



OPERATIONAL SERVICES DIVISION



# All-Liaison Meeting on COMMBUYS Ph II User Roles



June 11, 2015

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# Agenda



## **Understanding COMMBUYS Phase II User Roles**

- Phase II Impacts to current COMMBUYS Buyer Roles
- New Accounts Payable Roles
- Necessary Approval Path Updates for Phase II

## **Mapping Roles to Purchasing Business Processes**

- Connecting Order Final Approval with Encumbering
- New Receiving Process for Goods and Services
- Invoicing and Payment

## **UNSPSC Crosswalk Tool**

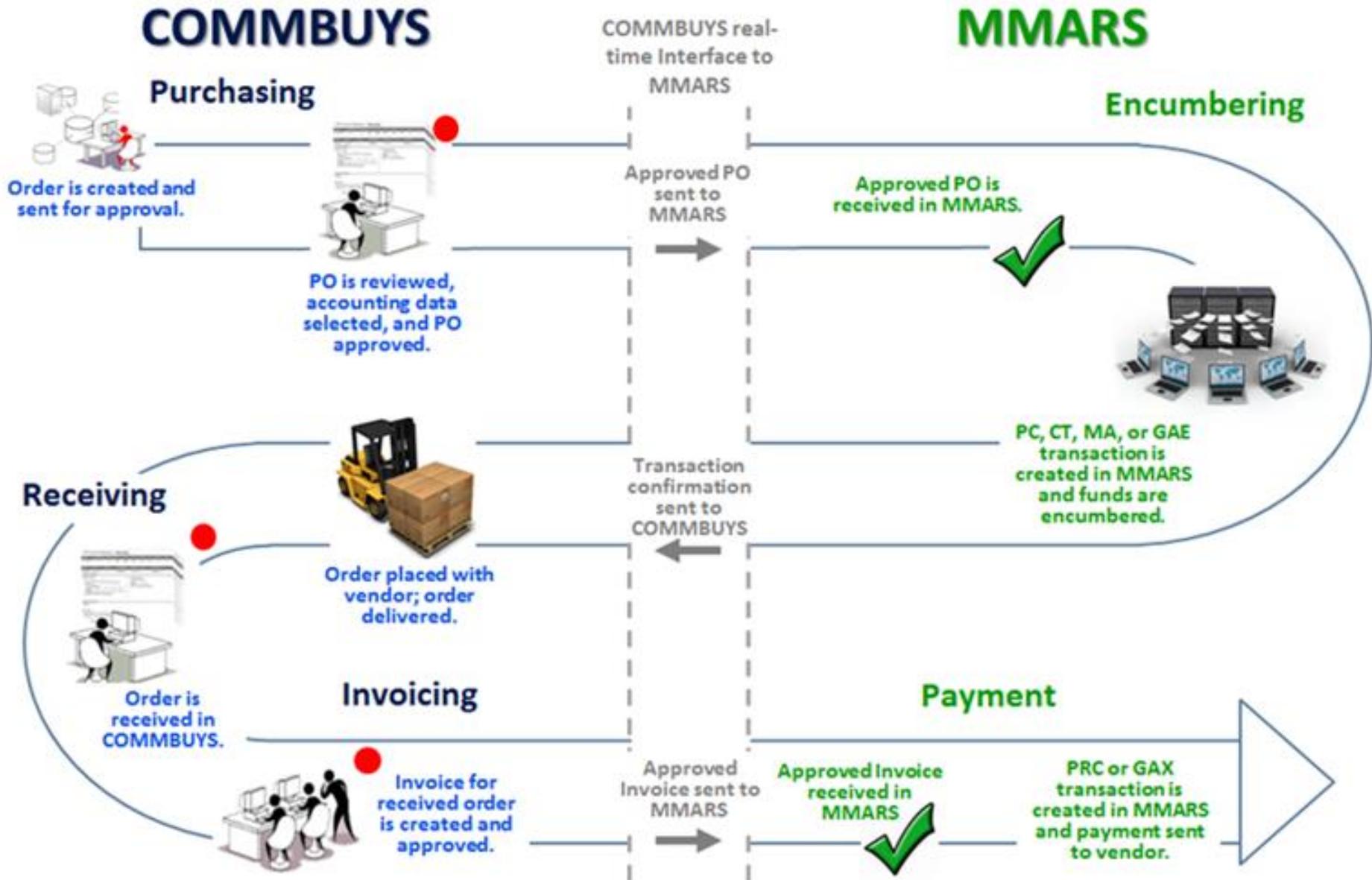
## **Readiness Updates**

- Calendar – Next Meeting
- Liaison Resources

# Thanks and congratulations!

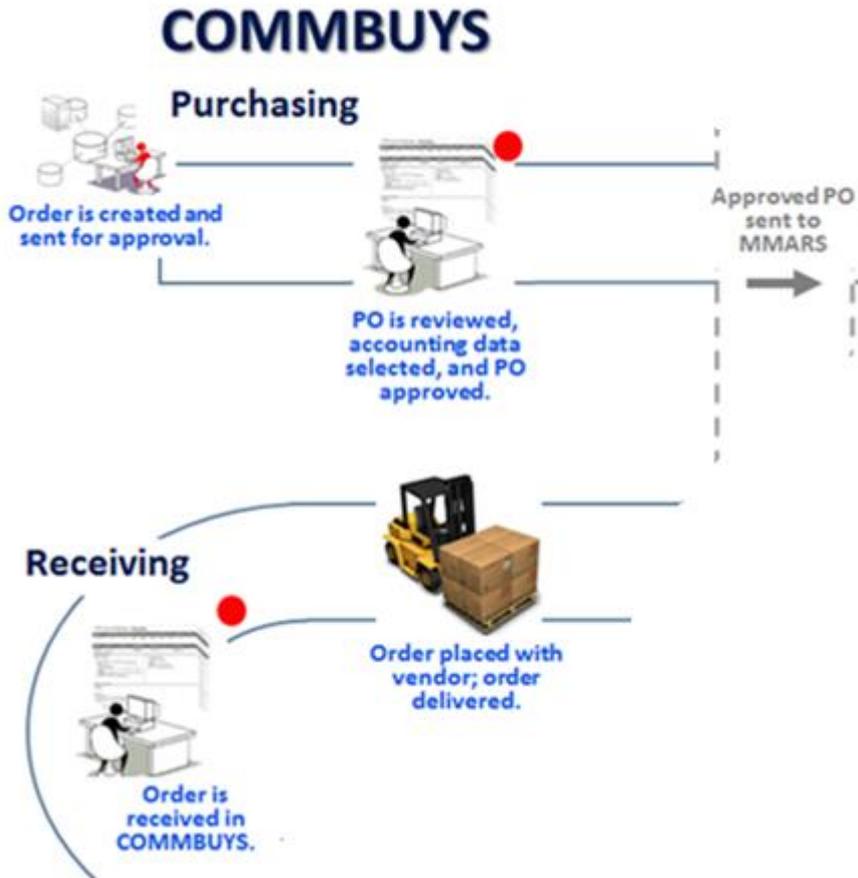


# Understanding Phase II User Roles



# Understanding Ph II User Roles

## Impacts to Current User Roles



Organization Administrators will need to make updates in COMMBUYS for existing purchasing processes and for some purchasing users.

### For **PURCHASING APPROVALS**

- Create a new approval type for MMARS Encumbrance Approvals.
- Associate it with documents (release requisitions, open market and release POs, change orders) so that purchasing approval paths funnel to the Encumbrance Approval.
- Associate the selected approvers who have MMARS encumbrance permissions (permissions that allow them to create PC, CT, MA or GAE transactions and process them to “final”) with the Encumbrance Approval type.

### For **RECEIVING**

- Ensure Department Access users are set up to receive goods and services in COMMBUYS where necessary.

# Understanding Ph II User Roles

## Impacts to Current User Roles - Approvers

When the COMMBUYS/MMARS interface is in place, final approvals on purchases **must** be approved by users with appropriate MMARS permissions. To ensure this workflow happens, Org Admins should create an approval type into which ALL purchasing approval paths will flow.

**Step 1:** Create an Approval Type of “MMARS Encumbrance” (for example) with Priority = 99, so it will be the final stop after all other approval paths have been followed.

Maintain Organization Approval Types for: Operational Services Division

Organization: 1080 - Operational Services Division

Approval Type ID	Description	Priority	Status	Delete
new: <input type="text"/>	<input type="text"/>	<input type="text"/>	Active ▾	<input type="checkbox"/>
MMARS Enc	MMARS Encumbrance Approv	99	Active	<a href="#">View Related</a>
OSD30	Sourcing Team Approvals	3	Active	<a href="#">View Related</a>
IT001	IT Approval	10	Inactive ▾	<a href="#">View Related</a>
OSD20	Finance approval	20	Inactive ▾	<a href="#">View Related</a>

**i** You cannot delete an approval type if there is an approval path associated with it.  
Neither can you deactivate an approval type if there is an active approval path associated with it.

