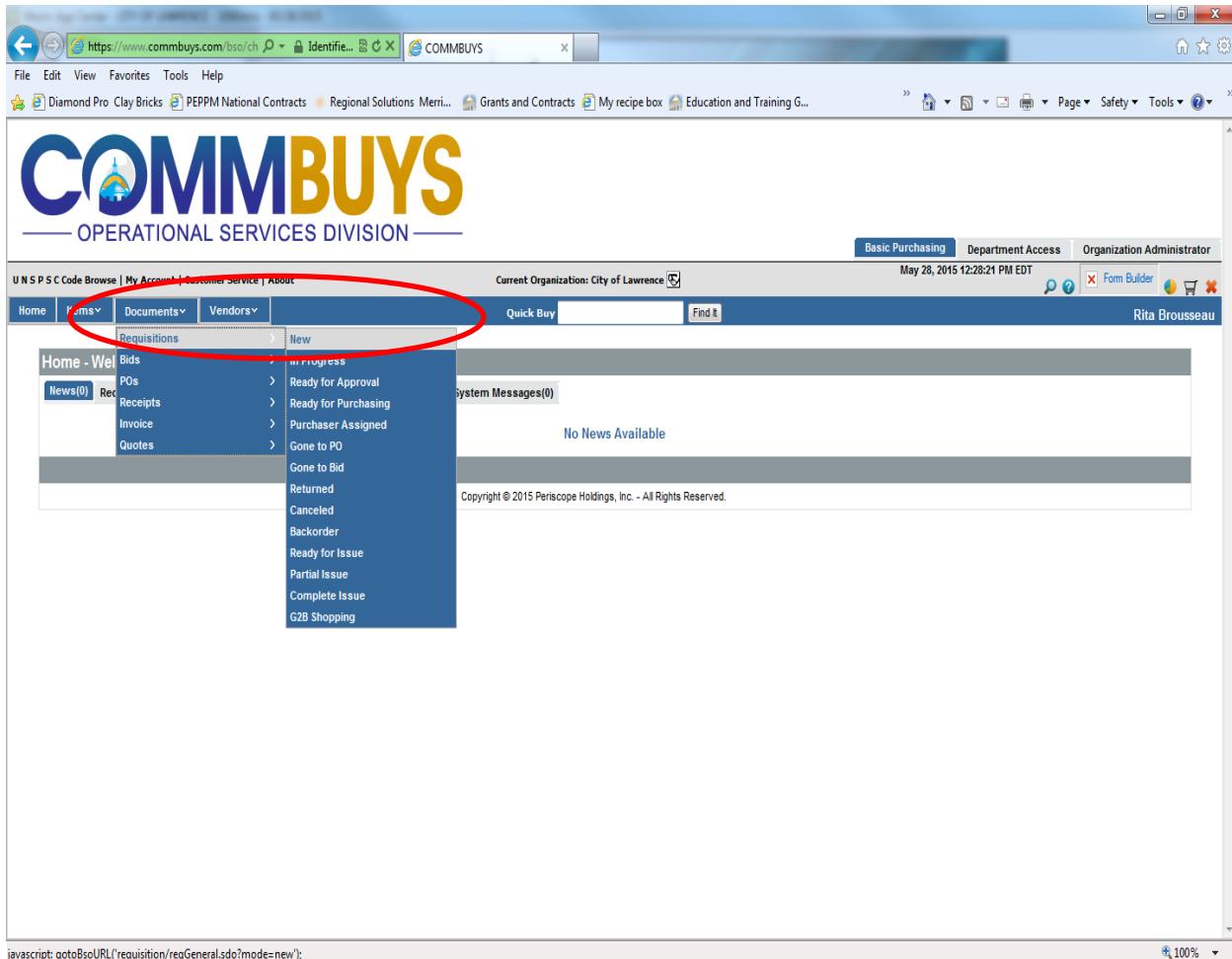




A STEP-BY-STEP GUIDE TO ENTERING REQUISITIONS INTO COMMBUYS

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 COMMBUY'S click on “**Documents**” then slide mouse to the right and click on “**New**”.

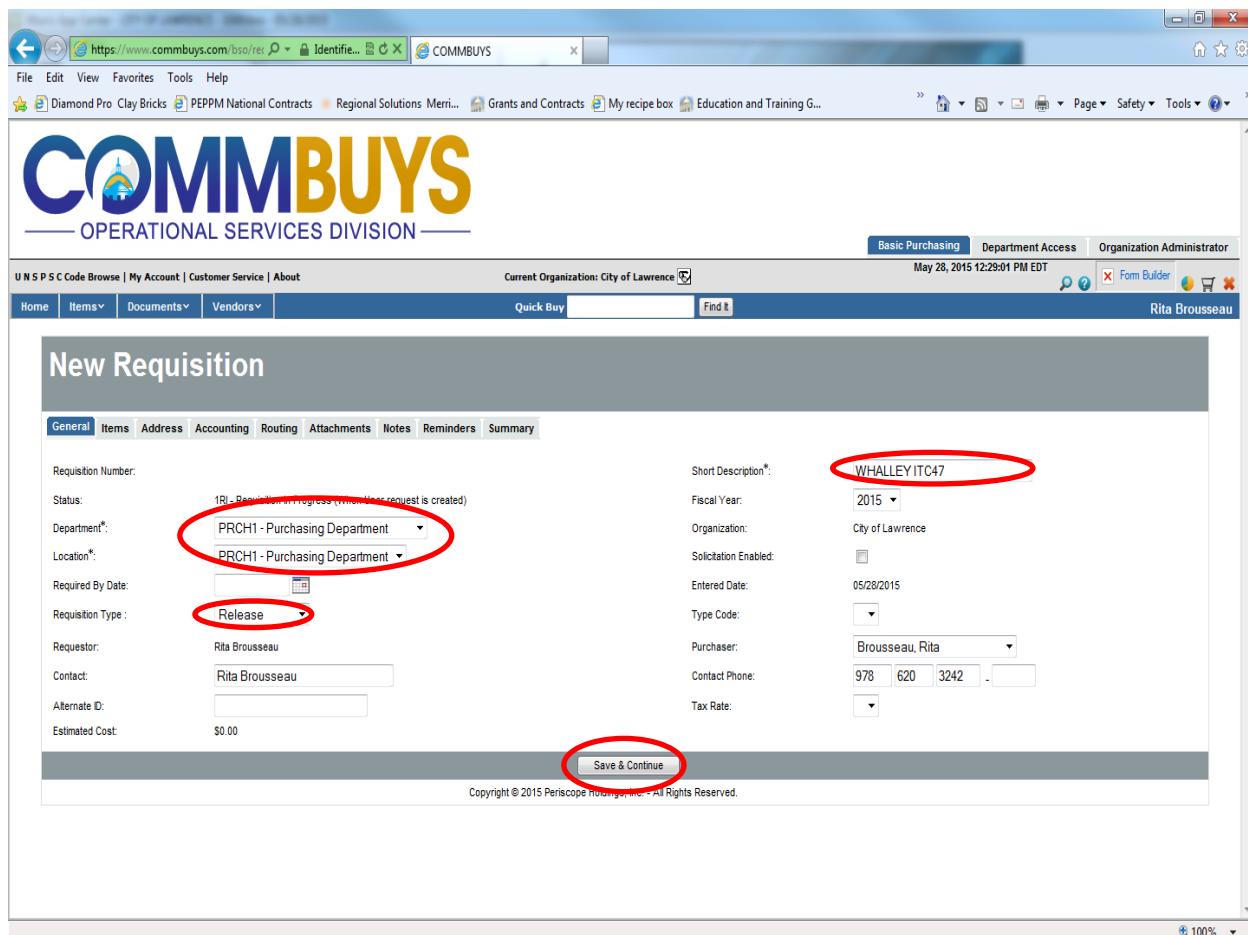


STEP 2. Choose your Department from the “**Department**” drop down menu and then choose your location from the “**Location**” drop down arrow.

