

New York State eMarketplace



**A Guide for Non-
Statewide Financial
System Users**



**Office of
General Services**

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1. Getting Started

1.1 What is the eMarketplace?

The NYS eMarketplace is an online shopping website administered by the Office of General Services and hosted by Proactis. It is your gateway to a more efficient, streamlined, and modern purchasing experience. With the ability to accept P-Cards and transmit your purchase orders electronically, the NYS eMarketplace makes purchasing from Preferred Sources and OGS centralized contracts easier than ever before.

1.2 How to Use This Guide

This guide provides information on how to navigate and use the eMarketplace. This guide is designed for authorized users who do not use the Statewide Financial System (SFS) and access the eMarketplace directly through Prefect Commerce. There is a separate user guide for SFS users.

1.3 Creating an Account

All Authorized Users of OGS Centralized Contracts are eligible to use the NYS eMarketplace. If your organization is already registered as an Authorized User of OGS Centralized Contracts, complete the registration form on the Procurement Services [website](#) and a NYS eMarketplace account will be configured for you. You will receive your login credentials via email by the end of the next business day.

If your organization is not yet registered as an Authorized User, you must complete an eligibility application to receive an authorized user number. The PDF application can be found [here](#).

If you are unsure if your organization is registered as an Authorized User, please contact Customer Services at Customer.Services@ogs.ny.gov or (518) 474-6717.

1.4 Disabling Pop-ups

Before logging into the eMarketplace, please make sure to allow pop-up windows in your web browser for this site. You may use the following links for instructions on how to disable pop-ups:



[Internet Explorer](#)



[Mozilla Firefox](#)



[Google Chrome](#)

1.5 Logging in

Log into the NYS eMarketplace website at <https://secure.perfect.com>. Enter your User ID and Password and click the *Log In* button.

Welcome!

Please Log In

User ID

Password

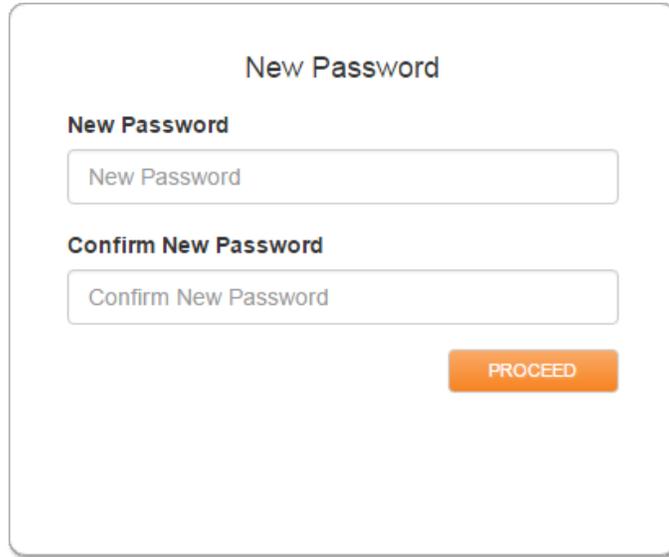
Log In

[Forgot your password?](#)

1.6 Resetting Your Password

If you forget your password, click the *Forgot your password?* link to reset your password. Enter your User ID and Email address associated with your account and click on *Proceed*. You will receive an email with a link to reset your password.

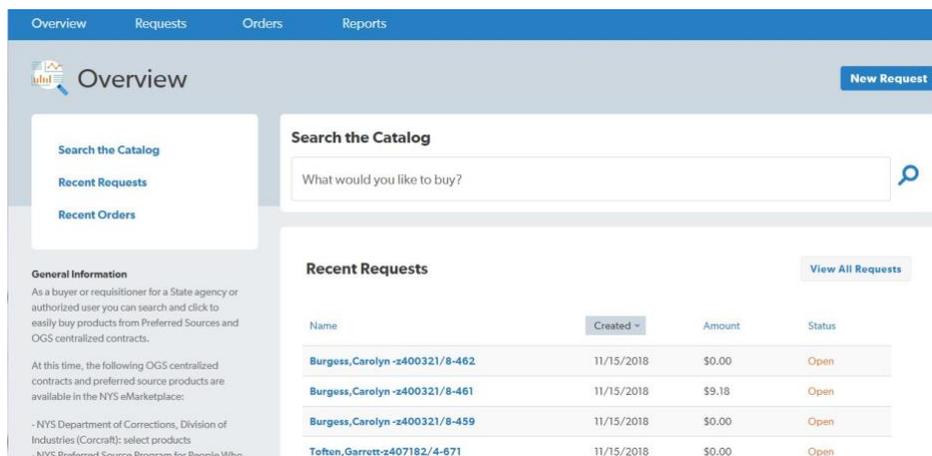
The password reset link will be valid for 24 hours. If you do not reset your password within 24 hours, you will need to repeat the password reset process. Clicking on the link will open a window where you can create a new password. Enter your new password twice, and then click the *Proceed* button.



The image shows a 'New Password' form. It has a title 'New Password' at the top. Below the title, there are two input fields: 'New Password' and 'Confirm New Password'. At the bottom right of the form is an orange button labeled 'PROCEED'.

2. NYS eMarketplace Overview Page

After logging in, the *Overview* displays with a *Search the Catalog* search bar, *Recent Requests*, and *Recent Orders*. *Recent Requests* shows the Date, Amount, and Status of your most recent requests. *Recent Orders* shows the PO Number, Date, Amount and Status of your most recent POs. You can return to this page by clicking the *Overview* button on the top left.

