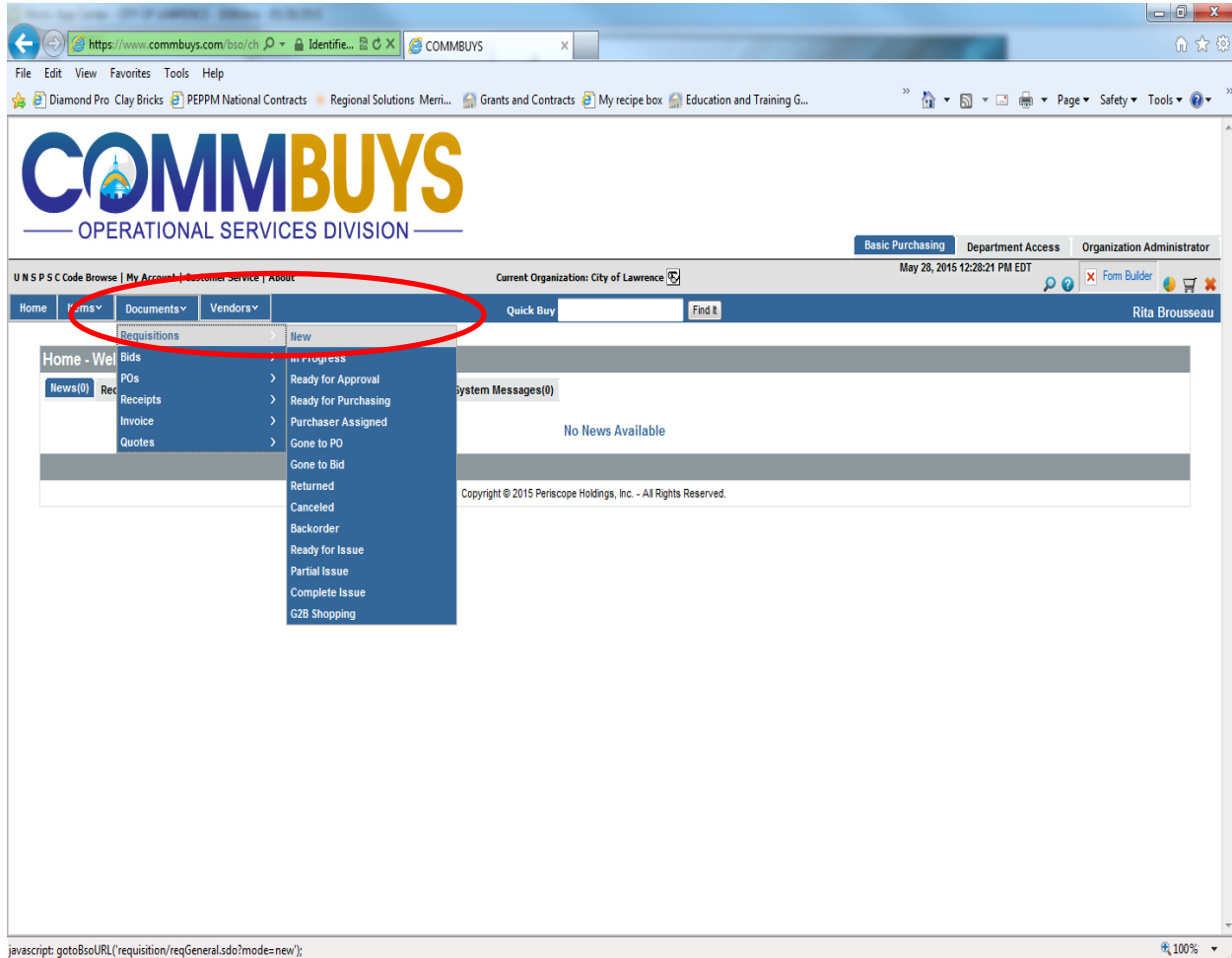




A STEP-BY-STEP GUIDE TO ENTERING REQUISITIONS INTO COMMBUYS

This guide is for State Contracts that do not list items and pricing but rather, a blanket description of the items and/or services a vendor is contracted to sell and/or render.

STEP 1. After you have logged into COMMBUYS click on **“Documents”** then slide mouse to the right and click on **“New”**.



STEP 2. Choose your Department from the **"Department"** drop down menu and then choose your location from the **"Location"** drop down arrow.

Choose **"Release"** from the **"Requisition Type"** drop down arrow.