Save & Exit   Save & Continue   Reset   Cancel & Exit

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# Understanding Ph II User Roles

## Impacts to Current User Roles - Approvers

**Step 2:** Link the “MMARS Encumbrance” approval to all relevant documents: Release Requisition, Release and Open Market PO, and Change Orders.

**Approval Path** OSD MMARS Encumbrance Approvals

General | Change Order | Misc/Freight | Department/Location | Email | U N S P S C Code | Vendor | Summary

Approval Path ID: OSDDSA  
 Organization: 1080 - Operational Services Division  
 Dollar Range\*: 0.00 to 999999999999.00  
 Roles:  Basic Purchasing  Department Access  Inventory User  Accounts Payable  
 Status: Active

Description\*: OSD MMARS Encumbrance Approval  
 Approval Type\*: OSD MMARS Encumbrance Approval Path

**Approval Doc/Doc Sub Types**

Requisition  RPA Release  Inventory  Demand  Open Market  RPA  Release

Unposted Bid  Blanket  Contract  Open Market

Evaluated Bid  Blanket  Contract  Open Market

Purchase Order  Blanket  Contract  Direct Open Market  Open Market  G2B Blanket  Release

PO Change Order

Vendor Performance  PO Receiving  Retainage  Standard  Invoice  Invoice with Change Order  Invoice-Regular  Credit Memo

**Approvers**

Delete	Level	Approver	Alternate
<input type="checkbox"/>			
<input type="checkbox"/>	1	Project, PHI	Kennedy, Chris

*If you don't select any roles(doc type/doc sub types), the approval path will be associated with all the roles(doc type/doc sub types).*

Save & Continue | Reset

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# Understanding Ph II User Roles

## Impacts to Current User Roles - Approvers

**Step 3:** Add the appropriate COMMBUYS approvers with MMARS encumbrance permissions to the MMARS Encumbrance approval path.

**Approval Path** OSD MMARS Encumbrance Approvals

**General** Change Order Misc/Freight Department/Location Email UNSPSC Code Vendor Summary

Approval Path ID: OSDDHSA Description\*: OSD MMARS Encumbrance Approval  
 Organization: 1080 - Operational Services Division Approval Type\*: OSD MMARS Encumbrance Approval Path  
 Dollar Range\*: 0.00 to 999999999999.00  
 Roles:  Basic Purchasing  Department Access  Inventory User  Accounts Payable  
 Status: Active

**Approval Doc/Doc Sub Types**

Requisition  Unposted Bid  Evaluated Bid  Purchase Order  PO Change Order  Vendor Performance  PO Receipt  Credit Memo  
 RPA Release  Blanket  Blanket  Blanket  Contract  Contract  Contract  Retain  Stand  
 Inventory  Contract  Contract  Contract  Stand  
 Demand  Open Market  Open Market  Direct Open Market  Stand  
 Open Market  Open Market  G2B Blanket  
 RPA  Release