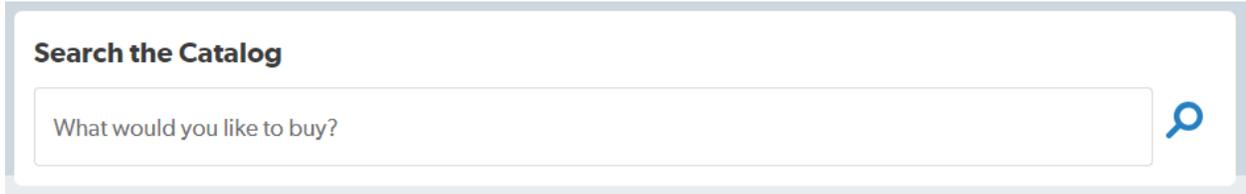


The screenshot shows the NYS eMarketplace Overview page. The top navigation bar includes 'Overview', 'Requests', 'Orders', and 'Reports'. The main content area has a 'Search the Catalog' search bar with the placeholder text 'What would you like to buy?'. Below the search bar is a 'Recent Requests' table. The table has columns for 'Name', 'Created', 'Amount', and 'Status'. There are four rows of data in the table. A 'View All Requests' button is located to the right of the table. On the left side of the page, there is a sidebar with 'Search the Catalog', 'Recent Requests', and 'Recent Orders' links. Below these links is a 'General Information' section with text about the system and a list of preferred source products.

Name	Created	Amount	Status
Burgess,Carolyn-z400321/8-462	11/15/2018	\$0.00	Open
Burgess,Carolyn-z400321/8-461	11/15/2018	\$9.18	Open
Burgess,Carolyn-z400321/8-459	11/15/2018	\$0.00	Open
Tofton,Garrett-z407182/4-671	11/15/2018	\$0.00	Open

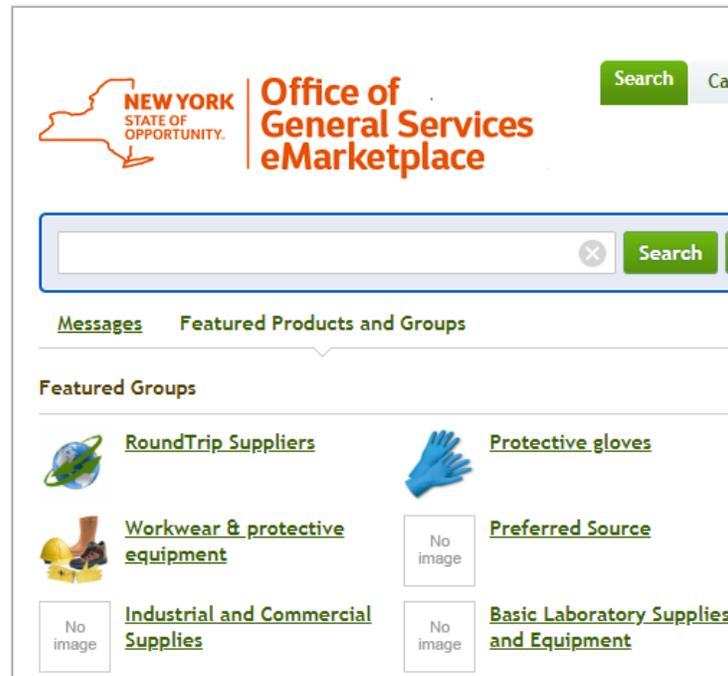
3. The Search Manager

You can start your search one of two ways. Type a keyword, part number, manufacturer, etc. into the *Search the Catalog* search bar and hit Enter to view items that contain the keyword. Alternatively, click on the magnifying glass to view all catalogs.



The *Search Catalogs* page will open. If you clicked on the magnifying glass, the *Messages* landing page will display announcements. To view the items by contract, click on *Featured Products and Groups*. Click on the contract you would like to shop from.

Search Catalogs



3.1 Search Results

If you entered a keyword, all items containing the keyword will display in the *Search Catalogs* page. From here, you can view items and add them to your cart, or filter by Supplier, Manufacturer, Price Range, Attributes, etc. using the menu on the left. There is also a *Sort by* drop down menu, and you can compare products by checking the box to the left of the item listing and clicking the *Compare Products* button.

Search Catalogs

The screenshot shows the NYS Office of General Services eMarketplace search results for 'nitrile gloves'. The page header includes the NYS logo and 'Office of General Services eMarketplace'. A search bar contains 'nitrile gloves' with a search button and options for 'View All Catalogs' and 'Advanced Search'. The search results show 3,310 products. A left sidebar contains filters for 'Supplier' (Corr Distributors Inc., F & F Industrial Equip., Fastenal) and 'Manufacturer' (ABILITY ONE, ACTION CHEMICAL, AMMEX CORP., ANCHOR). The main content area displays a table of search results with columns for 'Preview', 'Item Description', 'Lead Time', 'Order quantity', 'Price/PU', and 'Buy'. Two items are visible: 'safeskin purple nitrile "of" gloves-medium-' and 'safeskin purple nitrile "of" gloves-large-'. Each item has a small image, a 'PS' icon, and an 'Add to cart' button.

The item listing contains the item name, supplier, manufacturer, lead time, price, a picture or logo, and a space to enter the order quantity. You can add some items to your cart directly from this page by clicking *Add to cart*.

There are also *Attribute Icons* associated with items that will let you know certain details, such as whether free shipping is available or if the item comes from a Preferred Source vendor.

3.1.1 Attribute Icons

The following is a list of all icons that may be associated with products in the NYS eMarketplace. These icons are assigned to the products by the supplier.