In the **"Short Description"** field, please key in the name of the vendor and the State Contract # (i.e. FAC88)

Then click **"Save & Continue."**

COMMBUYS
OPERATIONAL SERVICES DIVISION

Basic Purchasing | Department Access | Organization Administrator

UNSPSC Code Browse | My Account | Customer Service | About

Current Organization: City of Lawrence

May 28, 2015 12:29:01 PM EDT

Home | Items | Documents | Vendors | Quick Buy | Find | Rita Brousseau

New Requisition

General | Items | Address | Accounting | Routing | Attachments | Notes | Reminders | Summary

Requisition Number: 191 - Requisition Progress (This request is created)

Status: 191 - Requisition Progress (This request is created)

Department*: PRCH1 - Purchasing Department

Location*: PRCH1 - Purchasing Department

Required By Date: 05/28/2015

Requisition Type: Release

Requestor: Rita Brousseau

Contact: Rita Brousseau

Alternate ID:

Estimated Cost: \$0.00

Short Description*: WHALLEY ITC47

Fiscal Year: 2015

Organization: City of Lawrence

Solicitation Enabled: ☐

Entered Date: 05/28/2015

Type Code:

Purchaser: Brousseau, Rita

Contact Phone: 978 620 3242

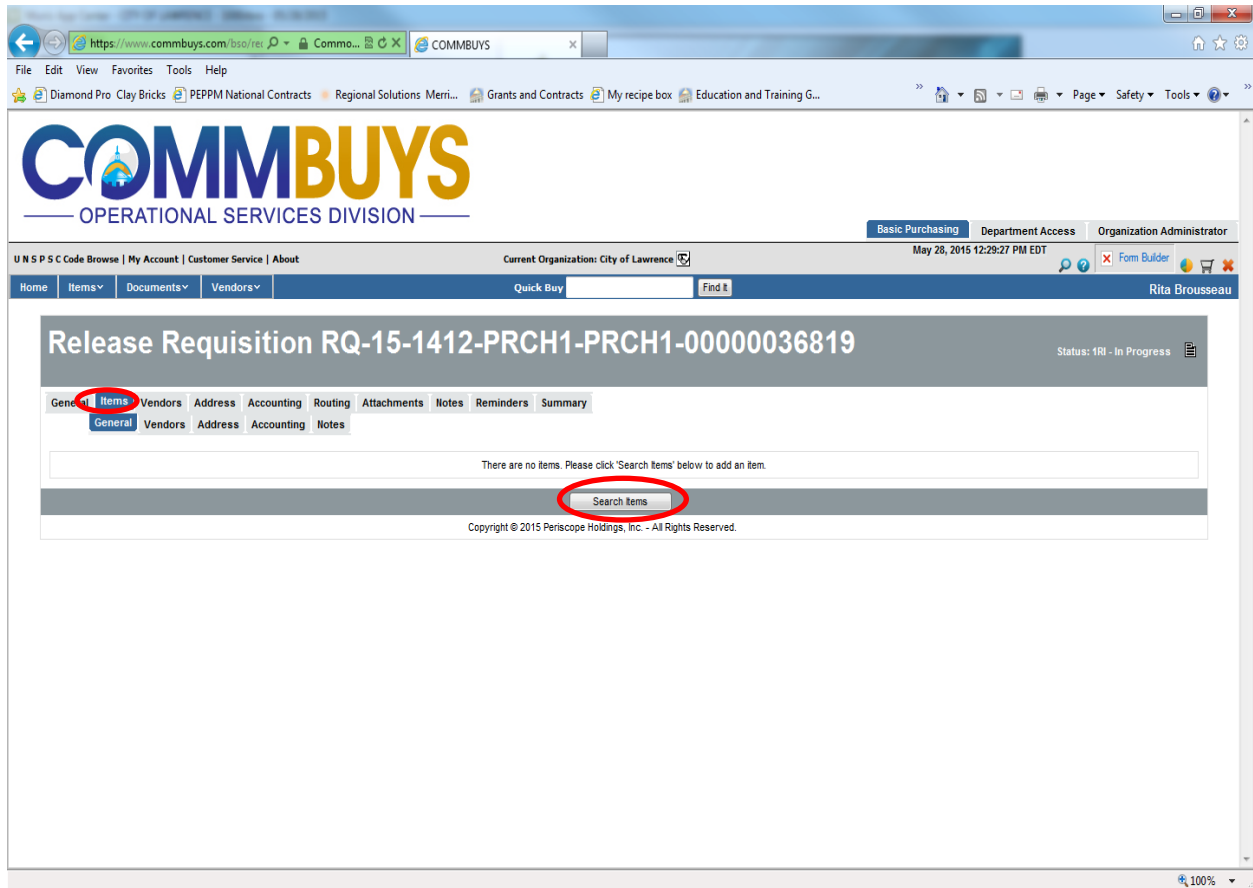
Tax Rate:

Save & Continue

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Once you click on **"Save and Continue,"** you will see the screen as pictured below (next page).