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)

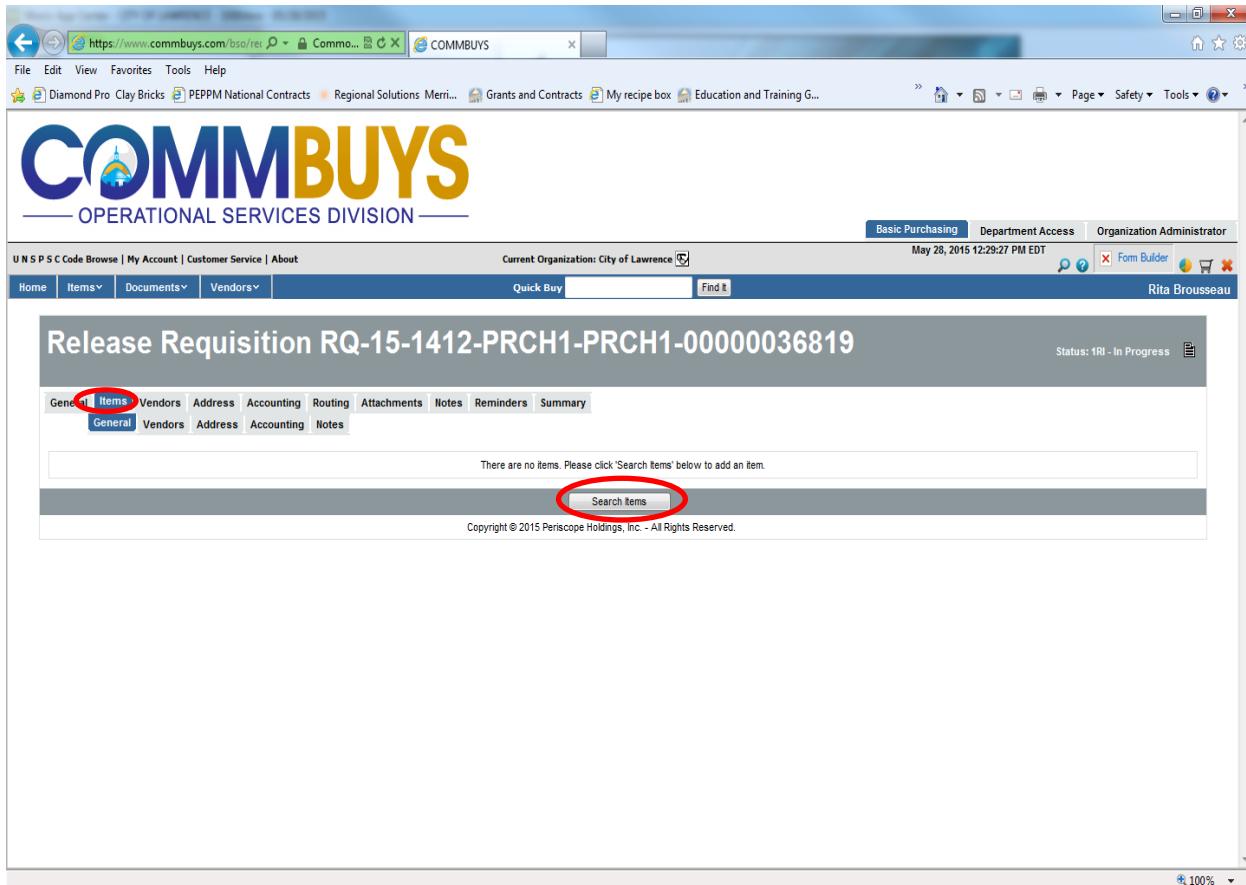
Then click “**Save & Continue.**”



The screenshot shows the 'New Requisition' page of the COMMBUYS system. The 'Requisition Type' dropdown is set to 'Release'. The 'Short Description' field contains 'WHALLEYITC47'. Both the 'Requisition Type' dropdown and the 'Short Description' field are circled in red. The 'Save & Continue' button at the bottom is also circled in red.

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.**”

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

Search Using: Find It

Advanced Search

Search Using: ALL of the criteria

Search Fields:	Contract/PO # <input type="text" value="ITC47"/>	Description <input type="text" value="ITC47"/>
	Item Description <input type="text"/>	Vendor Name <input type="text"/>
	Catalog <input type="text"/>	Item Type <input type="text"/>
	UNSPSC Segment-Family <input type="text"/>	UNSPSC Class <input type="text"/>
	Commodity-EPP <input checked="" type="checkbox"/>	Cooperative Purchasing <input type="checkbox"/>
	Favorites <input type="checkbox"/>	

