

New York State Office Of General Services  
Procurement Services Group  
Corning Tower Building  
Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.state.ny.us>

## PURCHASING MEMORANDUM

### GENERAL INFORMATION BULLETIN

**NUMBER:** CL-752

**DATE:** May 5, 2011

**GROUP:** ROAD SALT

**PLEASE ADDRESS INQUIRIES TO:**

Customer Services  
(518) 474-6717  
[customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)

**SUBJECT: NEW WEB BASED SYSTEM FOR FILED REQUIREMENT**

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

The Office of General Services Procurement Services Group (OGS) is pleased to announce that we have developed a web based system for filing requirements for those contracts that currently use the requirement letter process.

At this time, if you plan on using the OGS contracts for Road Salt, please visit the OGS website at <https://www3.ogs.state.ny.us/psgfiledrequirements/default.aspx> to register your organization and file your requirements for the 2011-12 contract period. You will need your OGS Procurement Services customer number in order to register. If you do not know your OGS customer number, please contact OGS Customer Services at 518/474-6717 or [customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov).

The electronic filed requirements system is designed to allow multiple registrants to enter your agency's requirements. For example, if you have more than one delivery point for road salt, the system will allow more than one person to enter that requirement information. Therefore, please forward this e-mail to those responsible for filing your facilities' requirements, as you would have with past requirement letters. In the future, when it is time to file requirements for the 2012-2013 contract period, an e-mail to those who have filed will replace a mailed requirement letter.

This new system will streamline and "green" the process and provide your agency/facility with information that was not readily available using the former paper-based requirement letter process. You will be able to view filed requirements for the most recent contract which will assist you in filing your new requirements. Please ensure that the information supplied by your agency includes storage capacity, special delivery instructions, billing information and any other important data.

If you require assistance with this process, please contact OGS Customer Services at (518) 474-6717 or email to: [customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov).

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