**Approvers**

Delete	Level	Approver
<input type="checkbox"/>		
<input type="checkbox"/>	1	Honen, Eileen

**Approver List:**  
 Aalpoel, Susan  
 Abbott, Jackie  
 Baker, Lisa  
 Buckley, Al  
 Buyer, Buyer  
 Cerrito, Dana  
 Chester, Matthew  
 Clayton, Thomas  
 Comparetti, Paul  
 Coslett, James  
 Cushman, Cheryl  
 Document Admin, User  
 Doughty, Leslie  
 Eric, Murphy  
 Etzel, Peter  
 Evers, Michael  
 Fernandez, Betty  
 Feri, James  
 Finklea, Patricia  
 Short, Paul

**Info:** If you don't select any roles(doc type/doc sub types), the approval path will be associated with all the roles(doc type/doc sub types).

Save & Continue Reset

# Understanding Ph II User Roles

## Impacts to Current User Roles - Receiving

COMMBUYS offers the ability to “receive” goods and services. While all Basic Purchaser users may receive goods and services in COMMBUYS, Org Admins must take action in the Department Access user set-up to enable Department Access users to receive.

**Role Maintenance for: Patricia Wynn**

**Roles\***

- Vendor Administrator
- Basic Purchasing
  - Can Open Formal Bids
  - Can Create Demand Requisition
  - BP Supervisor
  - Allow Requisition Item Import
  - Allow Contract Import
  - Disallow Ad-Hoc Reporting
  - Enable PO Item Upload
  - Allow Two Way Match
- Internal Administrator
- Program Administrator
  - Program Coordinator
  - Program Auditor
  - Program Approver
- Organization Administrator
- Department Access
 

Department Access Role Privilege Type:

(A department/location superuser must be a requisitioner)

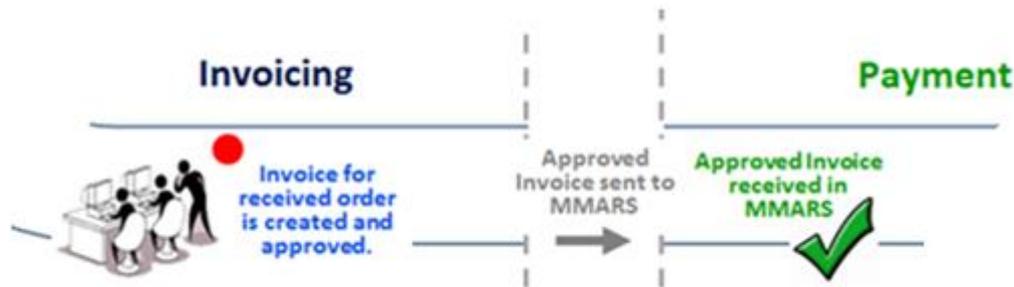
If Department Access user, set up this user as

  - User is an Approver
  - Allow PO Receipts for Department Access Role
  - User may create bids (has been disabled due to bid security)
  - Can Open Formal Bids
  - Enable Change Order Creation
  - Department Buyer Enabled
  - Allow Requisition Item Import

  - Disallow Ad-Hoc Reporting
  - Allow Two Way Match
- Inquiry
- Accounts Payable
  - Accounts Payable Role Privilege Type:
  - Disallow Ad-Hoc Reporting
- Inventory Administrator

# Understanding Phase II User Roles

## New Accounts Payable Roles



Organization Administrators will need to set up Accounts Payable (AP) and AP Supervisor users in COMMBUYS.

### For INVOICE PREPARATION

- Set up users with the Accounts Payable (AP) role which enables them to enter invoices into COMMBUYS for processing.

### For INVOICE APPROVAL and PAYMENT

- Set up users with the Accounts Payable Supervisor role which enables them to provide final approval of invoices before they go to MMARS. AP Supervisors must have MMARS payment permissions that enable them to create PRC and GAX transactions and process them to “final.”

# Understanding Phase II User Roles

## AP User and AP Supervisor Role Set-Up

The Account Payable role set-up is part of the Add/Maintain user screen used to add and modify all COMMBUYS roles.

**Role Maintenance for: Patricia Wynn**

**Roles\***

- Vendor Administrator
- Basic Purchasing
  - Can Open Formal Bids
  - Can Create Demand Requisition
  - BP Supervisor
  - Allow Requisition Item Import
  - Allow Contract Import
  - Disallow Ad-Hoc Reporting
  - Allow Two Way Match
- Internal Administrator
- Program Administrator
  - Program Coordinator
  - Program Auditor
  - Program Approver
- Organization Administrator
- Department Access
  - Department Access Role Privilege Type:
  - (A department/location superuser must be a requisitioner)
  - If Department Access user, set up this user as
  - User is an Approver
  - Allow PO Receipts for Department Access Role
  - User May Create Bids (Has been disabled due to bid security)
  - Can Open Formal Bids
  - Enable Change Order Creation
  - Department Buyer Enabled
  - Allow Requisition Item Import
  - Disallow Ad-Hoc Reporting
  - Allow Two Way Match
- Inquiry
- Accounts Payable
  - Accounts Payable Role Privilege Type:
  - Disallow Ad-Hoc Reporting
- Inventory Administrator

AP Supervisor will ALWAYS be final approver on invoices

# Understanding Ph II User Roles

## AP User and AP Supervisor Role Set-Up

On the AP Location Privileges section of the User Maintenance page, Org Admins can associate AP Users and AP Supervisors to specific Departments and Locations within the organization.

- AP Users will be able to prepare invoices for selected locations.
- AP Supervisors for those locations will be able to view and approve those invoices.

