

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-772

DATE: November 27, 2012

GROUPS: 05602 - DIESEL ENGINE FUEL
05600 - GASOLINE
05500 - HEATING FUEL OIL
05800 - LIQUID PROPANE

PLEASE ADDRESS INQUIRIES TO:

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

SUBJECT: 2013-2014 WEB BASED FILED REQUIREMENT

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

The period for filing requirements for the 2013-14 contracts is now open. These contracts will only be for a one year duration. We are again using the web based system. You are receiving this e-mail as a previous registrant on this system. If you are no longer the person responsible for your facility's aforementioned requirements, please forward this message to the appropriate person.

At this time, if you plan on using the OGS contract for any of the above listed fuels, please visit the OGS website at <https://online.ogs.ny.gov/psgfiledrequirements/default.aspx> to file your requirements for the 2013-14 contract. You will need your user name and password to enter the system. If you are a new user, 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

As requested by many users, we have added a confirmation page which can be printed for your records.

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 heating fuel, the system will allow more than one person to enter that requirement information. 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 the filing process, please contact OGS Customer Services at (518) 474-6717 or email to customer.services@ogs.ny.gov.

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