 Green*	 Biohazard
 Recycled**	 Corrosive
 Chemical	 Environmental Danger
 Identifying Kit Products	 Explosive
 Free Shipping	 Flammable
 Additional Shipping Info Available	 Harmful
 Shipping (Freight) Charges	 Oxidizing
 Preferred Source	 Radiation
 Service-Disabled Veteran-Owned Business	 Hazmat
 Minority and Woman Owned Business Enterprise	 GreenNY***

* The *Green* icon is used by suppliers to identify and market their products. This icon does not indicate compliance with specifications developed under Executive Order 4.

** The *Recycled* icon is used by suppliers and should be applied to products in compliance with FTC guidelines for environmental claims.

*** The *GreenNY* icon is used to identify products that meet an Executive Order 4 (EO4) specification for environmentally preferable products. For a full list of EO4 specifications visit <https://ogs.ny.gov/greenny/>.

3.2 Advanced Searches

The *Advanced Search* option allows you to perform a more specific product search. Clicking on *Advanced Search* will expand the search bar and allow you to use additional fields and controls, such as an exact phrase, excluding words, searching only specific suppliers, or even if the item should be from a Preferred Source. Once you've filled in any information that pertains to your search, click the *Search* button located at the bottom-

right corner of your screen and your results will appear in the *Search Manager*.

[Advanced Search](#)

[Close Advanced Search](#) 3,310 products in 7 ms found

Advanced Search ▲

with all of the words	<input type="text"/>	Product ID	<input type="text"/>
with the exact phrase	<input type="text"/>	Manufacturer	<input type="text"/> <input type="button" value="Add"/>
with at least one of the words	<input type="text"/>	Manufacturer product no.	<input type="text"/>
without the words	<input type="text"/>	Customer product no.	<input type="text"/>
Fuzzy search	<input type="checkbox"/>	Supplier:	<input type="text"/> <input type="button" value="Add"/>
Preferred items	<input type="checkbox"/>		

[Product Groups, Classifications and Attributes](#) ▼

You can also click on *Product Groups*, *Classifications* and *Attributes* to view items by category or by OGS Centralized Contract.

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

Advanced Search ▾

Product Groups, Classifications and Attributes ▲

▼ Classifications

- ▶ [NYSPRO Basic Attributes](#)
- ▶ [UNSPSCv131201](#)
- ▶ [Global Attribute Library](#)

▼ OGS Centralized Contracts

- [Aggregate Buy Hardware](#)
- [Audio Visual Equipment and Accessories](#)
- [Automated External Defibrillators \(AED\) and Related Accessories](#)
- [Basic Chemicals and Basic Biological Materials](#)
- [Basic Laboratory Supplies and Equipment](#)
- [Basic Medical Supplies and Equipment](#)
- [Environmentally Preferable Cleaning Products](#)

3.3 Product Details

In the search results, hover over the thumbnail image or the product name. A message balloon will appear with additional details about the product.

Additional product information is also available in the *Product Details* page. Click either the thumbnail image or the product title to be brought to a page that gives you a better look at the item, a longer description, the attribute icons and various other details.

A1517-BLMR-000



PPE, Rendezvous® Eye Protection

Manufacturer no.: SB28755

Manufacturer: Pyramex

Price/PU: 46.64 USD

Category: Safety glasses

Pyramex™ Rendezvous® safety glasses are crafted from high grade polycarbonate and are scratch resistant. Lens offers protection from excessive glare, provides 99% protection from harmful UV-A and UV-B rays. Lens/frame design allow air to flow freely up and away from the lens to prevent fogging. Temples adjust to four different lengths and glasses have an adjustable nose pad. Meet MCEP GL-PD 10-12 Ballistic Standards ANSI Z87.1 High Velocity Impact Standards CE EN 166 Certified Priced per a dozen glasses. No minimum order to avoid shipping charges. Colors and Lens Coating: Lens color is Blue Mirror with a Black frame.

Search Catalogs

Close X

Search
View All Catalogs
Advanced Search

Back

Product view

Rendezvous® Eye Protection, Blue Mirror Lens

Pyramex™ Rendezvous® safety glasses are crafted from high grade polycarbonate and are scratch resistant. Lens offers protection from excessive glare and provides 99% protection from harmful UV-A and UV-B rays. Lens/frame design allows air to flow freely up and away from the lens to prevent fogging. The glasses have a black frame with temples that adjust to four different lengths and an adjustable nose pad. Meet MCEP GL-PD 10-12 Ballistic Standards, ANSI Z87.1 High Velocity Impact Standards, CE EN 166 Certified.

Product ID	A1517-BLMR-000
Supplier	NYSID
Manufacturer no.	SB28755
Manufacturer	Pyramex
Catalog ID	PrfSrc3
Contract IDs	PrfSrc3
UoM	dozen
Price/PU	46.64 USD
Lead time in days	4
Order Quantity	<input type="text" value="1.00"/> Add to cart



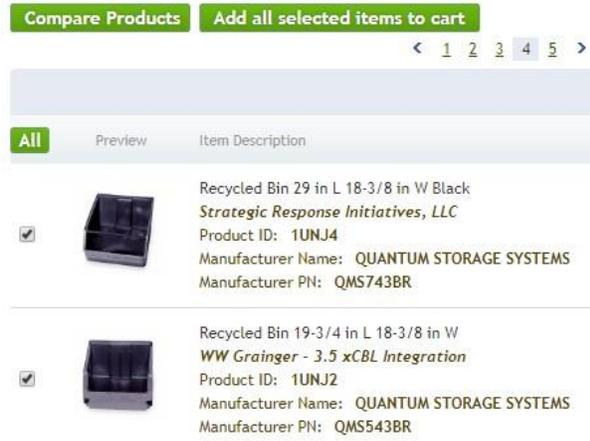
Attributes

List Price	46.64
Packaging Quantity	12
NYS Supplier Assignment	Preferred Source
Color	Blue Mirror
Type	Safety Glasses
Brand	Pyramex

3.4 Comparing Products

The *Compare Products* feature allows users to analyze multiple products in one view. On the *Search Results* screen each item has a checkbox to the left of the thumbnail. Check two or more products and then click the *Compare Products* button.

