



**Office of
General Services**

Using the NYS eMarketplace

September 12, 2018



@NYSPro



@nysprocurement



What is the eMarketplace?

- An online “Amazon.com-like” shopping site for New York State agencies, municipalities, and all authorized users to buy goods from centralized contracts and preferred sources
- Enables electronic purchase order dispatch and direct credit card (P-Card) payment





Why use the eMarketplace?

- Ease of identifying MWBE, SDVOB, and Preferred Source providers
- Create and submit one PO for multiple suppliers
- Create and save Favorites list
- Look up and compare pricing without using PDFs
- Prices verified by OGS to be at or below contract price.



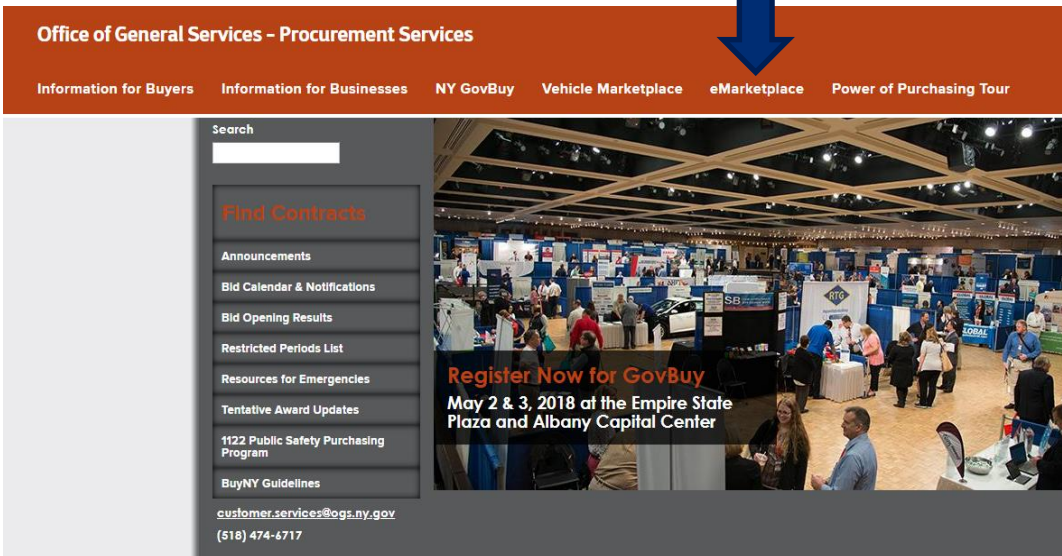
The NYS eMarketplace Webpage

From the NYS Procurement website,

<https://nyspro.ogs.ny.gov>

Click on NYS eMarketplace to:

- Create an account
- Log into the eMarketplace
- Get updates on content
- Access user guides and FAQs





Creating an eMarketplace Account

eMarketplace Registration Form

[Go →](#)

- Click on the eMarketplace Registration Form
- Complete the form and click submit
- Your UserID and Password will be emailed to you within 1 business day
- Don't know your authorized user number? Contact OGS Customer Services for assistance!

Authorized User Number *

Company/Organization Name *

First Name *

Last Name *

Phone Number *

Email *

Billing Address 1 *

Billing Address 2



Logging into the eMarketplace

This is New York State's new online shopping site. State agencies and authorized users are just a click away from a quick and easy way to buy items from Preferred Sources and OGS centralized contracts.



[Go to the NYS eMarketplace →](#)

Welcome!

Please Log In

User ID

Password

Log In

[Forgot your password?](#) 



Office of
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What's available in the eMarketplace?

Available Now

- NYS Department of Corrections, Division of Industries (Corcraft): select products
- NYS Preferred Source Program for People Who are Blind (NYSPSP)
- NYS Industries for the Disabled (NYSID)
- Environmentally Preferable Cleaning Products , Programs, Equipment & Supplies: Award 22830
- Industrial & Commercial Supplies: Award 22918





What's available in the eMarketplace?

Available Now

- Recycled Copy Paper: Award 23078-GR, RS
- Recycled Copy Paper, Truckload Lots: Award 23064
- Outdoor & Site Furniture Including Picnic Tables: Award 22984
- Medical and Laboratory Supplies and Equipment (Basic Chemicals, Basic Biological Materials): Award 22563
- Medical & Laboratory Supplies and Equipment: Award 22727
- Automated External Defibrillators (AED): Award 23103
- Traffic Paint: Award 23056-ES,RA,SW





What's available in the eMarketplace?

