

## RCUH Buyer Registration

RCUH Buyers: Please follow these instructions to enroll. If your college or department is not signed up, or if you have any questions, email us at [support@commercepoint.com](mailto:support@commercepoint.com) or call us at 956-5934.

### Instructions:

1. Go to [www.commercepoint.com](http://www.commercepoint.com) and click on the RCUH logo
2. When asked for campus password, enter **rainbow** and hit the “Enter” or “Next” key
3. Select Research Corporation of the University of Hawaii as your Organization
4. Select RCUH as your Group and click on the “Join” button
5. The next screen will ask for a position. Select General Buyer as your position
6. Select the appropriate Fiscal Officer as your supervisor (e.g. SOEST Business Office)
7. If correct, click on “Select this position and supervisor” button
8. A form will appear. Fill out the form and click on the “Submit” button when finished
9. You can now start using SuperQUOTE™ by clicking on “Create A New Request” link

The image shows a screenshot of a Microsoft Word document containing a registration form. The form is divided into several sections: Contact Information, Company Information, Shipping Information, and Login Information. Annotations in white boxes with black borders provide instructions for filling out the form. Arrows point from these annotations to the corresponding fields in the form.

**Contact Information**

Name	John Smith	Phone #	808-821-4460
Email	jsmith@notes.k12.hi.us	Fax #	808-821-4461
Purchase Card #	N/A	Exp. Date	Jan 00
		Issued Bank	

**Company Information**

Company Name	DOE, State of Hawaii		
Department	Kapaa Middle School		
Address	4987 Oloheua Road		
City	Kapaa	State	HI
Zip Code	96746		
Ship Via	Best Way		

If your "Ship To" Address is different than your company address, please fill out information below

**Shipping Information**

Company Name			
Address			
City		State	AL
Zip Code			

**Login Information**

User Name	jsmith
New Password	*****
Confirm New Password	*****
Password Question	What are the last 4 digits of your social security number?
Password Answer	1234

**Annotations:**

- "Skip these 2 lines if you don't have a Purchase Card" points to the Purchase Card # and Exp. Date fields.
- "Fill out your school's info, address, tel, fax, etc." points to the Company Information section.
- "Skip if Ship To address is same" points to the Shipping Information section.
- "Username and password are CaSe and space sensitive, i.e. you can use your email address as username" points to the User Name field.
- "System will email your password if you answer the question correctly" points to the Password Question field.
- "Enter your name, email, phone & fax number" points to the Contact Information section.