STEP 3. Working the tabs towards the right, click on the **"Items"** tab and then click **"Search Items."**



This will then bring you to the search page as pictured below (next page).

STEP 4. Next to the words **“Advanced Search”** click on the **“+”** sign and this will open up a larger screen with more searchable fields. If you know the State Contract number you can key it into the **“Description”** field. If you are not sure of the State Contract #, you can use a keyword and type it into the **“Item Description”** field or if you have already set favorites, you can click on the **“Favorites”** box and it will bring up a list of all your bookmarked Favorites. You can also search by vendor by simply clicking on the **“Vendor Name”** field and key in any part of the vendor’s name, i.e. Whalley Computer, key in “Whalley” and a list of vendors that match will appear. In this screen shot I chose to search by State Contract #ITC47.

Once you have keyed in your search item, name or State Contract #, click on **“Find It.”**

The screenshot displays the COMMBUYS Operational Services Division website. The main header features the COMMBUYS logo and navigation links for Basic Purchasing, Department Access, and Organization Administrator. The current organization is City of Lawrence, and the date is May 28, 2015, 12:30:25 PM EDT. The search interface is titled "Release Requisition RQ-15-1412-PRCH1-00000036819 - Search Items" with a status of "1RI - In Progress". The search criteria section includes fields for Contract/PO #, Description (ITC47), Item Description, and Vendor Name. The search fields section includes UNSPSC Segment-Family, UNSPSC Class, and Commodity-EPP. The result type is set to Item, and the Show Orderable Only checkbox is checked. The Find It button is highlighted.

This will then provide you with a list based on your search as pictured below (next page).

STEP 5. A list, based on your search criteria, will appear. This list will show the vendors names on the left (bulleted), the State Contract category, the pricing, if any and the PO#. A PO# in COMMBUYS is not what a PO # is in MUNIS. It is actually COMMBUYS Master Blanket Contract number.

A search by **State Contract #ITC47** provided me with the screen you see below. If you know the vendor you want to purchase from click on the name listed on the **left hand side "Whalley Computer."**

Vendor	State Contract	Category	Price	Unit	Description	PO#	Yes
HIQ Computers (2)				Each	Integration, In...	1080L-00000000286 / 1	
HUB Technical Services (1)							
IBM (2)							
International Integrated Solutions (1)							
IntraSystems, Inc. (1)							
IT Xchange Corp. (1)							
Lenovo (1)							
Mainline Information Systems (1)							
MHQ (1)							
MicroNet Associates (1)							
NetApp, Inc. (1)							
NWN Corporation (1)							
Ockers Company (1)							
ONX formerly Agilysys, Inc. (1)							
Presidio Networked Solutions, Inc. (1)							
RetroFit Technologies (1)							
Ricoh Americas (1)							
Rutter Networking Technologies, Inc. (1)							
SHI International Corp (1)							
Signature Technology Group, Inc. (1)							
Terminal Exchange Systems (3)							
Unisys Corporation (1)							
VIOM Corporation (1)							
Whalley Computer Associates, Inc. (1)							
Winslow Technology Group, LLC (1)							
World Wide Technology, Inc. (1)							
ZENSAR TECHNOLOGIES IM INC (1)							

This will then bring you to the screen shown below (next page).

STEP 6. In this scenario, it brought me directly to Whalley Computer's State Contract line utilizing ITC47. As you will see, there is only one line, no list of items and prices, just a general scope. This means that the State has allowed them to sell and service a great many items and services that cannot be listed with pricing. You have to read the OSD User Guide for ITC47 to determine what you want to purchase is allowed to be sold by Whalley Computer. You will then seek a quote from Whalley Computer listing the items, quantity and prices.