Result Type: Item Show Orderable Only

Find It Clear

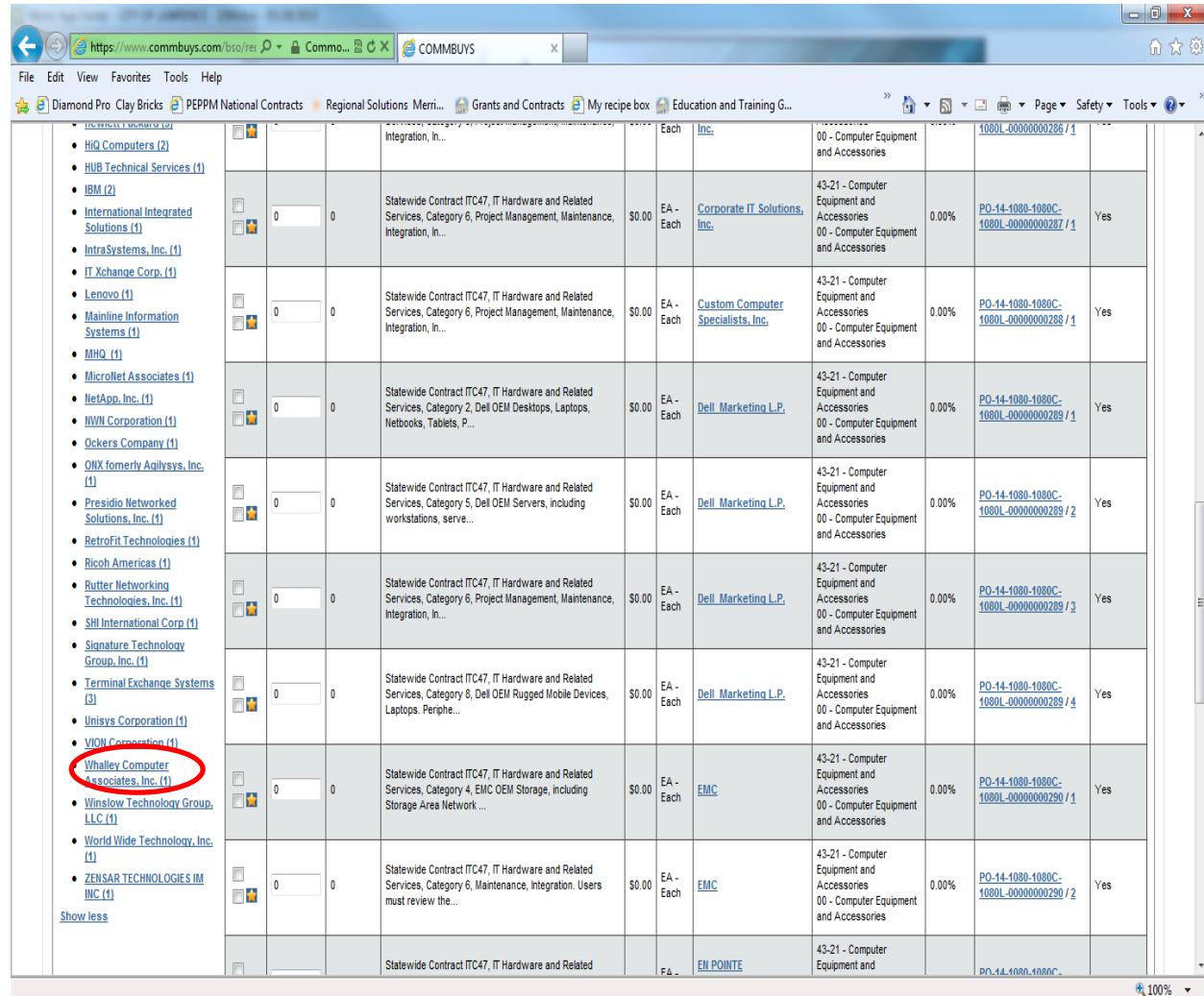
Add to Req & Exit Cancel & Exit

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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.”**



The screenshot shows a search results page for State Contract #ITC47 in the COMMBUYS system. The results are listed in a table format. The left column contains a bulleted list of vendors, and the right column contains their contract details. The vendor 'Whalley Computer Associates, Inc.' is circled in red in the left column.

Vendor	Description	Category	Unit	Price	Supplier	Contract Category	PO#	Comments
High Computers (2)	Integration, In...	00 - Computer Equipment and Accessories	Each	\$0.00		1080L-00000000286 / 1		
HUB Technical Services (1)	Statewide Contract ITC47, IT Hardware and Related Services, Category 6, Project Management, Maintenance, Integration, In...	43-21 - Computer Equipment and Accessories	EA - Each	\$0.00	Corporate IT Solutions Inc.	0.00%	PO-14-1080-1080C-1080L-00000000287 / 1	Yes
IBM (2)	Statewide Contract ITC47, IT Hardware and Related Services, Category 6, Project Management, Maintenance, Integration, In...	00 - Computer Equipment and Accessories	EA - Each	\$0.00				
International Integrated Solutions (1)	Statewide Contract ITC47, IT Hardware and Related Services, Category 6, Project Management, Maintenance, Integration, In...	43-21 - Computer Equipment and Accessories	EA - Each	\$0.00	Custom Computer Specialists, Inc.	0.00%	PO-14-1080-1080C-1080L-00000000288 / 1	Yes
IntraSystems, Inc. (1)	Statewide Contract ITC47, IT Hardware and Related Services, Category 6, Project Management, Maintenance, Integration, In...	00 - Computer Equipment and Accessories	EA - Each	\$0.00				
IT Xchange Corp. (1)	Statewide Contract ITC47, IT Hardware and Related Services, Category 6, Project Management, Maintenance, Integration, In...	43-21 - Computer Equipment and Accessories	EA - Each	\$0.00	Dell Marketing L.P.	0.00%	PO-14-1080-1080C-1080L-00000000289 / 1	Yes
Lenovo (1)	Statewide Contract ITC47, IT Hardware and Related Services, Category 2, Del OEM Desktops, Laptops, Netbooks, Tablets, P...	00 - Computer Equipment and Accessories	EA - Each	\$0.00				
Mainline Information Systems (1)	Statewide Contract ITC47, IT Hardware and Related Services, Category 6, Project Management, Maintenance, Integration, In...	43-21 - Computer Equipment and Accessories	EA - Each	\$0.00	Dell Marketing L.P.	0.00%	PO-14-1080-1080C-1080L-00000000289 / 2	Yes
MHQ (1)	Statewide Contract ITC47, IT Hardware and Related Services, Category 5, Del OEM Servers, including workstations, serve...	00 - Computer Equipment and Accessories	EA - Each	\$0.00				
Microlet Associates (1)	Statewide Contract ITC47, IT Hardware and Related Services, Category 6, Project Management, Maintenance, Integration, In...	43-21 - Computer Equipment and Accessories	EA - Each	\$0.00	Dell Marketing L.P.	0.00%	PO-14-1080-1080C-1080L-00000000289 / 3	Yes
NetApp, Inc. (1)	Statewide Contract ITC47, IT Hardware and Related Services, Category 6, Project Management, Maintenance, Integration, In...	00 - Computer Equipment and Accessories	EA - Each	\$0.00				
INVI Corporation (1)	Statewide Contract ITC47, IT Hardware and Related Services, Category 6, Project Management, Maintenance, Integration, In...	43-21 - Computer Equipment and Accessories	EA - Each	\$0.00	Dell Marketing L.P.	0.00%	PO-14-1080-1080C-1080L-00000000289 / 4	Yes
Ockers Company (1)	Statewide Contract ITC47, IT Hardware and Related Services, Category 6, Project Management, Maintenance, Integration, In...	00 - Computer Equipment and Accessories	EA - Each	\$0.00				
ONX formerly Agilysys, Inc. (1)	Statewide Contract ITC47, IT Hardware and Related Services, Category 5, Del OEM Servers, including workstations, serve...	43-21 - Computer Equipment and Accessories	EA - Each	\$0.00	Dell Marketing L.P.	0.00%	PO-14-1080-1080C-1080L-00000000289 / 5	Yes
Presidio Networked Solutions, Inc. (1)	Statewide Contract ITC47, IT Hardware and Related Services, Category 6, Project Management, Maintenance, Integration, In...	00 - Computer Equipment and Accessories	EA - Each	\$0.00				
RetroFit Technologies (1)	Statewide Contract ITC47, IT Hardware and Related Services, Category 6, Project Management, Maintenance, Integration, In...	43-21 - Computer Equipment and Accessories	EA - Each	\$0.00	Dell Marketing L.P.	0.00%	PO-14-1080-1080C-1080L-00000000289 / 6	Yes
Ricoh Americas (1)	Statewide Contract ITC47, IT Hardware and Related Services, Category 6, Project Management, Maintenance, Integration, In...	00 - Computer Equipment and Accessories	EA - Each	\$0.00				
Rutter Networking Technologies, Inc. (1)	Statewide Contract ITC47, IT Hardware and Related Services, Category 6, Project Management, Maintenance, Integration, In...	43-21 - Computer Equipment and Accessories	EA - Each	\$0.00	Dell Marketing L.P.	0.00%	PO-14-1080-1080C-1080L-00000000289 / 7	Yes
SHI International Corp (1)	Statewide Contract ITC47, IT Hardware and Related Services, Category 6, Project Management, Maintenance, Integration, In...	00 - Computer Equipment and Accessories	EA - Each	\$0.00				
Signature Technology Group, Inc. (1)	Statewide Contract ITC47, IT Hardware and Related Services, Category 8, Del OEM Rugged Mobile Devices, Laptops, Periph...	43-21 - Computer Equipment and Accessories	EA - Each	\$0.00	Dell Marketing L.P.	0.00%	PO-14-1080-1080C-1080L-00000000289 / 8	Yes
Terminal Exchange Systems (3)	Statewide Contract ITC47, IT Hardware and Related Services, Category 8, Del OEM Rugged Mobile Devices, Laptops, Periph...	00 - Computer Equipment and Accessories	EA - Each	\$0.00				
Unisys Corporation (1)	Statewide Contract ITC47, IT Hardware and Related Services, Category 4, EMC OEM Storage, including Storage Area Network ...	43-21 - Computer Equipment and Accessories	EA - Each	\$0.00	EMC	0.00%	PO-14-1080-1080C-1080L-00000000290 / 1	Yes
VION Corporation (1)	Statewide Contract ITC47, IT Hardware and Related Services, Category 6, Maintenance, Integration. Users must review the...	00 - Computer Equipment and Accessories	EA - Each	\$0.00	EMC	0.00%	PO-14-1080-1080C-1080L-00000000290 / 2	Yes
Whalley Computer Associates, Inc. (1)	Statewide Contract ITC47, IT Hardware and Related Services, Category 6, Maintenance, Integration. Users must review the...	43-21 - Computer Equipment and Accessories	EA - Each	\$0.00	EN POINTE	0.00%	PO-14-1080-1080C-1080L-00000000290 / 3	Yes
Winstow Technology Group, LLC (1)	Statewide Contract ITC47, IT Hardware and Related Services, Category 6, Maintenance, Integration. Users must review the...	00 - Computer Equipment and Accessories	EA - Each	\$0.00				
World Wide Technology, Inc. (1)	Statewide Contract ITC47, IT Hardware and Related Services, Category 6, Maintenance, Integration. Users must review the...	43-21 - Computer Equipment and Accessories	EA - Each	\$0.00				
ZENSAR TECHNOLOGIES IM INC (1)	Statewide Contract ITC47, IT Hardware and Related Services, Category 6, Maintenance, Integration. Users must review the...	00 - Computer Equipment and Accessories	EA - Each	\$0.00				
Show less	Statewide Contract ITC47, IT Hardware and Related Services, Category 6, Maintenance, Integration. Users must review the...	43-21 - Computer Equipment and Accessories	EA - Each	\$0.00				