This will bring up a screen that shows you the details of the products side-by-side. To purchase from this screen, the *Quantity* box and *Add to cart* button can be used to move the items into your cart.



Get comparison in XLS format

2 Products in Comparison

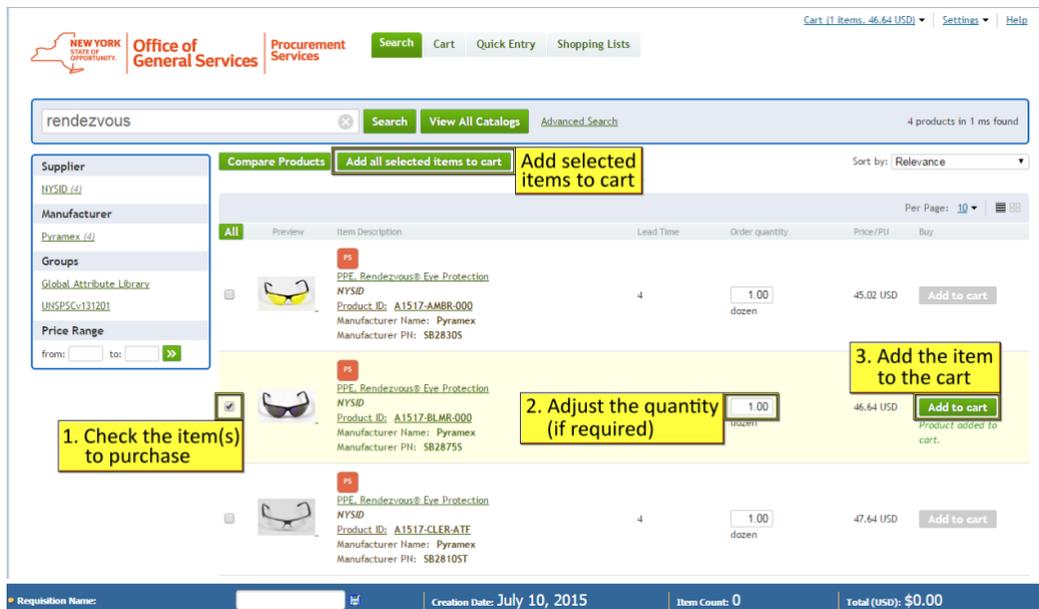
	←	←
Product ID	1UNJ4	1UNJ2
Item Description	Recycled Bin 29 in L 18-3/8 in W Black	Recycled Bin 19-3/4 in L 18-3/8 in W
Manufacturer	QUANTUM STORAGE SYSTEMS	QUANTUM STORAGE SYSTEMS
Manufacturer No.	QMS743BR	QMS543BR
Price/PU	63.45 USD	40.57 USD
UoM	each	each
Image		
Supplier	Strategic Response Initiatives, LLC	WW Grainger - 3.5 xCBL Integration
Order quantity		

3.5 Adding Items to Cart

To add an item to your cart directly from the *Search Results* page, change the *Quantity* of the item if needed, then click the *Add to cart* button.

If you would like to add multiple items to your cart at the same time (per the picture below), check the box next to each item and click on the *Add all selected items to cart* button. A message will appear to inform you that the item was successfully added to your cart.

The link to your *Cart* in the top-right corner of the screen will also change to reflect the price of item(s) you just added.



3.5.1 Form Items

Some items have different icons in place of the *Add to cart* button. These represent a different process for adding an item to your cart.



A button labeled *Fill in form* or an image of a pair of gears indicates that the buyer must make a selection or customize certain aspects of the product before adding it to their cart. These selections could relate to shipping, zone selection, product customization, or quantity discounts. Clicking on the icon in the *Search Results* page will display the *Product Details* page where those selections can be made.

The screenshot shows a product page for '5708015 - 11 x 17 20# American Eagle 100% Recycled copy paper'. The 'Product Information' tab is active, displaying details like Supplier (Paper Mart Inc), Manufacturer (American Eagle), and Price/PU (0.00 USD). A yellow box highlights a shopping cart icon with a red 'x' and the text 'Cannot Add to cart'. Below this, a 'Purchase Options' table is visible, listing different quantities and unit prices for the product.

Preview	Manufacturer Man. prod. no.	Product ID Item Description	Order quantity UoM	Unit Price	
American Eagle 315505011001700	570801SDOWN1 5708015 - 11 x 17 20# American Eagle 100% Recycled copy paper	10.00 carton	33.21 USD	Fill in form	
American Eagle 315505011001700	570801SDOWN2 5708015 - 11 x 17 20# American Eagle 100% Recycled copy paper	40.00 carton	33.21 USD	Fill in form	
American Eagle 315505011001700	570801SDOWN3 5708015 - 11 x 17 20# American Eagle 100% Recycled copy paper	200.00 carton	32.74 USD	Fill in form	

In the above example, there is a cart icon with a red x indicating that you cannot add the item to the cart yet. You must select your zone and enter the quantity in the tab at the bottom of the page. This automatically calculates the price for items with zoned and tiered pricing.

Click the *Fill in Form* button.