Coming Soon

- Hardware Aggregate Buy: RFQ 16-1, 16-3
- Audio Visual Equipment and Accessories: Award 22844-E*
- Diagnostic Imaging Equipment: Award 23072



Procurement Manager (Reqs and POs)



NYS eMarketplace

Susan Bixby

Procure Reports

Buy

Check Status

What would you like to buy?

Search Catalogs

Search

Your View

Company View

Announcements

Days 30

Currency USD

Organization All

As a buyer or requisitioner for a State agency or authorized user you can search and click to easily buy products from Preferred Sources and OGS centralized contracts.

At this time, the following OGS centralized contracts are available:

- NYS Department of Corrections, D
- NYS Preferred Source Program for
- NYS Industries for the Disabled (N
- Recycled Copy Paper: Award 2247
- Recycled Copy Paper, Truckload L

When new contracts are added to the list, they will appear here.

If you have questions about how to use the eMarketplace website here.

If you do not see a product or option that you believe is available on an OGS centralized contract, or if you have questions about how to use a contract, please visit the Procurement Services website or contact the OGS contract manager. The contract manager can be



Procure

Reports



Buy



Check Status

New Requisition from Search Manager

New Requisition from Template

Buy From My Favorites List

Modify Requisition

y?

Search



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Search Manager



Office of
General Services
eMarketplace

Search

Cart

Quick Entry

Shopping Lists

[Cart \(0 items, 0 USD\)](#) | [Settings](#) | [Help](#)

hard hat

Search

View All Catalogs

[Advanced Search](#)

12 products in 14 ms found

Supplier

[NYS Preferred Source f... \(6\)](#)[NYSID \(6\)](#)

Manufacturer

[Bullard \(4\)](#)[Elvex \(2\)](#)[nvspsp \(6\)](#)

Groups

[Global Attribute Library](#)[UNSPSCv131201](#)

Price Range

from: to: >>

Attributes







Brand

Compare Products

Sort by:

< 1 2 >

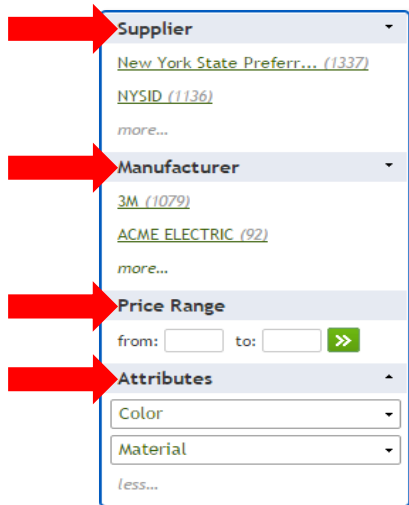
Per Page:

| All | Preview | Item Description | Lead Time | Order quantity | Price/PU | Buy |
|--------------------------|---|---|-----------|---|------------|-----------------------------|
| <input type="checkbox"/> |  |   Dielectric Classic Cap-Style Hard Hat, No Logo NYSID Product ID: A1563-0000-000 Manufacturer Name: Bullard Manufacturer PN: C30R | 4 | <input type="text" value="1.00"/> case | 195.30 USD | Add to cart |
| <input type="checkbox"/> |  |   Dielectric Classic Cap-Style Hard Hat, DOT Logo NYSID Product ID: A1563-LOGO-DOT Manufacturer Name: Bullard Manufacturer PN: C30R | 4 | <input type="text" value="1.00"/> case | 195.30 USD | Add to cart |

Using the Search Manager

- Search results can be filtered by the following:
 - Supplier
 - Manufacturer
 - Price Range
 - Attributes

More specific searches can be done by using the 'Advanced Search' option next to the search bar.