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	Item Description	
Catalog	Vendor Name	
Item Type		
Search Fields:	U I S P S C Segment-Family	
	U I I S P S C Class	
Commodity-EPP	<input checked="" type="checkbox"/>	Cooperative Purchasing <input type="checkbox"/>
Favorites	<input checked="" type="checkbox"/>	
Result Type:	Item	<input type="checkbox"/> Show Orderable Only
<input type="button" value="Find It"/> <input type="button" value="Clear"/>		

Release Results

Release											
Search By:											
<< first < prev 1 next > last >>											
Any Price	<input checked="" type="checkbox"/> Up to \$2 (1)										
Any Vendor	<input checked="" type="checkbox"/> 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	

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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

Item Description								Total Cost	Reportable	Delete All			
Item #	Links	Print Sequence	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	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.								\$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				

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 [Go](#)

[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**.”

The screenshot shows a web-based application for managing requisitions. At the top, the URL is https://www.commbuys.com/bsa/rec. The main title is "OPERATIONAL SERVICES DIVISION". Below the title, the page header includes "Basic Purchasing", "Department Access", and "Organization Administrator". The date is May 28, 2015, 12:37:45 PM EDT. The user is Rita Brousseau.

The main content is a "Release Requisition RQ-15-1412-PRCH1-PRCH1-00000036819". The requisition details are as follows:

- Item #:** 1
- Item Type:** Normal
- Item Status:** 1RI - In Progress
- Master Blanket # / Line #:** PD-14-1080-1080C-1080L-0000000337 / 1
- 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, Configuration, Assembly, Installation, Disassembly, Removal, Relocation, 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 hardware 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:** (A text input field with a red circle around it, containing the text "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". This text is also highlighted with a blue box.)
- Quantity:** 1.0
- Unit Cost:** 0.00
- Net Unit Cost:** \$0.00
- UOM:** EA
- Discount %:** 0.0
- Total Discount Amt.:** \$0.00
- Total:** \$0.00
- Price Reference #:** (A text input field with a red circle around it, containing the text "43-21 - Computer Equipment and Accessories").
- Commodity/EPP:** 43-21-00-00-0000 : Computer Equipment and Accessories
- Manufacturer:** (Text input field)
- Brand:** (Text input field)
- Model:** (Text input field)
- Make:** (Text input field)
- Packaging:** (Text input field)
- Save & Exit**
- Save & Continue** (This button is circled in red)
- Save & Copy**
- Reset**
- Cancel & Exit**

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

General Items Vendors Address Accounting Routing Attachments Notes Reminders Summary

General Vendors Address Accounting Notes

Item #:

Print Sequence*:

Master Blanket # / Line #:

Master Blanket Line Description:

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 #:

U N S P S C Segment-Family: 43-21 - Computer Equipment and Accessories

U N S P S C Class: 00 - Computer Equipment and Accessories

Commodity-EPP: 43-21-00-00-0000 : Computer Equipment and Accessories

Manufacturer: Brand: Model:

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

General Items Vendors Address Accounting Routing Attachments Notes Reminders Summary

General Vendors Address Accounting Notes

Information messages

- Changes saved successfully.