The screenshot shows the same product page, but with the 'Shipping Discounts' tab selected. A yellow box highlights the 'Shipping Discounts' section, which lists three options: 'Sidewalk Delivery- 50.25 Discount per Carton', 'Dock Delivery- 50.25 Discount per Carton', and 'Standard Delivery-No Discount'. The 'Standard Delivery-No Discount' option is selected. The 'Add to cart' button is visible at the bottom of the product information section.

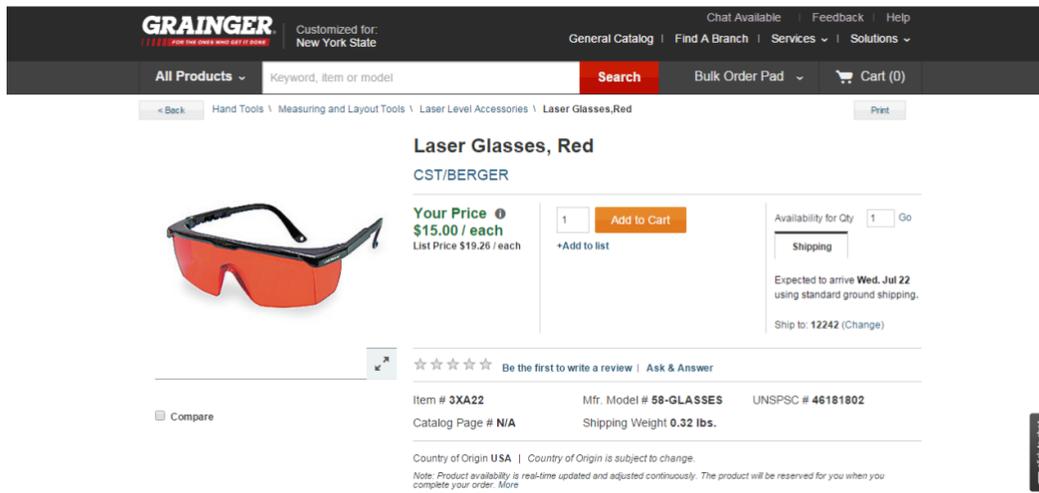
On this page, enter the desired quantity and add the item to the cart. If the product has different shipping options or discounts, they can be selected here. Products that require choices in color or material will also appear on this page.

3.5.2 Punchout Items

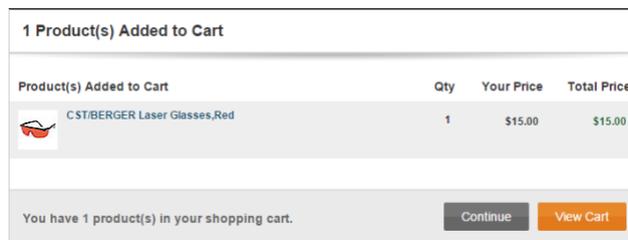
The globe icon represents Punchout Items in the eMarketplace. Punchout Items have the product details stored on the supplier's own website. The search results display in the *Search Catalogs* window but when the item is selected the user is taken to the supplier's website. There the user can add the item to their cart and bring that cart back into the eMarketplace. Any item that has a globe button is part of a roundtrip catalog.



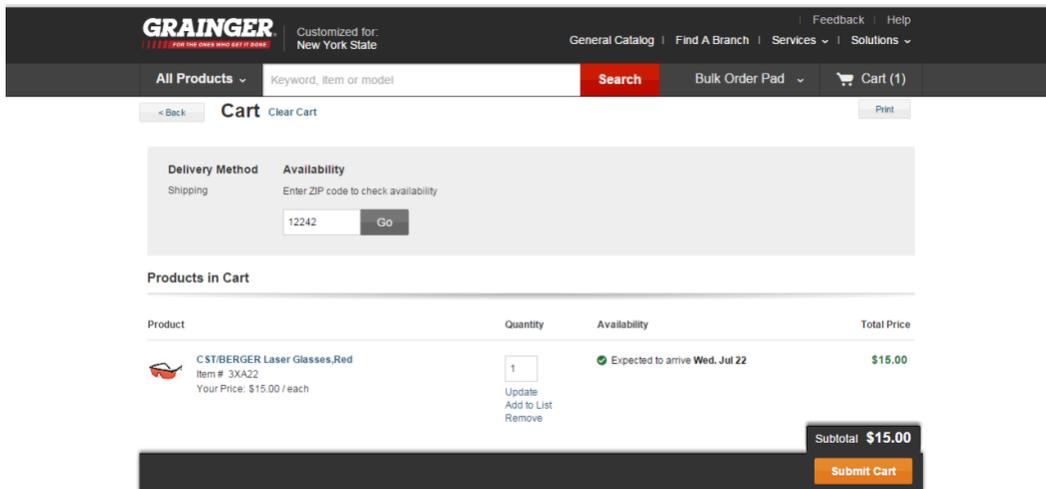
To view product details for Punchout Items, click on the globe icon for that item. You will be sent directly to that item on the supplier's website. Here you can view all the details of the item and add it to your cart. The screenshots below show what the process looks like on WW Grainger's website.



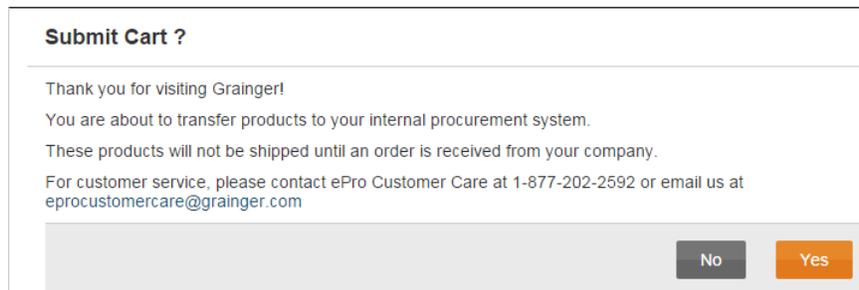
Click the *Add to Cart* button and a pop-up window will let you know the item was added.