When you've obtained your quote, click on the **"Select"** box. Then add the quantity to be purchased. You have the ability to make changes to the quantity in the next screen so a quantity of **"1"** will suffice. Then click on **"Add to Req & Exit."**

Release Requisition RQ-15-1412-PRCH1-PRCH1-00000036819 - Search Items

Search Using: Find It

Advanced Search =

Search Using: ALL of the criteria

Contract/PO # Description ITC47

Item Description Vendor Name

Catalog

Item Type

Search Fields: U N S P S C Segment-Family

U N S P S C Class

Commodity-EPP Cooperative Purchasing ☐

Favorites

Result Type: Item ☐ Show Orderable Only

Find It Clear

Release Results

Search By:

Any Price: Up to \$2 (1)

Any Vendor: Whalley Computer Associates, Inc. (1)

Select	Quantity	Minimum Order Quantity	Item Description	Unit Cost	UOM	Vendor Name	Segment-Family Class	Discount %	Master Blanket #	Direct Release Allowed
<input checked="" type="checkbox"/>	0	0	Statewide Contract ITC47, IT Hardware and Related Services, Category 6, Project Management, Maintenance, Integration, In...	\$0.00	EA - Each	Whalley Computer Associates, Inc.	43-21 - Computer Equipment and Accessories 00 - Computer Equipment and Accessories	0.00%	PO-14-1080-1080C-1080L-00000000373 / 1	Yes

Add to Req & Exit Cancel & Exit

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This will then bring you to the screen below (next page).

STEP 7. Click on the **“Enter Info”** button and it will bring you to the next screen to manually key in the items, quantities and descriptions of the items you wish to purchase. You do **not** have to hit **“Save & Continue”**, it will bring you directly to the next screen.

Release Requisition RQ-15-1412-PRCH1-PRCH1-00000036862

Status: 1RI - In Progress

General Items Vendors Address Accounting Routing Attachments Notes Reminders Summary

General Vendors Address Accounting Notes

General Item Information Validation Errors

- Total for master blanket #PO-14-1080-1080C-1080L-00000000373 must be greater than \$0.00.

Sort by Column: Print Sequence ☐ Sort Descending

Item #	Links	Print Sequence	Item Description								Total Cost	Reportable	Delete All
			Quantity	Minimum Order Quantity	Catalog Price/Unit Cost	Net Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount			
1	Master Blanket # / Line #: PO-14-1080-1080C-1080L-00000000373 / 1	1.0	<p>Statewide Contract ITC47, IT Hardware and Related Services, Category 6, Project Management, Maintenance, Integration, Incidental Hardware, Resales. Contractors authorized by the OEM to do so may resell desktops, laptops, servers and storage available under Categories 2, 4 and 5, and Apple products if authorized by OEM. Please see Contract User Guide as some of the following products are available only under specific conditions: Tablets and similar devices, Document cameras and whiteboards, Other IT hardware, and limited quantity Accessories such as: Input/Output: Keyboards, Mice, Monitors, Printers, Barcode readers and other data collection devices, barcode and other labels; Storage: Internal and external drives, including Hard, Floppy, Optical, USB, Flash, CD, DVD, other drives; magnetic tape readers, data cartridges and cassettes, and associated supplies (diskettes, CDs, DVDs, magnetic tapes, cleaning tapes and supplies); Cables: Internal, external; Cards: Video, Network; Power related: UPS, Batteries, Power Supplies; Printer supplies; Memory (RAM), System Boards, Modems, Adapters; Other: laptop carry cases and docking equipment, computer racks and housing, security locks and devices, specialized computer tools and kits, technical books and manuals, other desktop, laptop, server, network and related supplies. Services include: Project Management, Network Integration, Deployment, Installation, Support, Maintenance, Warranty, Engineering, Image Management, Help Desk, limited cabling. See Contract User Guide for "one-stop shopping" provisions. Reseller of ITC47 OEMS: Dell Hardware and services, EMC Hardware and services, IBM resellers can resell maintenance and perform installation activities for system x and other "CSU" products, HP Hardware and Services, Lenovo Hardware and Services. Users must review the Contract User Guide prior to using this Contract.</p>								\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			1.0	0.0	Enter Info	\$0.00	EA - Each	\$0.00		\$0.00			
Total											\$0.00		

Please save your changes before sorting. Otherwise, your changes will be lost. Please do not search contract po items that have the same NIGP code.

Save & Continue Search Items

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STEP 8. As you can see below, in the **"Description"** field, it has a large amount of text stating the categories that Whalley Computer has been awarded. That same information is duplicated in the field above. **First**, you will **highlight and delete** all of the wording in the **"Description"** field and then type in the first item description (from your quote) in this box. You will duplicate this process for each line on your quote. **Second**, you will key in the **"Quantity"** and **"Unit Cost"** for the item(s). **Third**, if you have a quote, please key in the Quote # in the **"Price Reference"** field. **Lastly**, click on **"Save & Continue."**

Release Requisition RQ-15-1412-PRCH1-PRCH1-00000036819

Status: 1RI - In Progress

General Items Vendors Address Accounting Routing Attachments Notes Reminders Summary