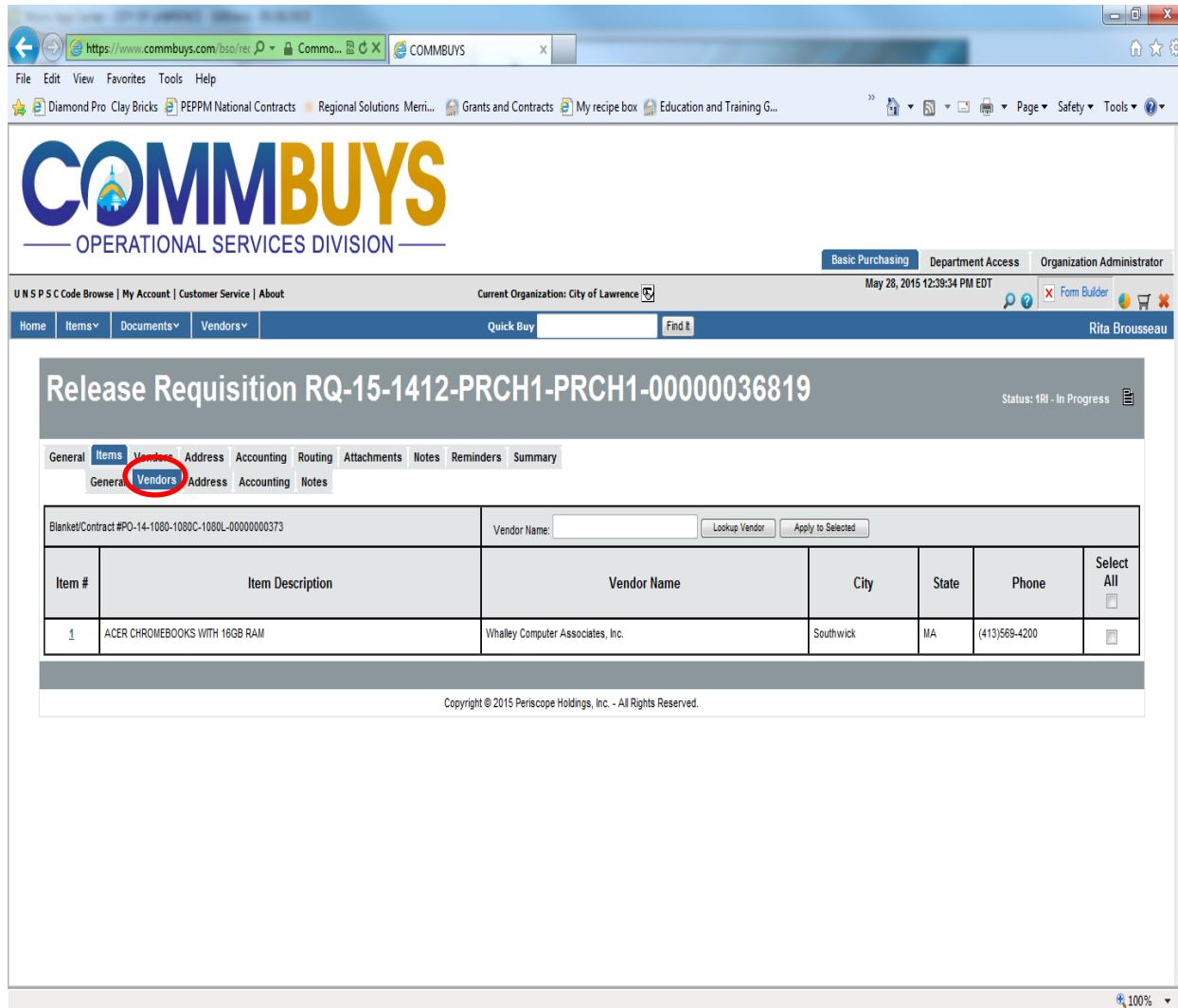
Sort by Column: Print Sequence Sort Descending Go

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					
12.0	0.0	\$3.00	\$3.00	EA - Each	\$0.00		\$0.00		\$36.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Total \$36.00												

1 Please save your changes before sorting. Otherwise, your changes will be lost. Please do not search contracts that have the same NGP 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 a web browser window for the COMMBUYS Operational Services Division. The URL is https://www.commbuys.com/bso/re... . The page title is "COMMBUYS". The main content area displays a "Release Requisition" with the identifier RQ-15-1412-PRCH1-PRCH1-00000036819. The status is "1RI - In Progress". Below the requisition number, there is a navigation bar with tabs: General, Items, Vendor, Address, Accounting, Routing, Attachments, Notes, Reminders, and Summary. The "Vendor" tab is highlighted with a red circle. A table below shows the item details: Item # 1, Item Description ACER CHROMEBOOKS WITH 16GB RAM, Vendor Name Whalley Computer Associates, Inc., City Southwick, State MA, Phone (413)569-4200. The table has columns for Item #, Item Description, Vendor Name, City, State, Phone, and a "Select All" checkbox. At the bottom of the table, it says "Copyright © 2015 Periscope Holdings, Inc. - All Rights Reserved.".

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.

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

Status: 1RI - In Progress

Item #	Description	Ship-to Address	Bill-to Address	Select All
1	ACER CHROMEBOOKS WITH 16G 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"/>

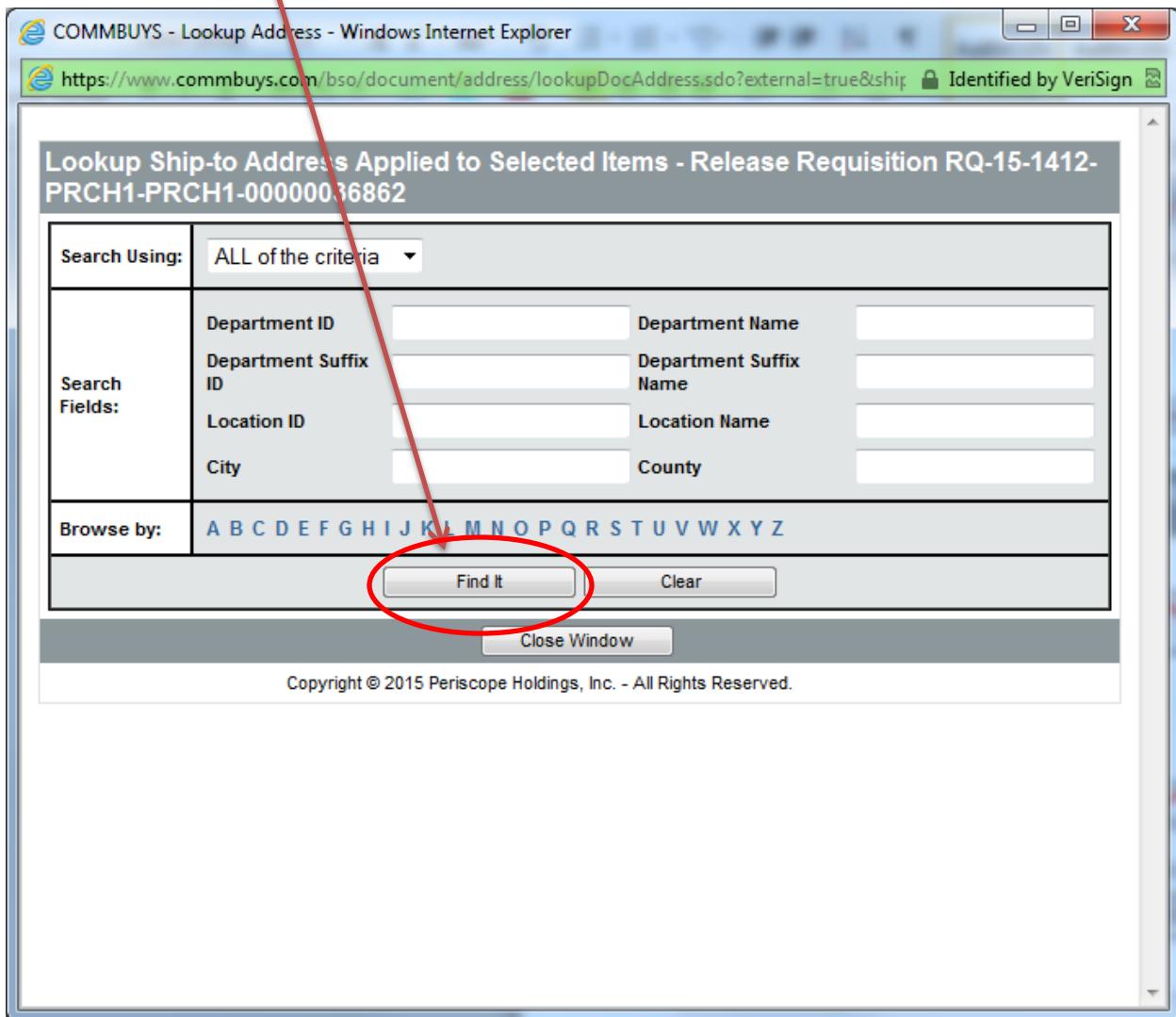
Ship-to Address:

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.