**Purchasing Rules** Edit

Open Market Req Limit	\$0.00	Direct Release/All RPA Types Limit	\$0.00
Direct Open Market Limit	\$0.00		

---

**Roles** Edit

Accounts Payable (AP Supervisor)

**AP Location Privileges** Edit

Organization: Operational Services Division

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**Organization Privileges**

Organization ID: 1080

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**AP Location Privileges Maintenance for: QA User**

**Current Location Privileges**

Organization	Department	Location
Operational Services Division	TM001 - Town manager	TM001 - town manager

**Maintain AP Location Privileges**

Organization	Department	Locations	Select All
1080 - Operational Services Division	OSD01 - Operational Services Division	OSD10 - Ashburton RM1017	<input checked="" type="checkbox"/>
		OSD13 - Ashburton RM1313	<input checked="" type="checkbox"/>
		OSDEP - Congress St	<input type="checkbox"/>
		OSDHB - Stanford RM044A	<input type="checkbox"/>
		OSDMB - MassBuys	<input type="checkbox"/>
		OSDPL - Ashburton P-11	<input type="checkbox"/>
		TEST - Test Location	<input type="checkbox"/>

Buttons: Save & Exit, Save & Continue, Add All Org Dept/Locs, Restore User Defaults, Reset, Cancel & Exit

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# Understanding Ph II User Roles

## AP User and AP Supervisor Approvals

AP Supervisor approvals will be listed as “Invoice Ready for Final Approval & Payment.”

Home - Welcome Back PHI Project

News(0) Invoices(4) **Approval(2)** Credit Memos(0) My Reminders(0) System Messages(0)

**Invoices - Invoice Ready for Final Approval & Payment**

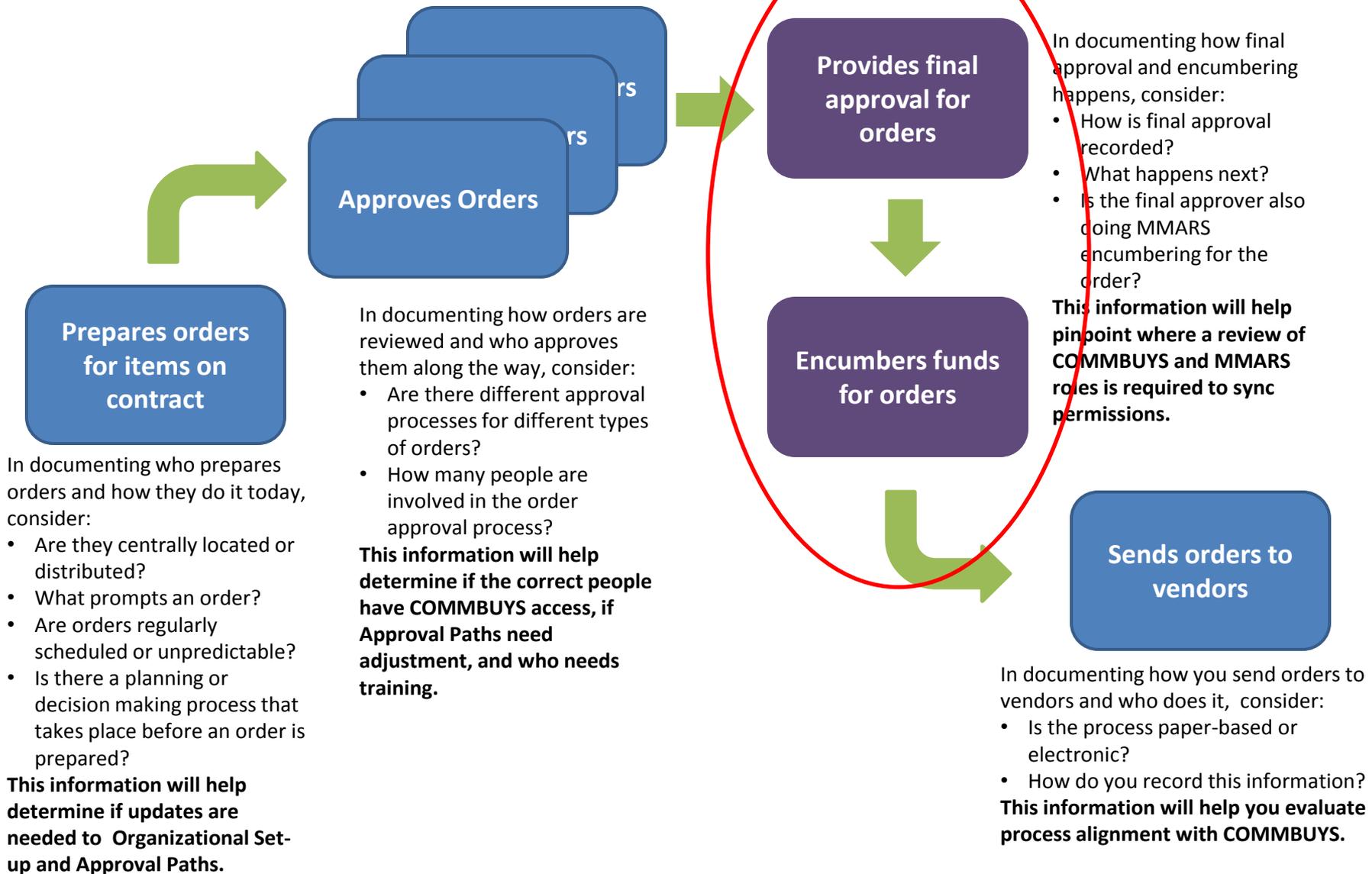
Invoice #	Vendor	Vendor Group	Invoice Description	Invoice Date	Payment Date	Invoice Amt.	PO #	PO Status
<a href="#">78234765789</a>	<a href="#">211889 - W.B. Mason</a>	01	Final Payment	04/06/2015	05/01/2015	\$1,875.00	<a href="#">PO-15-1080-OSD01-OSDEP-00000002201</a>	3PCR - Complete Receipt
<a href="#">List &amp; Approve</a>								