General Vendors Address Accounting Notes

Item #: 1 Item Type: Normal
Print Sequence#: 1.0 Item Status: 1RI - In Progress
Master Blanket # / Line #: PO-14-1089-1080C-1080L-00000000373 / 1 Minimum Order Quantity: 0.0
Master Blanket Line Description: Statewide Contract ITC47, IT Hardware and Related Services, Category 6, Project Management, Maintenance, Integration, Incidental Hardware, Resales. Contractors authorized by the OEM to do so may resell desktops, laptops, servers and storage available under Categories 2, 4, and 5, and Apple products if authorized by OEM. Please see Contract User Guide as some of the following products are available only under specific conditions: Tablets and similar devices, Document cameras and whiteboards, Other IT hardware, and limited quantity Accessories such as: Input/Output: Keyboards, Mice, Monitors, Printers, Barcode readers and other data collection devices, barcode and other labels; Storage: internal and external drives, including Hard, Floppy, Optical, USB, Flash, CD, DVD, other drives; magnetic tape readers, data cartridges and cassettes, and associated supplies (diskettes, CDs, DVDs, magnetic tapes, cleaning tapes and supplies); Cables: Internal, external; Cards: Video, Network; Power related: UPS, Batteries, Power Supplies; Printer supplies: Memory (RAM), System Boards, Modems, Adapters; Other: laptop carry cases and docking equipment, computer racks and housing, security locks and devices, specialized computer tools and kits, technical books and manuals, other desktop, laptop, server, network and related supplies. Services include: Project Management, Network Integration, Deployment, Installation, Support, Maintenance, Warranty, Engineering, Image Management, Help Desk, limited cabling. See Contract User Guide for "one-stop shopping" provisions. Reseller of ITC47 OEMS: Dell Hardware and services, EMC Hardware and services, IBM resellers can resell IBM products and perform installation activities for system x and other "CSU" products, HP Hardware and Services, Lenovo Hardware and Services. Users must review the Contract User Guide prior to using this Contract.

Description: Statewide Contract ITC47, IT Hardware and Related Services, Category 6, Project Management, Maintenance, Integration, Incidental Hardware, Resales. Contractors authorized by the OEM to do so may resell desktops, laptops, servers and storage available under Categories 2, 4, and 5, and Apple products if authorized by OEM.

Quantity	Category Price Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Total
1.0	0.00	\$0.00	EA	0.0	0.0	\$0.00

Price Reference #:

UNSPSC Segment-Family: 43-21 - Computer Equipment and Accessories Tax Rate:
UNSPSC Class: 00 - Computer Equipment and Accessories Tax Amount: \$0.00
Commodity-EPP: 43-21-00-00-0000 : Computer Equipment and Accessories Extended Amount: \$0.00

Manufacturer: Brand: Model:
Make: Packaging

Save & Exit Save & Continue Save & Copy Reset Cancel & Exit

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It should now look like what is pictured below (next page).

STEP 9. Once you have keyed in the Description, Quantity, Unit Price, Unit of Measure (UOM) and Price Reference (Quote #) if you have it, click on **“Save & Continue.”**

Release Requisition RQ-15-1412-PRCH1-PRCH1-00000036862 Status: 1RI - In Progress

General Vendors Address Accounting Routing Attachments Notes Reminders Summary

Item #: 1 Item Type: Normal
Print Sequence #: 1.0 Item Status: 1RI - In Progress
Master Blanket # / Line #: PO-14-1080-1080C-1080L-00000000373 / 1 Minimum Order Quantity: 0.0

Statewide Contract ITC47, IT Hardware and Related Services, Category 6, Project Management, Maintenance, Integration, Incidental Hardware, Resales. Contractors authorized by the OEM to do so may reset desktops, laptops, servers and storage available under Categories 2, 4, and 5, and Apple products if authorized by OEM. Please see Contract User Guide as some of the following products are available only under specific conditions: Tablets and similar devices, Document cameras and whiteboards, Other IT hardware, and limited quantity Accessories such as: Input/Output: Keyboards, mice, Monitors, Printers, Barcode readers and other data collection devices, barcode and other labels; Storage: Internal and external drives, including Hard, Floppy, Optical, USB, Flash, CD, DVD, other drives; magnetic tape readers, data cartridges and cassettes, and associated supplies (diskettes, CDs, DVDs, magnetic tapes, cleaning tapes and supplies); Cables: Internal, external; Cards: Video, Network; Power related: UPS, Batteries, Power Supplies; Printer supplies; Memory (RAM), System Boards, Modems, Adapters; Other: laptop carry cases and docking equipment, computer racks and housing, security locks and devices, specialized computer tools and kits, technical books and manuals, other desktop, laptop, server, network and related supplies. Services include: Project Management, Network Integration, Deployment, Installation, Support, Maintenance, Warranty, Engineering, Image Management, Help Desk, limited cabling. See Contract User Guide for "one-stop shopping" provisions. Reseller of ITC47 OEMs: Dell Hardware and services, EMC Hardware and services, IBM resellers can reset maintenance and perform installation activities for system x and other "CSU" products, HP Hardware and Services, Lenovo Hardware and Services. Users must review the Contract User Guide prior to using this Contract.