COMMBUY'S - 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	Department Name	
	Department Suffix ID	Department Suffix Name	
	Location ID	Location Name	
	City	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		
<input type="button" value="Find It"/> <input type="button" value="Clear"/>		<input type="button" value="Close Window"/>	

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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.

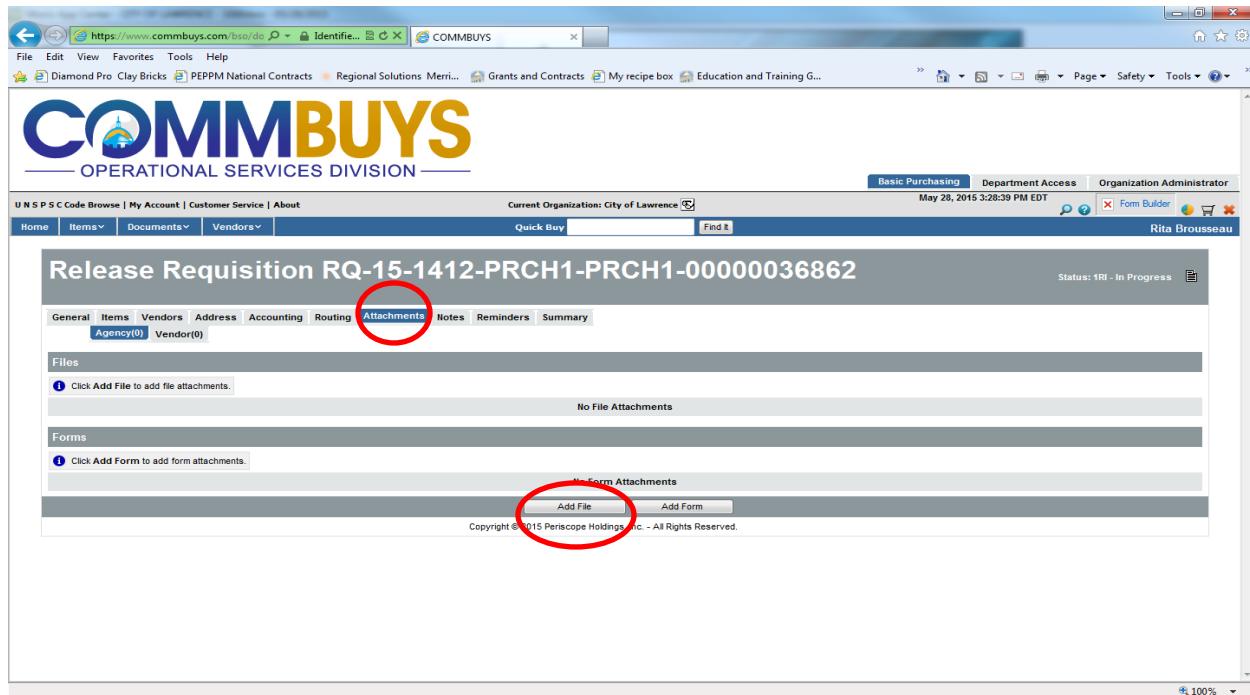
COMMBUY'S - Lookup Address - Windows Internet Explorer
<https://www.commbuys.com/bso/document/address/lookupDocAddress.sdo> Identified by VerSign

Search Fields:	Department Suffix ID	Department Suffix Name
	Location ID	Location Name
	City	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	
	<input type="button" value="Find It"/>	<input type="button" value="Clear"/>

1-25 of 93
 1 2 3 4

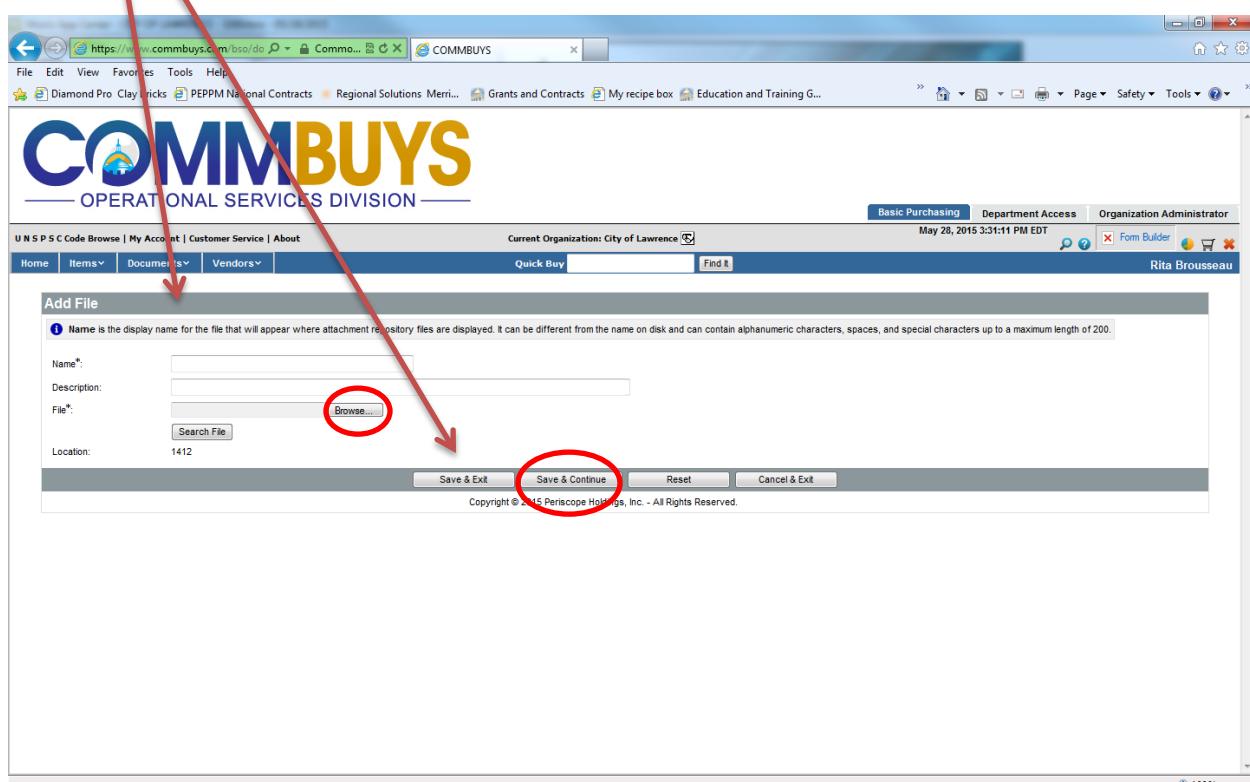
Select	Department ID	Department Name	Department Suffix ID	Department Suffix Name	Address Info
<input type="radio"/>	LAW01	City Council	LAW01	City Council	Lilian Michaud 200 Common Street 1st Floor Lawrence, MA 01840 US Email: lmichaud@cityoflawrence.com Phone: (978)620-3240
<input type="radio"/>	LAW02	School Department	LAW02	Facilities Management	Christopher Merlino 233 Haverhill Street North Common Education Complex Lawrence, MA 01840 US Email: Christopher.Merlino@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.”