Supplier ▾

- [New York State Preferr... \(1337\)](#)
- [NYSID \(1136\)](#)
- [more...](#)

Manufacturer ▾

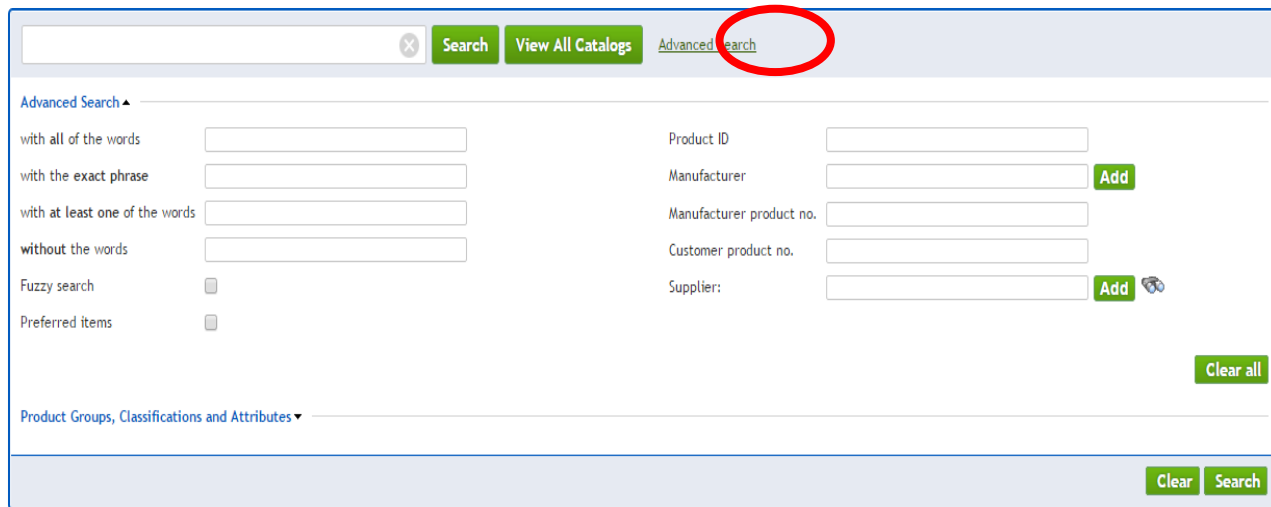
- [3M \(1079\)](#)
- [ACME ELECTRIC \(92\)](#)
- [more...](#)

Price Range

from: to: >>

Attributes ▴

-
-
- [less...](#)



Search View All Catalogs **Advanced Search**


Advanced Search ▾

with all of the words Product ID

with the exact phrase Manufacturer **Add**

with at least one of the words Manufacturer product no.

without the words Customer product no.

Fuzzy search ☐ Supplier: **Add** 

Preferred items ☐

Clear all

Product Groups, Classifications and Attributes ▾

Clear Search



Search Manager Attributes

The eMarketplace provides an easy way to identify the following vendors:

- Preferred Source

PS

- MWBE



- SDVOB

SDV

| Attributes | |
|-------------------------|---|
| NYS Supplier Assignment | ▼ |
| Size | ▼ |
| Type | ▼ |



| |
|---------------------------|
| NYS Supplier Assignment ▲ |
| <u>mwbe</u> |
| <u>preferred source</u> |

Search Results

Hosted Supplier



● [zep tnt -20 gallon drum](#)

New York State Preferred Source Program- (Blind an
Product ID: [657.2](#)

Manufacturer Name: ZEP

Manufacturer PN: 657.2

5

1.00

each

267.52 USD

Add to cart



● [zep tnt -55 gallon drum](#)

New York State Preferred Source Program- (Blind an
Product ID: [657.55](#)

Manufacturer Name: ZEP

Manufacturer PN: 657.55

5

1.00

each

668.01 USD

Add to cart

Round Trip Supplier

Bug Tar Remover 8 Oz.

WW Grainger - 3.5 xCBL Integration

Product ID: 36G627

Manufacturer Name: BLUE MAGIC

Manufacturer PN: 87506

5.24 USD



7.97 USD



View | Special Order Quotes

GRAINGER
Customized for:
New York State

Your Products Keyword, item or model **Search** Bulk C

Back Fleet and Vehicle Maintenance Automotive Cleaning/Appearance Interior/Exterior Cleaners Bug & Tar Remo

Bug & Tar Remover, 8 Oz.
BLUE MAGIC

Your Price ●
\$5.24 / each
List Price \$5.99 / each

1 Add to Cart
Add to list

This item is approved for your organization's Custom Catalog

☆☆☆☆ Be the first to write a review | Ask & Answer

Compare Item # 36G627 Mfr. Model # 875-06
Catalog Page # N/A Shipping Weight 0.6 lbs.