Description: ACER CHROMEBOOKS WITH 16GB RAM.

Quantity	Catalog Price/ Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Total
12.0	3.00	\$3.00	EA	0.0	0.0	\$36.00

Price Reference #:

UNSPSC Segment-Family: 43-21 - Computer Equipment and Accessories Tax Rate:
UNSPSC Class: 00 - Computer Equipment and Accessories Tax Amount: \$0.00
Commodity-EPP: 43-21-00-00-0000 - Computer Equipment and Accessories Extended Amount: \$36.00

Manufacturer: Brand: Model:
Make: Packaging

Save & Exit Save & Continue Save & Copy Reset Cancel & Exit

STEP 10. Click on **“Save & Continue.”** You will notice that it now says, **“Changes saved successfully.”**

Release Requisition RQ-15-1412-PRCH1-PRCH1-00000036862 Status: 1RI - In Progress

General Vendors Address Accounting Routing Attachments Notes Reminders Summary

Communication Messages

- Changes saved successfully.

Sort by Column: Print Sequence Sort Descending

Item #	Links	Print Sequence	Item Description							Total Cost	Reportable	Delete All
			Quantity	Minimum Order Quantity	Catalog Price/ Unit Cost	Net Unit Cost	UOM	Total Discount Amt.	Tax Rate			
1.	Master Blanket # / Line #: PO-14-1080-1080C-1080L-00000000373 / 1	1.0	ACER CHROMEBOOKS WITH 16GB RAM.							\$36.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			12.0	0.0	\$3.00	\$3.00	EA - Each	\$0.00		\$0.00		
Total										\$36.00		

Please save your changes before sorting. Otherwise, your changes will be lost. Please do not search contract items that have the same NIGP code.

Save & Continue Search Items

STEP 11. Moving to the next tab on the right, click on the **“Vendors”** tab to make sure that the vendor you want to purchase from is correct. As you can see it shows Whalley Computer Associates, Inc. and lists the Item Description.

The screenshot shows the COMMBUYS Operational Services Division website. The main header includes the COMMBUYS logo and navigation links. The current organization is City of Lawrence, and the date is May 28, 2015. The release requisition number is RQ-15-1412-PRCH1-PRCH1-00000036819, with a status of 1RI - In Progress. The 'Vendors' tab is selected, displaying a table of items and vendors.

Item #	Item Description	Vendor Name	City	State	Phone	Select All
1	ACER CHROMEBOOKS WITH 16GB RAM	Whalley Computer Associates, Inc.	Southwick	MA	(413)569-4200	<input type="checkbox"/>

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STEP 12. Moving to the next tab on the right, click on the **“Address”** tab. This will show you where your products will be shipped and where the invoices will be mailed. This is your chance to make changes to either one of those fields.

The screenshot shows the COMMBUYS web application interface. The top navigation bar includes the COMMBUYS logo and the text 'OPERATIONAL SERVICES DIVISION'. The main header area displays the current organization as 'City of Lawrence' and the date 'May 28, 2015 12:39:58 PM EDT'. The 'Address' tab is selected and circled in red. Below the table, the 'Ship-to Address' and 'Bill-to Address' fields are also circled in red. A red arrow points from the 'Address' tab to the 'Ship-to Address' field.

Item #	Description	Ship-to Address	Bill-to Address	Select All
1	ACER CHROMEBOOKS WITH 16GB RAM	<input type="text" value="PRCH1 - Purchasing Department"/> Rita V Brousseau 200 Common Street 3rd Floor, Room 301 Lawrence, MA 01840 US Email: rbrousseau@cityoflawrence.com Phone: (978)620-3240	<input type="text" value="PRCH1 - Purchasing Department"/> Rita V Brousseau 200 Common Street 3rd Floor, Room 301 Lawrence, MA 01840 US Email: rbrousseau@cityoflawrence.com Phone: (978)620-3240	<input type="checkbox"/>

Ship-to Address:

Bill-to Address:

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If you would like to change either field, click on the box with the **“glasses”**;

Then click on **"Find It."** This will bring you a list of all City of Lawrence Departments and Locations. "Select" the one you want then scroll to the bottom of the page and click the **"Select"** button.