**Invoices - Invoice Ready for Approval**

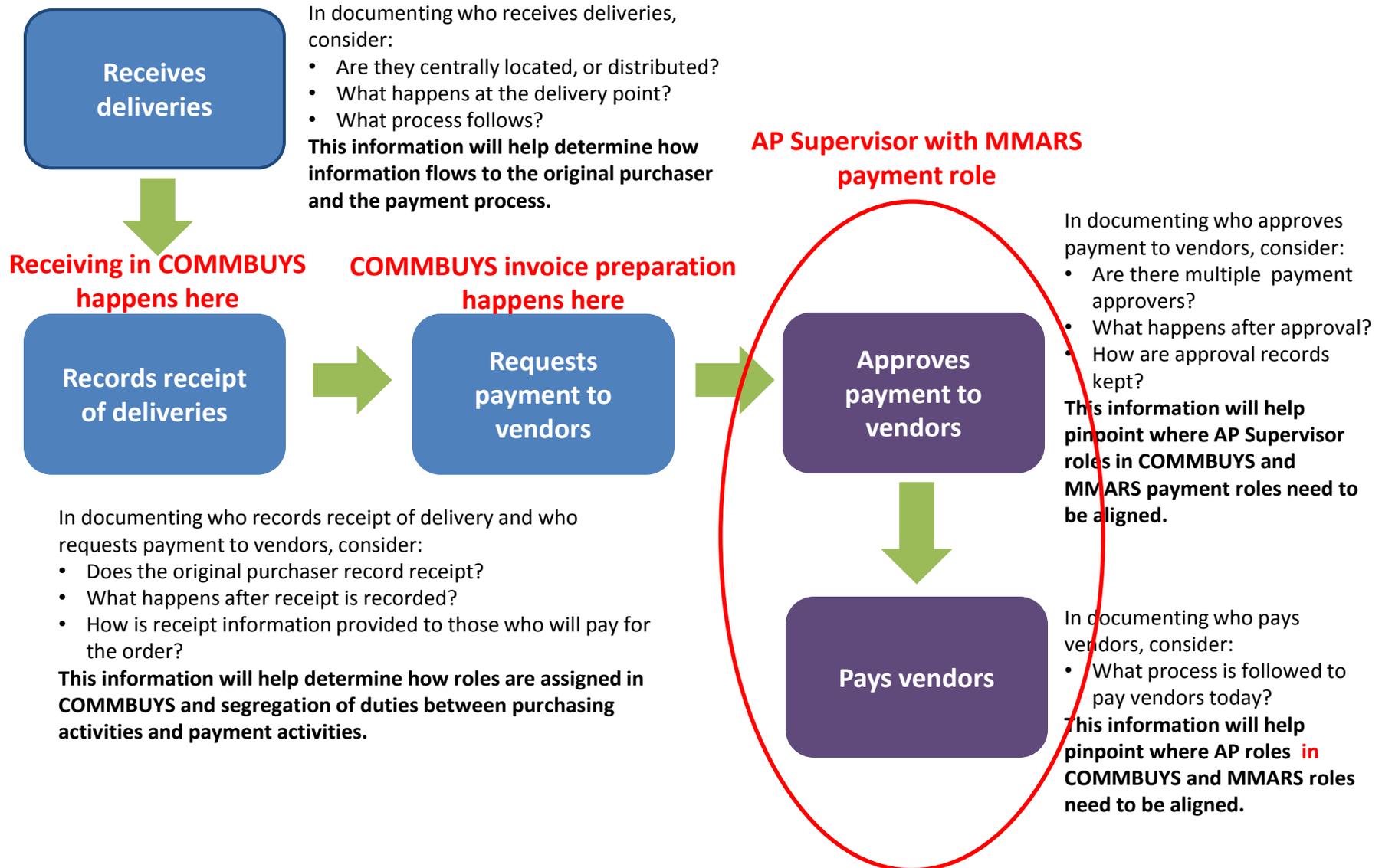
Invoice #	Vendor	Vendor Group	Invoice Description	Invoice Date	Payment Date	Invoice Amt.	PO #	PO Status
<a href="#">TAKE 2</a>	<a href="#">300271 - Rosev Dairy Foods, INC</a>	01	Testing 2	10/15/2014	11/09/2014	\$25.36	<a href="#">PO-14-1080-OSD01-OSD10-00000000043:6</a>	3PCR - Complete Receipt
<a href="#">List &amp; Approve</a>								

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# Mapping Roles to Process: Ordering

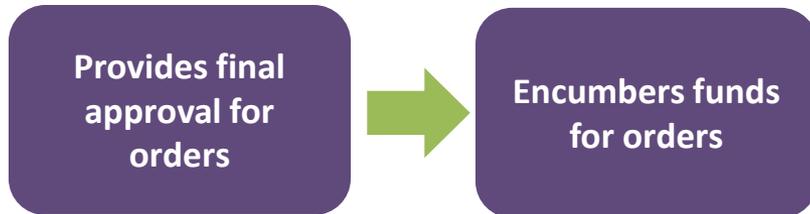


# Receiving and Payment: The Business Process View



# Mapping Roles to Process: Order Approval

## Function



**WHO:** Think about who provides final approval of an order and would process the order to “final” in MMARS today.

**WHAT:** In documenting your agency’s final approval process, consider:

- How is final approval recorded?
- What happens next?
- Is the final approver also doing MMARS encumbering for the order?

**This information will help pinpoint where a review of COMMBUYS and MMARS roles is required to sync permissions.**

## COMMBUYS Roles

### Basic Purchaser (Supervisor)

- Is an approver and has been added to the MMARS Encumbrance approval path.
- Has the ability to review and update a document that has been created by someone else, and then to submit (send) the order.
- Would be assigned to a user who has MMARS encumbrance permissions with the authority to process MMARS PCs, CTs, MAs, and GAEs to “final.”

# Mapping Roles to Process: Receiving

## Function

Records receipt  
of deliveries

## COMMBUYS Roles

### Department Access

- Can be configured to receive orders.