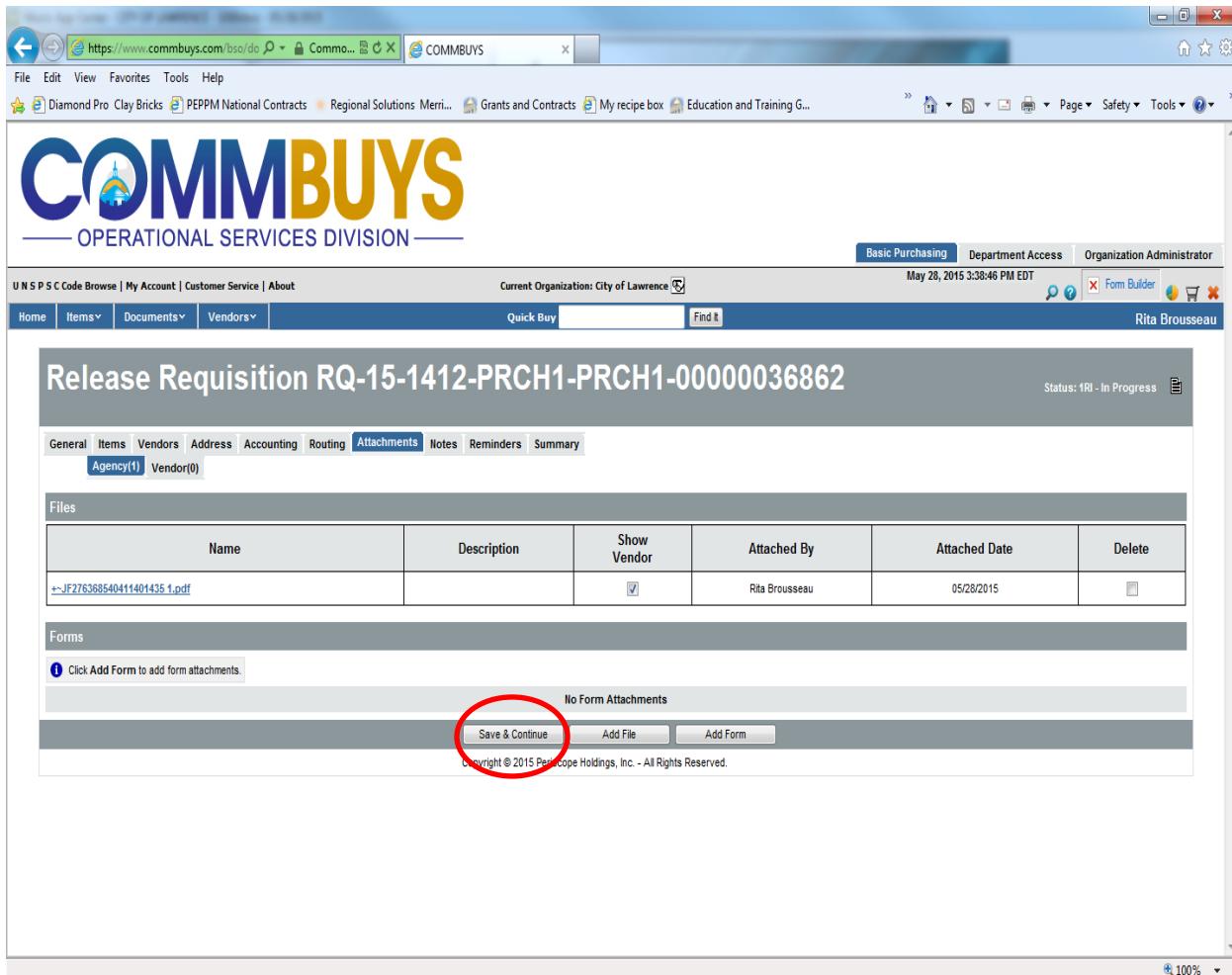
The screenshot shows the COMMbuys software interface. At the top, there is a navigation bar with links like 'File', 'Edit', 'View', 'Favorites', 'Tools', 'Help', and several quick access icons. The main header says 'COMMbuys' and 'OPERATIONAL SERVICES DIVISION'. Below the header, there is a sub-navigation bar with links for 'Home', 'Items', 'Documents', 'Vendors', 'Quick Buy', and 'Find'. The main content area is titled 'Release Requisition RQ-15-1412-PRCH1-PRCH1-00000036862'. Below the title, there is a tab bar with 'General', 'Items', 'Vendors', 'Address', 'Accounting', 'Routing', 'Attachments' (which is highlighted with a red circle), 'Notes', 'Reminders', and 'Summary'. Under the 'Attachments' tab, there is a section for 'Files' with a note to 'Click Add File to add file attachments.' and a 'No File Attachments' message. Below that is a section for 'Forms' with a note to 'Click Add Form to add form attachments.' and a 'No Form Attachments' message. At the bottom of the attachments section, there are two buttons: 'Add File' (highlighted with a red circle) and 'Add Form'. The status bar at the bottom right shows 'Status: 1RI - In Progress' and the date 'May 20, 2015 3:28:39 PM EDT'.

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.**”



The screenshot shows the 'Add File' dialog box. It has fields for 'Name*', 'Description', 'File*', and 'Location'. The 'File*' field contains a 'Browse...' button, which is highlighted with a red circle. Below the dialog box, there is a row of buttons: 'Save & Exit', 'Save & Continue' (which is highlighted with a red circle), 'Reset', and 'Cancel & Exit'. The status bar at the bottom right shows 'Status: 1RI - In Progress' and the date 'May 20, 2015 3:31:11 PM EDT'.

