

The Operational Services Division is pleased to share the newest COMMBUYS enhancements effective September 25, 2023.

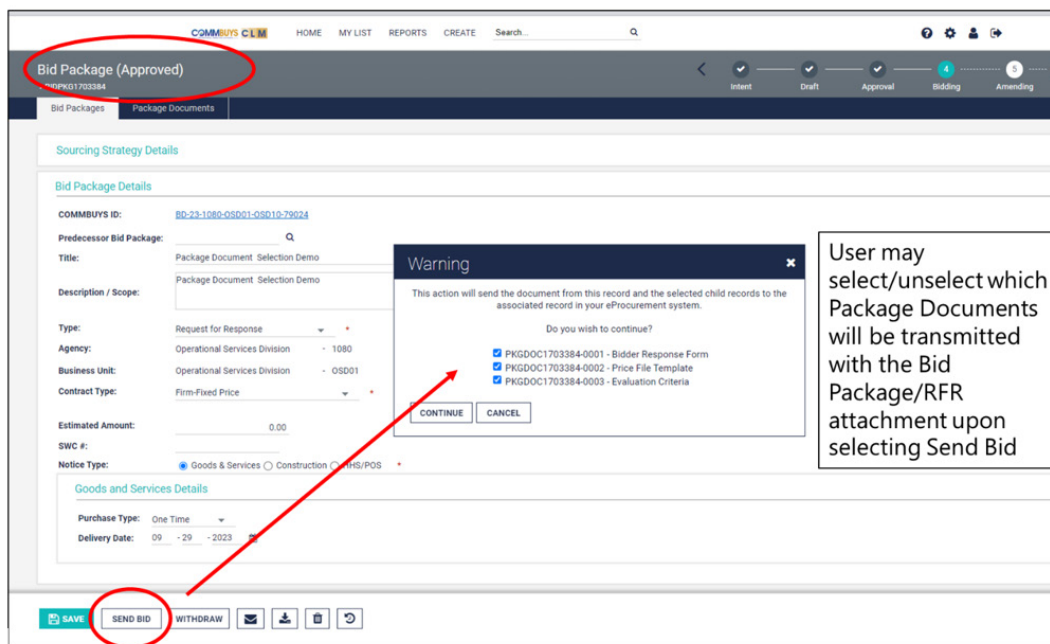
Brief Description	Current Experience	New Experience
Requisition Item Search on Partial PO Numbers	The Requisition Item Search using the Contract/PO# field returns matches based upon exact match criteria only.	Users may search using a partial Purchase Order number while working in the Items tab of a Requisition. Using the Advanced Search, enter the partial PO value in the Contract/PO# field and click Find It.
Purchase Order Type Release and RPA Added to Vendor Advanced Search menu	The Vendor Purchase Order Advanced Search menu is limited to Blanket and Open Market PO Type searches.	Search for Purchase Order Type Release and RPA through the Advanced Search menu options.
Buyer and Vendor attachment upload supports adding additional files from the same page	Attachment file uploads are limited to one at a time: the user must select Add File from the attachments section of the Document to begin a new file upload.	Buyers and Vendors will see a Save & Add New button on the Add File page after uploading a file, enabling users to add more than one file to Documents.
Allow special characters in attachment file names	COMMBUYS has limitations on characters that are permitted in attachment file names.	Special characters specified in most modern file names/directories now may be used in attachment file names.
Improved use of Back button after viewing Advanced Search Results	After viewing Advanced Search Results and then selecting the Back button in the web browser, the user is not routed to their previously viewed page.	Selecting the Back button enables the user to be returned to their previously viewed page.
Bid Revision emails support multiple attachments	The Revision Request email received by the Vendor is limited to one attachment file – the first file added by the buyer organization.	The Revision Request email received by the Vendor now may contain all attachments added by the buyer organization.
Ability to update Info Contact on Bid Amendments in Opened Status	Users are unable to update the Info Contact when Bids are in an Opened status.	The Info Contact field may be edited when the Bid is in Opened status. This change will be most helpful on Open and Rolling Enrollment Bids to ensure accurate contact information is provided to interested Bidders.
CLM Update: Bid Amendments and Custom Column Validation*	Amending Bids created prior to the implementation of Custom Column entries will result in Validation Errors.	Amending Bids created prior to the implementation of Custom Columns will no longer result in Validation Errors.

* The COMMBUYS Contract Lifecycle Management (CLM) tool is reserved for Executive Department use.

Brief Description	Current Experience	New Experience
CLM Update: .zip file attachment type supported*	COMMBUYS CLM cannot transmit .zip files across the application integration.	The transfer of .zip files between CLM and COMMBUYS is supported.
CLM Update: Timestamp display of Bid Opening and Available Date on the Bid Package form*	The Bid Package form displays the Bid Opening and Available Date as a calendar date without timestamp.	Timestamps associated with the Bid Opening and Available Date are displayed on the Bid Package form.
CLM Update: Send multiple Attachments from CLM to COMMBUYS*	COMMBUYS CLM supports sending one file at a time from CLM forms to COMMBUYS Documents.	The Purchaser may choose which Package Documents, associated with an approved Bid Package, are to be transferred onto the COMMBUYS Bid in a single transmission (see screenshot below).**

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** Screenshot: Send Multiple Attachments from CLM to COMMBUYS



Bid Package (Approved)

Warning

This action will send the document from this record and the selected child records to the associated record in your eProcurement system.

Do you wish to continue?

- ☒ PKGDOC1703384-0001 - Bidder Response Form
- ☒ PKGDOC1703384-0002 - Price File Template
- ☐ PKGDOC1703384-0003 - Evaluation Criteria

SAVE **SEND BID** **WITHDRAW**

User may select/unselect which Package Documents will be transmitted with the Bid Package/RFR attachment upon selecting Send Bid

Refer questions to the [OSD Help Desk](#) at 888-MA-State (627-8283).