### Basic Purchaser

- Receiving is embedded in the BP role.

**WHO:** Think about who currently records the fact that an order has been delivered.

**WHAT:** In documenting who records receipt of delivery and who requests payment to vendors, consider:

- Does the original purchaser record receipt?
- What happens after receipt is recorded?
- How is receipt information provided to those who will pay for the order?

**This information will help determine how roles are assigned in COMMBUYS and segregation of duties between purchasing activities and payment activities.**

# Mapping Roles to Process: Preparing an Invoice

## Function



## COMMBUYS Roles

### Accounts Payable

- Has the ability to enter Invoices for processing but is *not* able to approve invoices for payment.
- Does not need to be a MMARS user to prepare invoices in COMMBUYS.

**WHO:** Think about who currently prepares payment requests.

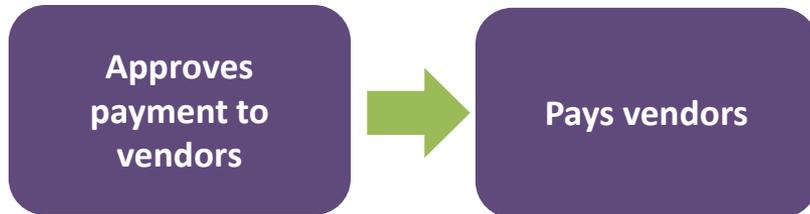
**WHAT:** In documenting who requests payments to vendors, consider:

- What happens after receipt is recorded?
- How is receipt information provided to those who will pay for the order?
- Which staff members prepare payment requests?

**This information will help determine who should be assigned the Accounts Payable role**

# Mapping Roles to Process: Payment

## Function



**WHO:** Think about who currently provides final approval of an order and would process the order to “final” in MMARS.

**WHAT:** In documenting who approves payments to vendors, consider:

- Are there multiple payment approvers?
- What happens after approval?
- How are approval records kept?

**This information will help pinpoint where AP Supervisor roles in COMMBUYS and MMARS payment roles need to be aligned.**

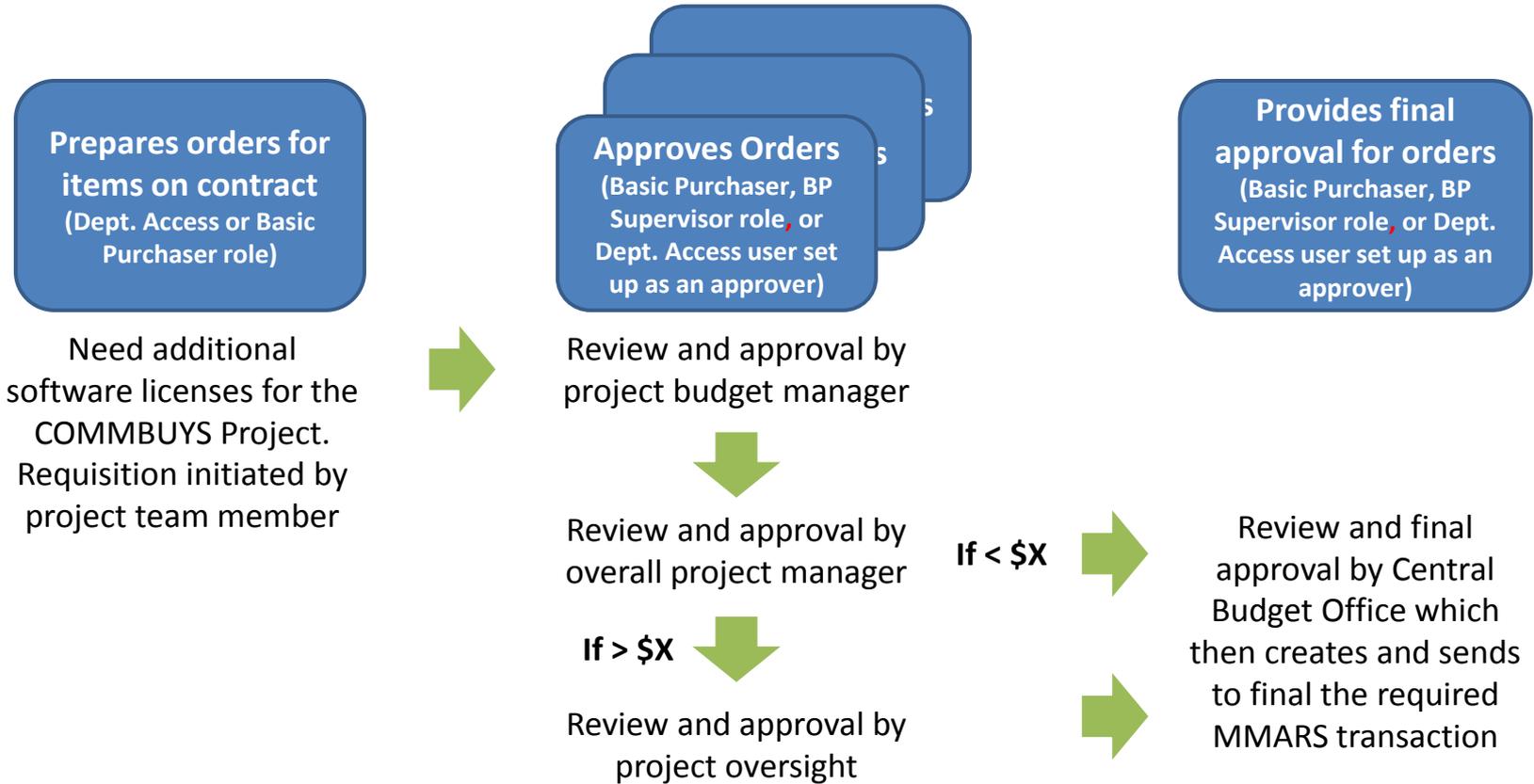
## COMMBUYS Roles

### Accounts Payable (Supervisor)

- AP Supervisors provides final approval of invoices before they go to MMARS.
- AP Supervisors must have MMARS payment permissions that enable them to create PRC and GAX transactions and process them to “final.”