Forms for Additional Information


| | | | | | | |
|--------------------------|--|--|---|------------------------|----------|---|
| <input type="checkbox"/> |  | <p>5395105 - 8-1/2 x 11 3 hole punched Rolland Enviro100 Recycled Copy Paper - <u>Must order a truckload of 840 CT</u></p> <p>Unisource Worldwide, Inc Product ID: <u>5395105</u> Manufacturer Name: Rolland Enterprises Manufacturer PN: 5102NY</p> | 3 | <div>1.00</div> carton | N/A | <div>Fill in form</div>  |
| <input type="checkbox"/> |   | <p>2255601 - 8-1/2 x 11 20# Hammermill Great White Recycled Copy Paper</p> <p>Unisource Worldwide, Inc Product ID: <u>2255601</u> Manufacturer Name: International Paper Manufacturer PN: 086700</p> | | <div>1.00</div> carton | 0.00 USD |  |

Products that require additional information from the user will have a 'Fill in Form' button or a gear icon. These are used for contracts with zone and/or tiered pricing, shipping discounts, or multiple selections (such as color, fabric type, etc)



View Cart and Submit it to a Requisition

Search Manager Favorite Items View Requisition





 **Office of General Services eMarketplace**

Search Cart Quick Entry Shopping Lists

[Cart \(1 items, 1208.68 USD\)](#) [Settings](#) [Help](#)

[Advanced Search](#)

[Back to search result](#)

| All | Manufacturer Manufact. prod. no. | Supplier | Item Description Product No. | Quantity | Unit Price | Total price | |
|--------------------------|-------------------------------------|---|--|---|------------|---|---|
| <input type="checkbox"/> | International Paper 086700 | uni865_nyspro Unisource Worldwide, Inc | 2255601 - 8-1/2 x 11 20# Hammermill Great White Recycled Copy Paper 40 to 199 CT. 2255601CENT2 | <input type="text" value="41.00"/> carton | 29.48 USD | 1208.68 USD |  |
| <input type="checkbox"/> | BLUE MAGIC 875-06 | wwg355 WW Grainger - 3.5 xCBL Integration | BugTar Remover Gel Formula 8 oz. Bottle Blue White Viscous Liquid pH 5 to 6 For Use With All finishes. 36G627  | <input type="text" value="5.00"/> each | 5.24 USD | 26.20 USD |  |
| | | | | | | Total price: 1234.88 USD |  |
| | | | | | | <input type="button" value="Save as Shopping List"/> <input type="button" value="Delete Selected"/> <input type="button" value="Submit"/> | |



Requisition Screen

Select the magnifying glass to access line item details

[Search Manager](#) [Favorite Items](#) [View Requisition](#)

[attachments](#) [notes to approver](#) [approval preview](#)

[Close](#)








[Update Total](#)

[Delete](#)

[Print View](#)

[Export](#)

[Submit](#)

| All Rush | Item Number | Item Description | Quantity | Unit | Actions | Manufacturer | Supplier | Supplier Part Number | Manufacturer Part Number | Unit Price(USD)/Price Unit |
|---|-------------|---|----------|------|---|---------------------|------------------------------------|----------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | 1 | 2255601 - 8-1/2 x 11 20# Hammermill Great White Recycled Copy Paper 40 to 199 CT | 41 | CT |    | International Paper | Unisource | 2255601CENT2 | 086700 | \$29.48 / 1 |
| Ship To Address: OGS Procurement Services 38th Floor Corning Tower Empire State Plaza Albany, NY 12242  | | | | | | | | | | |
| Ship To Contact: Bixby,Susan-z395246, susan.bixby@ogs.ny.gov, 999-999-9999, , | | | | | | | | | | |
| Supplemental Data | | | | | | | | | | |
| <input type="checkbox"/> | 2 | BugTar Remover Gel Formula 8 oz. Bottle Blue White Viscous Liquid pH 5 to 6 For Use With All finishes | 5 | EA |    | BLUE MAGIC | WW Grainger - 3.5 xCBL Integration | 36G627 | 875-06 | \$5.24 / 1 |
| Ship To Address: OGS Procurement Services 38th Floor Corning Tower Empire State Plaza Albany, NY 12242  | | | | | | | | | | |
| Ship To Contact: Bixby,Susan-z395246, susan.bixby@ogs.ny.gov, 999-999-9999, , | | | | | | | | | | |
| Supplemental Data | | | | | | | | | | |

| | |
|---------------------|------------|
| Subtotal (USD) | \$1,234.88 |
| Estimated Tax (USD) | \$0.00 |
| Total (USD) | \$1,234.88 |

Supplemental Data

SFS Agency - Business Unit

OGS01

Required fields are indicated by an asterisk (*).