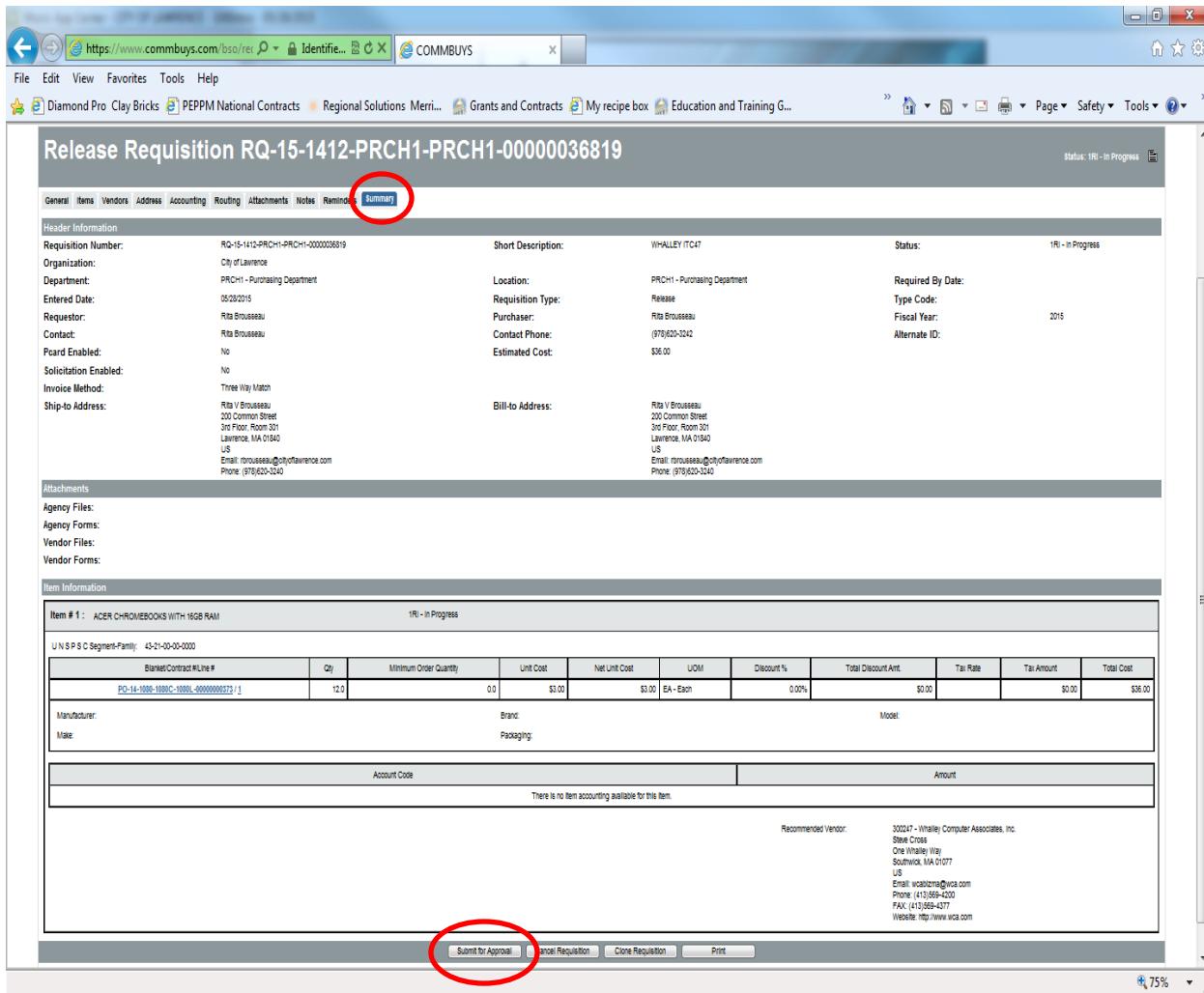
The screen pictured below will appear and if satisfied that your document attached, click on “**Save & Continue.**”



The screenshot shows a web browser window for the COMMBUYS Operational Services Division. The main content is a requisition detail page for Release Requisition RQ-15-1412-PRCH1-PRCH1-00000036862. The page includes a navigation bar with links like Home, Items, Documents, Vendors, and a search bar. Below the navigation is a toolbar with buttons for Basic Purchasing, Department Access, and Organization Administrator. The main area shows a table of attached files and a section for forms. At the bottom is a footer with copyright information and a red circle around the 'Save & Continue' button.

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: IRI - In Progress

General	Items	Vendors	Address	Accounting	Routing	Attachments	Notes	Reminders	Summary																						
Requisition Number: RQ-15-1412-PRCH1-PRCH1-00000036819	Short Description: WHALLEY ITC47																														
Organization: City of Lawrence	Location: PRCH1 - Purchasing Department																														
Department: PRCH1 - Purchasing Department	Requisition Type: Release																														
Entered Date: 05/28/2015	Purchaser: Rita Brousseau																														
Requestor: Rita Brousseau	Contact Phone: (978)620-3242																														
Contact: Rita Brousseau	Estimated Cost: \$36.00																														
POard 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: rmbrousseau@cityoflawrence.com Phone: (978)620-3240	Bill-to Address: Rita V Brousseau 200 Common Street 3rd Floor, Room 301 Lawrence, MA 01840 US Email: rmbrousseau@cityoflawrence.com Phone: (978)620-3240																														
Attachments																															
Agency Files:																															
Agency Forms:																															
Vendor Files:																															
Vendor Forms:																															
Item Information																															
Item # 1 : ACER CHROMEBOOKS WITH 16GB RAM IRI - In Progress																															
UNSPSC Segment-Family: 43-21-00-00-0000																															
<table border="1"> <thead> <tr> <th>Blanket Contract #/Line #</th> <th>Qty</th> <th>Minimum Order Quantity</th> <th>Unit Cost</th> <th>Net Unit Cost</th> <th>UOM</th> <th>Discount %</th> <th>Total Discount Amt.</th> <th>Tax Rate</th> <th>Tax Amount</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td>PO-14-1099-1099C-1099L-40000000323 / 1</td> <td>12.0</td> <td>0.0</td> <td>\$3.00</td> <td>\$3.00</td> <td>EA - Each</td> <td>0.00%</td> <td>\$0.00</td> <td></td> <td>\$0.00</td> <td>\$36.00</td> </tr> </tbody> </table>										Blanket Contract #/Line #	Qty	Minimum Order Quantity	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost	PO-14-1099-1099C-1099L-40000000323 / 1	12.0	0.0	\$3.00	\$3.00	EA - Each	0.00%	\$0.00		\$0.00	\$36.00
Blanket Contract #/Line #	Qty	Minimum Order Quantity	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost																					
PO-14-1099-1099C-1099L-40000000323 / 1	12.0	0.0	\$3.00	\$3.00	EA - Each	0.00%	\$0.00		\$0.00	\$36.00																					
<table border="1"> <tr> <td>Manufacturer:</td> <td>Brand:</td> <td>Model:</td> </tr> <tr> <td>Make:</td> <td>Packaging:</td> <td></td> </tr> <tr> <td colspan="2">Account Code</td> <td>Amount</td> </tr> <tr> <td colspan="2">There is no item accounting available for this item.</td> <td></td> </tr> </table>										Manufacturer:	Brand:	Model:	Make:	Packaging:		Account Code		Amount	There is no item accounting available for this item.												
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<table border="1"> <tr> <td>Recommended Vendor: 300247 - Whalley Computer Associates, Inc Steve Cross One Whalley Way Southwick, MA 01077 US Email: wca@wca.com Phone: (413)569-4200 FAX: (413)569-4377 Website: http://www.wca.com</td> </tr> </table>										Recommended Vendor: 300247 - Whalley Computer Associates, Inc Steve Cross One Whalley Way Southwick, MA 01077 US Email: wca@wca.com Phone: (413)569-4200 FAX: (413)569-4377 Website: http://www.wca.com																					
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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.