COMMBUYS - Lookup Address - Windows Internet Explorer

https://www.commbuys.com/bso/document/address/lookupDocAddress.sdo?external=true&ship Identified by VeriSign

Lookup Ship-to Address Applied to Selected Items - Release Requisition RQ-15-1412-PRCH1-PRCH1-00000036862

Search Using:	ALL of the criteria ▼					
Search Fields:	Department ID	<input type="text"/>	Department Name	<input type="text"/>		
	Department Suffix ID	<input type="text"/>	Department Suffix Name	<input type="text"/>		
	Location ID	<input type="text"/>	Location Name	<input type="text"/>		
	City	<input type="text"/>	County	<input type="text"/>		
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					
<div><input type="button" value="Find It"/> <input type="button" value="Clear"/></div>						
<div><input type="button" value="Close Window"/></div>						

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This will bring you to the screen as pictured below (next page).

Select the Department you'd like to change it to and, although you cannot see it in this screen shot, there is a **"Select"** button at the bottom of the page. Click on **"Select."** Then click on **"Apply to Selected."**

IF THE SHIP TO AND BILL TO ARE CORRECT, YOU DO NOT NEED TO DO THIS STEP AND YOU CAN SKIP IT. I only wanted to show that it can be done at this stage.

COMMBUYS - Lookup Address - Windows Internet Explorer
 https://www.commbuys.com/bsa/document/address/lookupDocAddress.sdo Identified by VeriSign

Search Fields: Department Suffix ID: Location ID: City: Department Suffix Name: Location Name: County:

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

Find It Clear

1-25 of 93
 1 2 3 4

Select	Department ID	Department Name	Department Suffix ID	Department Suffix Name	Address Info
<input type="radio"/>	LAW01	City Council	LAW01	City Council	Lillian Michaud 200 Common Street 1st Floor Lawrence, MA 01840 US Email: lmichaud@cityoflawrence.com Phone: (978)620-3240
<input type="radio"/>	LAW02	School Department	LAW02	Facilities Management	Christopher Merino 233 Haverhill Street North Common Education Complex Lawrence, MA 01840 US Email: Christopher.Merino@lawrence.k12.ma.us Phone: (978)975-5905
<input type="radio"/>	LAW02	School Department	LAW03	LPS Budget & Finance	Christine Bufagna 233 Haverhill Street North Common Education Complex, Room 107 Lawrence, MA 01840 US Email: Christine.Bufagna@lawrence.k12.ma.us Phone: (978)975-5905
<input type="radio"/>	LAW02	School Department	LAW04	Superintendent's Office	Jeffrey Riley 233 Haverhill Street North Common Education Complex Lawrence, MA 01840 US Email: Jeffrey.Riley@lawrence.k12.ma.us Phone: (978)975-5905
<input type="radio"/>	LAW02	School Department	LAW39	Arlington Middle School	Maria Gutierrez 150 Arlington Street Lawrence, MA 01841 US Email: maria.gutierrez@lawrence.k12.ma.us Phone: (978)975-5930
<input type="radio"/>	LAW02	School Department	LAW40	Breen School	Nicole O'Leary 114 Osgood Street Lawrence, MA 01843

STEP 13. Moving to tabs on the right, click on the **"Attachments"** tab, and then click on **"Add File."**

COMMBUYS
OPERATIONAL SERVICES DIVISION

Basic Purchasing Department Access Organization Administrator

UNSPSC Code Browse | My Account | Customer Service | About

Current Organization: City of Lawrence

May 28, 2015 3:28:39 PM EDT

Home Items Documents Vendors Quick Buy Find

Rita Brousseau

Release Requisition RQ-15-1412-PRCH1-PRCH1-00000036862 Status: 1R - In Progress

General Items Vendors Address Accounting Routing **Attachments** Notes Reminders Summary

Agency(0) Vendor(0)

Files

Click Add File to add file attachments.

No File Attachments

Forms

Click Add Form to add form attachments.