[Save](#)



PERFECT COMMERCE

New York State Market Place Wayne Roberts

Attachments rts

Item Attachments Item Cost Distribution Item Details

Save

Save Cancel

| Quantity | Unit | Item Description | Manufacturer | Supplier | Supplier Part Number | Unit Price (USD)/Price Unit |
|----------|------|---------------------------------|--------------|----------|----------------------|-----------------------------|
| 1 | DZN | PPE, Rendezvous® Eye Protection | | | A1517-BLMR-000 | \$46.64 / 1 |

Shipping Details

Ship To Address: Standard Address Address

Apply to all items

Apply to All Items

Bill To Address: Umbrella Corporation

No Contact specified: Spencer Mansion, Raccoon City, MO 65721

Contact: Use default Override

No Contact specified

Email: nomal@perfect.com

Phone

Fax

Mail Stop

Requested Delivery Date: July 22 2015

Ship Via: Standard Delivery

Usage Code: Unknown

Payment Method: Enter PCard

Name on Credit Card

Credit Card Number

Credit Card Expiration: January 2015

Taxable: Yes No

Special Instructions

Special Instructions

Shipping Instructions

Shipping Instructions

Requirement Name: Roberts,Wayne-z336 Creation Date: July 10, 2015 Item Count: 1 Total (USD): \$46.64

Complete applicable fields in item details and click Save.



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Submitting the Requisition

When you are done with the requisition screen, click 'Submit' to send the PO to the supplier(s).

[Search Manager](#) [Favorite Items](#) [View Requisition](#)

[attachments](#) [notes to approver](#) [approval preview](#)

[Close](#) [Update Total](#) [Delete](#) [Print View](#) [Export](#)

[Submit](#)

| All Rush | Item Number | Item Description | Quantity | Unit | Actions | Manufacturer | Supplier | Supplier Part Number | Manufacturer Part Number | Unit Price(USD)/Price Unit |
|--|-------------|--|----------|------|---------|---------------------|------------------------------------|----------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | 1 | 2255601 - 8-1/2 x 11 20# Hammermill Great White Recycled Copy Paper 40 to 199 CT | 41 | CT | | International Paper | Unisource | 2255601CENT2 | 086700 | \$29.48 / 1 |
| Ship To Address: OGS Procurement Services 38th Floor Corning Tower Empire State Plaza Albany, NY 12242 Ship To Contact: Bixby,Susan-z395246, susan.bixby@ogs.ny.gov, 999-999-9999, , + Supplemental Data | | | | | | | | | | |
| <input type="checkbox"/> | 2 | BugTar Remover Gel Fomula 8 oz. Bottle Blue White Viscous Liquid pH 5 to 6 For Use With All finishes | 5 | EA | | BLUE MAGIC | WW Grainger - 3.5 xCBL Integration | 36G627 | 875-06 | \$5.24 / 1 |
| Ship To Address: OGS Procurement Services 38th Floor Corning Tower Empire State Plaza Albany, NY 12242 Ship To Contact: Bixby,Susan-z395246, susan.bixby@ogs.ny.gov, 999-999-9999, , + Supplemental Data | | | | | | | | | | |

| | |
|----------------------------|------------|
| Subtotal (USD) | \$1,234.88 |
| Estimated Tax (USD) | \$0.00 |
| Total (USD) | \$1,234.88 |

Supplemental Data

SFS Agency - Business Unit

OGS01

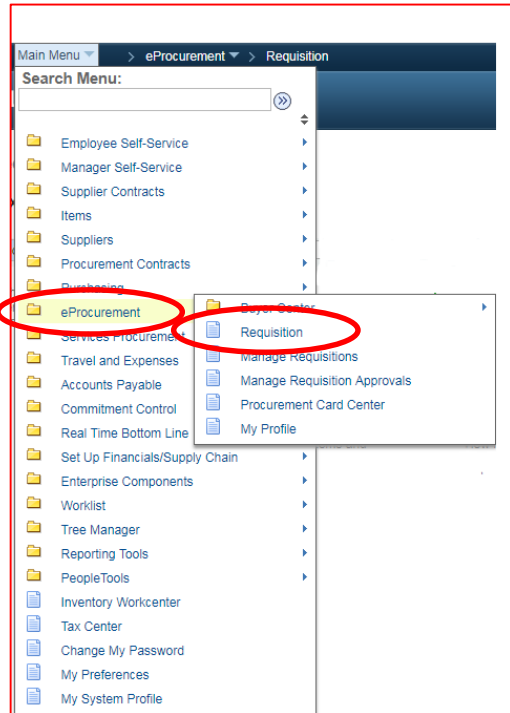
Required fields are indicated by an asterisk (*).