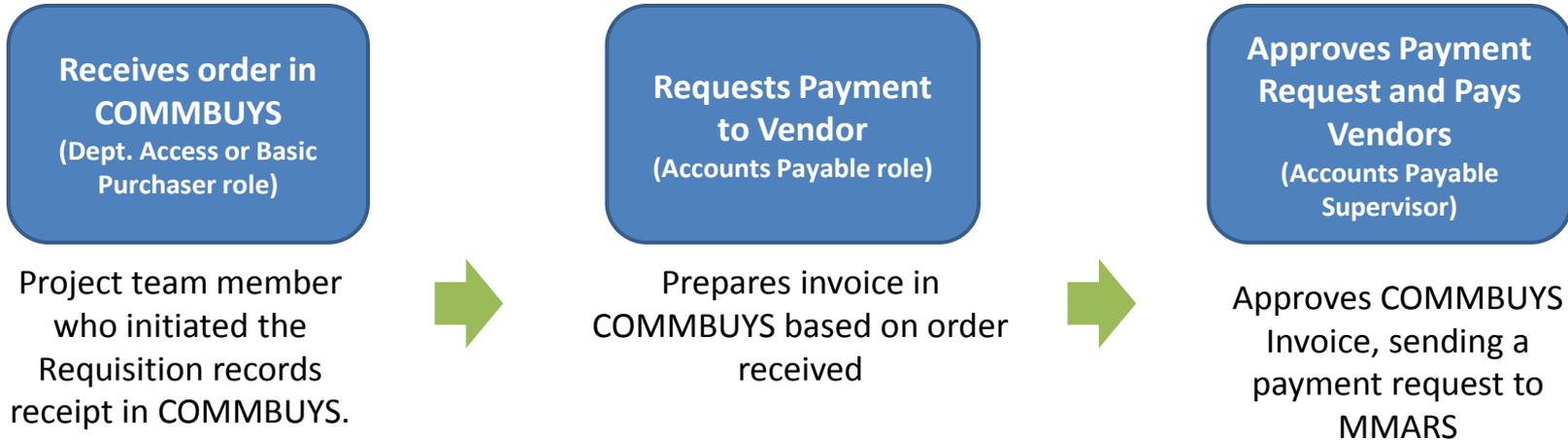
# Mapping Roles to Process

## OSD COMMBUYS Project Example



# Mapping Roles to Process

## OSD COMMBUYS Project Example



# Mapping Roles to Process

## COMMBUYS/MMARS Linkage Points

FUNCTION	COMMBUYS Role	MMARS Role
<b>Provides final approval for orders</b>	Department Access, BP User, or BP Supervisor set up as approvers	Encumbrance
<b>Records receipt of goods/services</b>	Department Access or Basic Purchaser	N/A
<b>Prepare payment requests (Invoices)</b>	Accounts Payable User	N/A
<b>Approves Payment to Vendors</b>	Accounts Payable Supervisor	Payment

**Agencies should start now to review your MMARS and COMMBUYS user populations with the following in mind:**

- ✓ Determining the group of people that will be final approvers for orders in COMMBUYS, and ensuring that they are MMARS encumbrance users. Most agencies probably have some COMMBUYS BP Users or BP Supervisors with the necessary MMARS access for encumbering.
- ✓ Determining who will need to be added to COMMBUYS as an AP Supervisor. Current MMARS payment users who will approve invoices in COMMBUYS will need to be set up as AP Supervisors in COMMBUYS.

# Mapping Roles to Process

## Additional User Validation

### Two-Step Process to Validate MMARS Users

**COMMBUYS Organization Administrators should make the updates outlined earlier to ensure that:**

- Purchasing approvers who will apply final approval to POs have valid MMARS encumbrance user access;
- There is an Encumbrance Approval path into which all other purchasing approval paths lead;
- Purchasing approvers with required MMARS encumbrance permissions are assigned to the Encumbrance Approval path; and
- AP Supervisors have valid MMARS payment user permissions.

**OSD and the State Comptroller's Office are developing a process to review and validate that COMMBUYS users who will approve orders and invoices have the appropriate MMARS user permissions to process encumbrances and payments, respectively.**



# Time for Questions about Roles



# UNSPSC Crosswalk

## Demo



### What is it?

- A tool to link business categories to UNSPSC in a user-friendly way
- Support to help Buyers ensure that their bids are posted with a comprehensive set of UNSPSCs
- Support to help Sellers associate all relevant UNSPSCs to their COMMBUYS profile



# OSD Training Programs

## Executive Order 533 Training Mandate



In accordance with EO533, the Operational Services Division has developed training for Executive Agency purchasing professionals who expend public funds for public purposes. OSD's classes help purchasing professionals effectively, efficiently, and economically meet the needs of their customers, the government agencies, and the citizens they serve.

Our goal is to train public purchasing professionals with the knowledge and skills to:

- Effectively design, solicit, negotiate, award, and manage government contracts in Massachusetts, and
- Properly purchase goods, services and post documents.

Our two core classes include:

- **Essentials of State Procurement** for purchasing and procurement staff
- **Strategic Sourcing Certificate Program** for purchasing staff

Additional Essentials of State Procurement classes have been added through the summer to support agency staffing changes due to the Early Retirement Incentive Program.



# Staff Transitions at Agencies

## Available Training and Support



### **Will the Organization Administrator or other COMMBUYS users at your agency be changing?**

- ✓ If the Organization Administrator (OA) for your agency will be changing, it is imperative that the current OA assign a new OA in COMMBUYS to take over their role prior to their departure.
- ✓ If your agency will be losing current COMMBUYS users, plan now for the transition so that the OA may set up new users and assign them to approval paths as necessary to avoid any business interruption.