Add File Add Form

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Name the document you are attaching and then click the **"Browse"** button. Choose the document(s) from your computer that you want to attach for the vendor and then click on **"Save & Continue."** and then **"Save & Exit."**

COMMBUYS
OPERATIONAL SERVICES DIVISION

Basic Purchasing Department Access Organization Administrator

UNSPSC Code Browse | My Account | Customer Service | About

Current Organization: City of Lawrence

May 28, 2015 3:31:11 PM EDT

Home Items Documents Vendors Quick Buy Find

Rita Brousseau

Add File

Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

Name*:

Description:

File*: **Browse...**

Search File

Location: 1412

Save & Exit **Save & Continue** Reset Cancel & Exit

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The screen pictured below will appear and if satisfied that your document attached, click on **“Save & Continue.”**

The screenshot displays the COMMBUYS web application interface. At the top, the logo for COMMBUYS Operational Services Division is visible. Below the logo, there is a navigation bar with links for Home, Items, Documents, and Vendors. The main content area shows a Release Requisition entry for RQ-15-1412-PRCH1-PRCH1-00000036862, with a status of 'In Progress'. The entry is categorized under 'Attachments' and includes a table of files. The 'Save & Continue' button is highlighted with a red circle.

Release Requisition RQ-15-1412-PRCH1-PRCH1-00000036862

Status: In Progress

General Items Vendors Address Accounting Routing Attachments Notes Reminders Summary

Agency(1) Vendor(0)

Files

Name	Description	Show Vendor	Attached By	Attached Date	Delete
JF276368540411401435.1.pdf		<input checked="" type="checkbox"/>	Rita Brousseau	05/28/2015	<input type="checkbox"/>

Forms

Click Add Form to add form attachments.

No Form Attachments

Save & Continue Add File Add Form

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You will now see a message that states “Changes saved successfully.” You may now move to the next step.

STEP 14. Moving to the tabs on the right click on **“Summary”** tab. This is a summary screen of your requisition. It lists the COMMBUYS requisition number, the Bill To and Ship To addresses, attached files, and so on and so forth. If all of the information is correct, scroll down to the bottom of the page and click on **“Submit for Approval.”** This will notify the Chief Procurement Officer that a requisition is waiting approval.

Release Requisition RQ-15-1412-PRCH1-PRCH1-00000036819 Status: IR - In Progress

General Items Vendors Address Accounting Routing Attachments Notes Remarks **Summary**

Header Information

Requisition Number:	RQ-15-1412-PRCH1-PRCH1-00000036819	Short Description:	WHALLEY ITC47	Status:	IR - In Progress
Organization:	City of Lawrence	Location:	PRCH1 - Purchasing Department	Required By Date:	
Department:	PRCH1 - Purchasing Department	Requisition Type:	Release	Type Code:	
Entered Date:	05/20/2015	Purchaser:	Rita Brousseau	Fiscal Year:	2015
Requestor:	Rita Brousseau	Contact Phone:	(978)620-1242	Alternate ID:	
Contact:	Rita Brousseau	Estimated Cost:	\$36.00		
Pcard Enabled:	No				
Solicitation Enabled:	No				
Invoice Method:	Three Way Match				
Ship-to Address:	Rita V Brousseau 200 Common Street 3rd Floor, Room 301 Lawrence, MA 01840 US Email: rbrousseau@cityoflawrence.com Phone: (978)620-1242	Bill-to Address:	Rita V Brousseau 200 Common Street 3rd Floor, Room 301 Lawrence, MA 01840 US Email: rbrousseau@cityoflawrence.com Phone: (978)620-1242		

Attachments

Agency Files:
Agency Forms:
Vendor Files:
Vendor Forms:

Item Information

Item # 1 : ACER CHROMEBOOKS WITH 16GB RAM IR - In Progress

U N S P S C Segment-Family: 43-21-00-00-0000

Blanket Contract #Line #	Qty	Minimum Order Quantity	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt	Tax Rate	Tax Amount	Total Cost
PD-14-1899-1899C-1899C-0000000372 1	12.0	0.0	\$3.00	\$3.00	EA - Each	0.00%	\$0.00		\$0.00	\$36.00

Manufacturer: Brand: Model:

Make: Packaging:

Account Code: Amount:

There is no item accounting available for this item.

Recommended Vendor: 300247 - Whalley Computer Associates, Inc.
Steve Cross
One Whalley Way
Southwick, MA 01077
US
Email: wca2012@wca.com
Phone: (413)568-4200
FAX: (413)568-4377
Website: http://www.wca.com

Submit for Approval Cancel Requisition Clone Requisition Print

Once approved by the CPO, you will receive an email notification from COMMBUYS stating that the purchase order is ready to be sent to the vendor. Simply log into COMMBUYS, click on the **“PO”** tab and then click on the **“Ready to Send”** tab. Choose the requisition(s) you want to send and click on the **“Approve and send notification to vendor”** button.