

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 or call us at 956-5934.

Instructions:

1. Go to 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 Microsoft Word document containing a registration form. The form is divided into several sections: Contact Information, Company Information, Shipping Information, and Login Information. Callout boxes provide instructions for filling out the form:

- Contact Information:** A callout box on the right says "Enter your name, email, phone & fax number" pointing to the Name, Email, Phone #, and Fax # fields. Another callout box on the left says "Skip these 2 lines if you don't have a Purchase Card" pointing to the Purchase Card # and Exp. Date fields.
- Company Information:** A callout box on the left says "Fill out your school's info, address, tel, fax, etc." pointing to the Company Name, Department, Address, City, State, and Zip Code fields.
- Shipping Information:** A callout box on the left says "Skip if Ship To address is same" pointing to the Shipping Information section.
- Login Information:** A callout box on the left says "Username and password are CaSe and space sensitive, i.e. you can use your email address as username" pointing to the User Name field. Another callout box on the right says "System will email your password if you answer the question correctly" pointing to the Password Question field.

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