Click *View Cart* to go to your Cart on Grainger's Website.



Click the *Submit Cart* button at the bottom of the screen and another pop-up window will appear letting you know that your item is being sent to your eMarketplace cart. Click the *Yes* button to return to the eMarketplace.



You will be automatically re-directed to your Cart in the NYS eMarketplace. The Punchout Item is now included and will be treated like any other eMarketplace product.

3.6 Your Shopping Cart

To review your Cart, click on the *Cart* link in the top-right. You can update an item's quantity and clicking the *Update* (blue arrows) button. You can also remove any items from your cart by clicking the *Delete* (recycling bin) button on the right or by placing a checkbox next to multiple items and hitting the *Delete Selected* button.

NEW YORK STATE OF OPPORTUNITY. Office of General Services eMarketplace

Search Cart Quick Entry Shopping Lists

Cart (1 items, 71.24 USD) Settings Help

Search View All Catalogs Advanced Search

Back to search result Delete Selected Submit

All	Manufacturer	Supplier	Item Description	Quantity	Unit Price	Total price
	Manufact. prod. no.		Product No.			
<input type="checkbox"/>	preferred source purple nitrile gloves 818.3	nys400_nyspro New York State Preferred Source Program- (Blind an	<u>safeskin purple nitrile "of" gloves-medium-10bx/100ea</u> <u>818.3</u>	1.00 case	71.24 USD	71.24 USD

Total price: 71.24 USD

Delete Selected Submit

Click the *Submit* button and you will be brought to the Order Request.

3.6 Shopping Lists

The *Shopping Lists* button can be accessed from the top of the *Search Catalogs* window and it can hold multiple lists that you can use to quickly *Add Selected Items to your Cart* or *Replace your Cart with Selected Items*.

NEW YORK STATE OF OPPORTUNITY. Office of General Services eMarketplace

Search Cart Quick Entry Shopping Lists

Cart (0 items, 0 USD) Settings Help

Product PrfSrc2_175.2 is no longer orderable.
Product PrfSrc2_872 is no longer orderable.
Product PrfSrc2_989.1 is no longer orderable.

Select Shopping List TATER WARE Change Shopping List Name Replace Cart with Selected Items Add Selected Items to Cart

All	Manufacturer	Supplier	Item Description	Quantity	Price/PU
	Manufact. Prod. No.		Product No.		
<input type="checkbox"/>	nyspsp 152FM	New York State Preferred Source Program- (Blind an	<u>Respirator Wipe Pads (Individually wrapped) 100/BX</u> <u>152FM</u>	1.00 case	13.46 USD

Add to cart

Whenever you add an item to your *Shopping List* from your cart, you are given the option to add to an existing *Shopping List* or create a new list. Once you have created a list, you may change the name of the *Shopping List* or delete the list from within the *Shopping List* page.

The screenshot shows a modal window titled "Select Shopping List" with a close button (X) in the top right corner. It contains two radio button options: "Add Items to an Existing Shopping List" (which is selected) and "Add items to a new Shopping List". Under the first option, there is a "Shopping List" dropdown menu currently showing "Wish List". Under the second option, there are three text input fields labeled "Shopping List", "Description", and "User ID". The "User ID" field contains the email address "Wayne.Roberts@usa.ny.gc". At the bottom of the dialog are two green buttons: "Add items" and "Close".

3.7 Quick Entry

If you already know the Product ID number and supplier for an item you want to purchase, you can use the *Quick Entry* screen.

The screenshot shows the "Quick Entry" screen within a web application. The header includes the New York State of Opportunity logo, "Office of General Services", "Procurement Services", and navigation links for "Search", "Cart", "Quick Entry" (highlighted in green), and "Shopping Lists". The main content area has a "Please select a supplier" dropdown menu with a magnifying glass icon and a red X. Below this is a "Please enter your products with ProductID and quantity" section. It features a table with two columns: "Product ID" and "Quantity". The first row of the table has yellow callout boxes pointing to the "Product ID" and "Quantity" headers. At the bottom of the table is a green "Add to Cart" button.

On this screen, enter the exact *Product ID* of the item you want and the *Quantity* that you would like to order. You can fill in ten different items at a time, then click on the *Add to Cart* button. If two or more suppliers sell items with the same Product ID, you can click on the binoculars icon to *Find a Supplier* from the vendors list, and select one before adding the items to your cart.

Search for Suppliers

Supplier ID
Supplier Name

Search
Clear

Please note: All search fields are case insensitive. Use wildcards like "*" and "?" for searching. The asterisk substitutes one or more characters, the question mark substitutes exactly one character. Example: "car*" will find "cartonnage", "caretaker", "carriage" and more; "car?" will find "cart", "carp", "card" and more.

7 items found, displaying all items.

Supplier ID	Supplier Name	Supplier Group Name	City
cor900_nyspro	Corcraft		
lin306_nyspro	Lindenmeyr Munroe		LATHAM
nyi007_nyspro	NYSID		Albany
nys400_nyspro	New York State Preferred Source Program- (Blind an		
pap665_nyspro	Paper Mart Inc		
uni865_nyspro	Unisource Worldwide, Inc		
wwg355	WW Grainger - 3.5 xCBL Integration		Perfect

4. Requisitions and Purchase Orders

The Requisition Page allows you to review your order and add billing and shipping information prior to turning your request into a Purchase Order.