[Save](#)

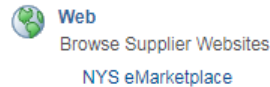
For SFS Users

- From the Requisition screen, select NYS eMarketplace

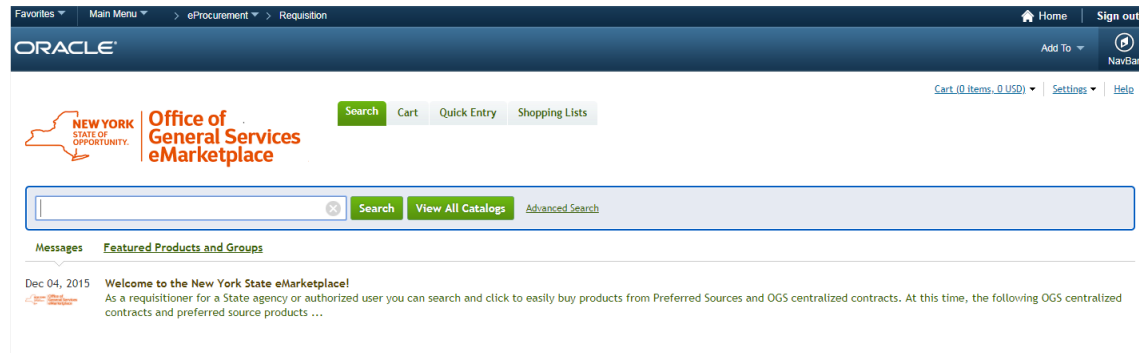
1



2




3



SFS PO Submission

ORACLE Add To + 0 Number

[Cart \(2 Items: 228.59 USD\)](#) [Services](#) [Help](#)

 **Office of General Services eMarketplace**

[Search](#) [Cart](#) [Quick Entry](#) [Shopping Lists](#)

[Search](#) [View All Catalogs](#) [Advanced Search](#)

[Back to search results](#) [Delete Selected](#) [Submit](#)

| Manufacturer Manufacturer, prod. no. | Supplier | Item Description Product No. | Quantity | Unit Price | Total price |
|---|--|---|-----------|------------|-------------|
| LOUISVILLE LADDER CORP. LP 2180-02 | Fast705 Fastenal | Span 2 Extension Ladder Rungs Short Body Ladder Jack 1086479 | 1.00 each | 137.77 USD | 137.77 USD |
| MEMBER CO. AC78 | Fast700_nygro FM Office Express Inc | AC78 LADDER STABILIZER 1086480 | 1.00 each | 90.82 USD | 90.82 USD |




Requisition line information is automatically brought into SFS!
No Manual Entry Needed!

Cart Summary: Total Amount 228.59 USD

Expand lines to review shipping and accounting details

[Add More Items](#)

Requisition Lines

| Line | Description | Item ID | Supplier | Quantity | UOM | Price | Total | Details | Comments | Delete |
|---------------------------------------|-------------------------------|----------|-----------------------|----------|------|----------|--------|---|--|---|
| <input checked="" type="checkbox"/> 1 | AC78 LADDER STABILIZER | E0006750 | FM OFFICE EXPRESS INC | 1.0000 | Each | 90.8200 | 90.82 |  |  Add |  |
| <input checked="" type="checkbox"/> 2 | Span 2 Extension Ladder Rungs | | FASTENAL CO | 1.0000 | Each | 137.7700 | 137.77 |  |  Edit |  |

☐ Select All / Deselect All

Select lines to:

 Add to Favorites

 Add to Template(s)

 Delete Selected

 Mass Change

Total Amount 228.59 USD



Office of General Services



Resources

- <https://nyspro.ogs.ny.gov/content/nys-emarketplace-1>
 - User Guide for SFS/Non-SFS Users
 - Quick Reference Guide for SFS/ Non-SFS Users
 - What is available to purchase on the eMP
 - FAQs
- Still have questions?
 - customer.services@ogs.ny.gov or 518-474-6717





Questions or Help?

Call Customer Services
(518) 474-6717

Email:

customer.services@ogs.ny.gov



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