### **OSD is committed to assisting agencies in navigating the transition successfully.**

The OSD Training Department has expanded the schedule of training courses this summer and can offer on-site support to orient and train employees stepping into new or expanded COMMBUYS roles.

Contact [osdtraining@state.ma.us](mailto:osdtraining@state.ma.us) to discuss your agency's needs.

View the expanded training calendar here: <http://www.mass.gov/anf/docs/osd/training/buyer-schedule-spring-2015-4-23-15.pdf>



# Readiness Calendar

## Updates



### Listening Session on PO Print Form

**Tuesday, June 16, from 2:00-2:45 pm**

One Ashburton Place, 10th Floor, OSD, Conference Room B – or via webinar

The BPI team currently working on a proposal for PO print form improvements would like your input.

Webinar Participation: please go to: <https://commonwealthofmass.centurylinkccc.com/CenturylinkWeb/DmitriyNikolayev>

To join the webinar:

1. Select “Enter as a Guest,” enter your name and email and click “Join Meeting”
2. On the following screen (after a delay), enter your phone number into the “Connect to the Meeting” box and click “Connect me.” The system will call your phone and you will hear everything that will be said at the meeting.
3. Back-up option for dialing into the conference line. If you are unable to connect to the audio automatically, please use the following number to dial in and listen to what is said at the meeting: Dial-in Number: 1-720-279-0026 Participant Code: 499023#



# Readiness Calendar Updates



## All-Liaison Meeting

**Tuesday, June 23, from 9:30-11:30 am**

### AGENDA

- An overview of COMMBUYS Phase II Features and Functions
- A review of open issues
- User Acceptance Test schedule update
- Summer schedule for Liaison meetings



# Readiness Review

## Liaison Resources



### Dedicated Liaison Web Page

We've created a web page dedicated to providing Liaisons access to meeting presentations, meeting recordings, and links to Liaison Updates sent through Constant Contact.

From the OSD main page, select "Learn About COMMBUYS" under OSD Programs, then select "COMMBUYS Liaisons" under "Find Your COMMBUYS Community."

Or simply click: <http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/conduct-a-procurement/commbuys/resources-for-all-commbuys-liaisons.html>



The screenshot shows the Mass.gov website interface. At the top, there are navigation links for "State Offices & Courts", "State A-Z Topics", and "State Forms". Below this is the "Administration and Finance" header. A search bar is visible on the right. The main navigation menu includes "Budget, Taxes & Procurement", "Employment, Equal Access, Disability", "Property Management & Construction", and "Hearings and Appeals". The breadcrumb trail reads: "Home > Budget, Taxes & Procurement > Procurement Information > Conduct a Procurement > CO". The "COMMBUYS" section is highlighted, with the text: "COMMBUYS is the Commonwealth's state-of-the-art electronic Market Center supporting business." Below this is a "Find Your COMMBUYS Community" section with a list of options: "Commonwealth Agencies", "Local Governments", "Sellers", and "COMMBUYS Liaisons". A red arrow points to the "COMMBUYS Liaisons" link. To the right, there is a "Small Business Purchasing Program (SBPP)" banner with the text: "Find benefits information, eligibility criteria, and online resources." and "Registration and status verification available for COMMBUYS! Sign up for SBPP today!". A pagination bar at the bottom shows "1 2 3 4 II", with "2" highlighted.

# Liaison Resources

Links to Presentations, Emails, and Meeting Recordings

<http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/conduct-a-procurement/commbuys/resources-for-all-commbuys-liaisons.html>

Budget, Taxes & Procurement	Employment, Equal Access, Disability	Property Management & Construction	Hearings and Appeals	Research & Technology	Employee Insurance & Retirement Benefits
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Home > Budget, Taxes & Procurement > Procurement Information > Conduct a Procurement > Resources for All COMMBUYS Liaisons

## Resources for All COMMBUYS Liaisons




OPERATIONAL SERVICES DIVISION

[Back to COMMBUYS Home Page](#)

We have built this online "toolkit" for COMMBUYS Liaisons to serve as a resource for organizations preparing to features of COMMBUYS Ph II. The toolkit contains copies of Liaison meeting presentations, links to email communications and other tips and tools developed through the readiness period.

- [Phase II All Liaison Kickoff Meeting Presentation - March 30, 2015](#)  1MB
- [Phase II All Liaison Kickoff Meeting Video Presentation - March 30, 2015](#)
- [Phase II All Liaison Meeting with Project Updates - April 13, 2015](#) 
- [Phase II All Liaison Meeting with Project Updates Video Presentation - April 13, 2015](#)
- [CB Phase II Liaison Meeting on Departmental Contracts - April 21, 2015](#) 
- [Phase II All Liaison Meeting on Department Contracts Video Presentation - April 21, 2015](#)
- [Sample Letter to Departmental Contractors Urging Registration in COMMBUYS](#) 
- [All Liaison Message #1 - Welcome + Resource Links](#)
- [All Liaison Message #2 - Schedule Update + Business Process Review](#)
- [All Liaison Message #3 - Departmental MBPOs and Catalogs](#)

YouTube

NOW SHARING



**COMMBUYS**  
OPERATIONAL SERVICES DIVISION

### COMMBUYS Phase II All-Liaison Update Meeting on Departmental Contracts



April 21, 2014

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0:21 / 50:12

Phase II Liaison Meeting on Departmental Contracts 21 Apr, 2015



# Contacts



## **COMMBUYS Readiness**

Chris Swistro

[christine.swistro@state.ma.us](mailto:christine.swistro@state.ma.us)

## **Operational Services Division Training**

[www.mass.gov/osd](http://www.mass.gov/osd)

[osdtraining@state.ma.us](mailto:osdtraining@state.ma.us)

## **COMMBUYS Helpdesk**

[commbuys@state.ma.us](mailto:commbuys@state.ma.us)

Phone: 1-888-627-8283