4.1 View Requisition Screen

The *Order Request* screen is your last stop before submitting your order.

Overview Requests Orders

Order Request Save and Exit Save and Submit

Burgess,Carolyn -z400321/8-445 Actions ▾

Notes to Approver

Total	
USD	\$4.37
Line Items	1
Suppliers	1

Custom Fields

SFS Agency - Business Unit Requester Authorized User Number

[View Less](#)

Line Items 1 [Attachments](#) [Approval Map](#) [History & Comments](#)

Add Item From ▾

0 Selected Item(s)

<input type="checkbox"/>	Item Description	Supplier	Supplier Part Number	Unit	Commodity	Quantity	Unit Price	Total
<input type="checkbox"/>	1 Rubbermaid Recycling Receptacle, 28-1/8	Unisource	5373897	EA	Cleaning And Janitorial Supplies	1	4.37	\$4.37

[Expand ▾](#) [Details](#)

You can also view an *Approval Map*, and *History & Comments* on the respective tabs.

4.2 Editing Requisitions and Item Details

The *Line Items* tab is displayed and shows the items that were submitted from your Cart.

The *Attachments* tab allows you to attach files to your order.

Clicking on the *Details* link for an item will allow you to edit your Shipping Address and Billing Address, add PCard information, and attach files for an individual item. Making a change in this window will apply only to the individual item unless the *Apply to all items* box is checked.

Item Details Cost Centers Shipping **Billing** Custom Fields Attachments

Bill To Address [Change Address](#)

XXXXX
1111 test
Albany, NY 12201

Contact
No Contact specified

Email
nomail@perfect.com

Phone

Fax

Mail Stop

Payment Method
Enter PCard

Name on Card

Credit Card Number

Credit Card Expiration

Special Instructions

Usage Code
Unknown

Taxable
 Yes No

Apply to all items

[Cancel](#) [Save Changes](#)

Save Changes when you are done, and you will be returned to the *Order Request* page.

Back on the *Order Request* page, you can use the *Add Item From* dropdown to *Add Item From Catalog*, or *Add Item From Favorites*.

4.3 Print View

By using the *Actions* dropdown, you can access a *Print View* of your request, *Delete* your request, or *Exit*.

4.4 Submitting the Requisition

Submit your request by clicking on the *Save and Submit* button. The *Requests* page will open, and that Status of your Request will say *Order Created*.

Requests [Templates](#) [New Request](#)

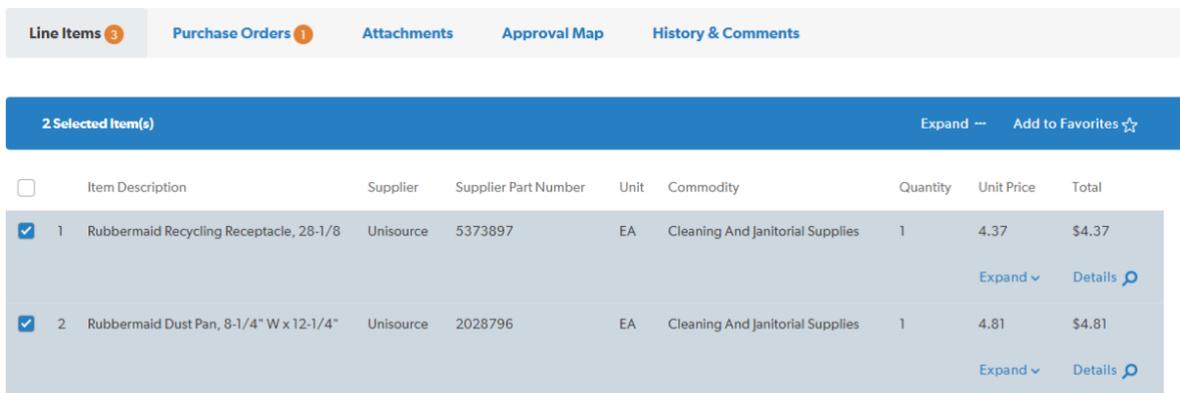
< Filters Showing items matching your filters [Remove Applied Filters](#) [View 25 Per Page](#)

Name	Requester	Organization	Status	Next Approver	Amount	Created	Actions
Burgess,Carolyn -z400321/8-457	Burgess,Carolyn -z400321	NYS Agencies	Order Created		\$14.81	11/14/2018	Actions ...

You can also save your request for later by clicking on the *Save and Exit* button.

4.5 Favorites

Once you have created a request, you can save items as Favorites. Click on the name of a Recent Request that contains the items you would like to add to Favorites. In the *Line Items* tab, check the box(es) next to the items you would like to add to Favorites. The *Add to Favorites* button will appear on the far right in the blue bar.



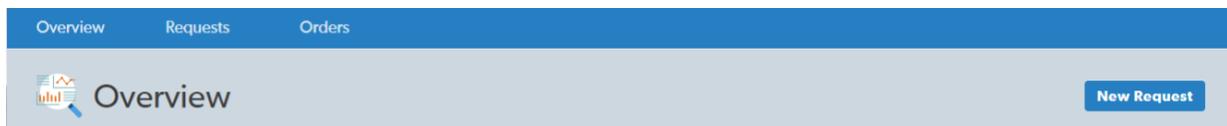
<input type="checkbox"/>	Item Description	Supplier	Supplier Part Number	Unit	Commodity	Quantity	Unit Price	Total
<input checked="" type="checkbox"/>	1 Rubbermaid Recycling Receptacle, 28-1/8	Unisource	5373897	EA	Cleaning And Janitorial Supplies	1	4.37	\$4.37
							Expand	Details
<input checked="" type="checkbox"/>	2 Rubbermaid Dust Pan, 8-1/4" W x 12-1/4"	Unisource	2028796	EA	Cleaning And Janitorial Supplies	1	4.81	\$4.81
							Expand	Details

Click on *Add to Favorites*, and receive this pop up:

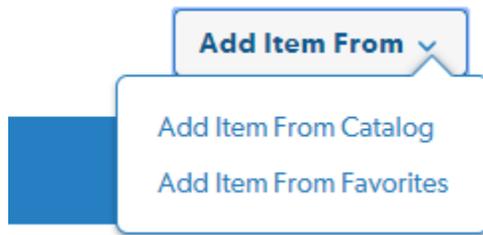
Item(s) successfully added to the Favorite Items list.

OK

To add items to your cart from your Favorites, click on the *New Request* button on the *Overview* page.



In the Line Items tab, click on the *Add Item From* dropdown.



Click on *Add Item From Favorites*, and your Favorites list will open. Check the box(es) next to the items you would like to add to your Order Request, and the *Add to Request* button will appear in the blue bar.

Favorite Items

< Filters Remove Applied Filters

2 Selected Item(s) Add to Request ☆ Remove ☹

<input checked="" type="checkbox"/>	Item Description	Quantity	Unit Price	Unit	Supplier	Supplier Part Number	Manufacturer	Manufacturer Part Number	Favorite Category
<input checked="" type="checkbox"/>	Rubbermaid Dust Pan, 8-1/4" W x 12-1/4" L, Heavy Duty, Charcoal, (12 Ea/Ctn)	1	\$4.81	EA	Unisource	2028796	Rubbermaid	0	

Click the *Add to Request* button, and your Order Request will be populated with the selected items.

4.6 Checking the Status

View *Recent Requests* and their *Statuses* on the *Overview* page. To view older requests, click on the *View All Requests* button.

Name	Requester	Organization	Status	Next Approver	Amount	Created	Actions
Burgess, Carolyn -z400321/8-445	Burgess, Carolyn -z400321	NYS Agencies	Open		\$4.37	11/06/2018	Actions ...
Burgess, Carolyn -z400321/8-428	Burgess, Carolyn -z400321	NYS Agencies	Order Created		\$118.00	02/22/2018	Actions ...

Open the *Filters* pane and search for the request Name, Dates, and Status to narrow down the list of results.

4.6.1 Requisition Action Icons

Clicking on *Actions* displays a series of options for each request. Depending on the Status of the Request, options may vary.

Status	Amount	Date	Actions
Open	\$4.37	11/06/2018	<ul style="list-style-type: none"> Edit Copy Delete Print View View Approval Map View Details Save as Template
Order Created	\$118.00	02/22/2018	<ul style="list-style-type: none"> Copy View Approval Map Print View View Details View POs Save as Template

Edit: Further edit your Request for submittal.

Copy: Applicable only to *Open* requisitions, creates a new copy of the Request.

Delete: Applicable only to *Open* requisitions, clicking this deletes the Request.

Print View: Displays details of the Request in a format that is suitable for printing.

View Approval Map: Displays the approval process.

View Details: Opens a summary of your Request with all pertinent information. There is also a Purchase Orders tab on this page. Clicking on the PO Number will open a summary of the Purchase Order for this Request.

View POs: Displays a history of all POs and their Statuses.

Save as Template: This will make a copy of the requisition as a template for future use.

4.7 Purchase Orders

Recent Orders and their *Statuses* are also shown on the *Overview* page. To view older orders, click on the *View All Orders* button. The *Filters* pane is like the *Filters* pane on the *Requests* page.

PO Number	Organization	Requester	Supplier	Created	Total	Buyer Status	Actions
8-304-120	NYS Agencies	Burgess,Carolyn - z400321	Krackeler Scientific Inc.	02/22/2018	\$118.00	Waiting for Response	Actions ...
8-303-120	NYS Agencies	Burgess,Carolyn - z400321	NYSID	02/21/2018	\$152.96	Waiting for Response	Actions ...

A *Request* has not yet been dispatched to the supplier and may contain items from more than one supplier. An *Order* has been dispatched and contains items for that supplier only. A *Request* with items for more than one supplier will automatically be split into one *Purchase Order* per supplier.

The *Buyer Status* may indicate one of the following: *Waiting for Response*, *Accepted by Supplier*, or *Rejected by Supplier*.

Click on the *PO Number* to view the PO details.

Purchase Order 8-289-120 Close Order Actions

Source Request: Burgess,Carolyn -z400321/8-418
Requested By: Burgess,Carolyn -z400321
PO Submit Date: 05/12/2016
PO Status: Open

Supplier: Unisource
Currency Code: USD
Payment Type: PCard
Core Amount: \$712.54
Total Tax: \$0.00
Total Amount: \$712.54

Contact Info: Burgess,Carolyn -z400321
 518-474-2712
 Carolyn.burgess@ogs.ny.gov

Buyer Status: Waiting for Response
Supplier Status: No Status
Transmission Status: Sent to MarketSite

Line Items 2 Receipts Invoices Approval Map History & Comments

Item Number	Item Description	Supplier	Supplier Part Number	Unit Price	Quantity	Total	Receipt Status
1	2255601 - 8-1/2 x 11 20# Hammermill Great White Recycled Copy Paper 10 to 39 CT	Unisource	2255601CENTI	\$30.98	12	\$371.76	Unreceived
2	2255601 - 8-1/2 x 11 20# Hammermill Great White Recycled Copy Paper 10 to 39 CT	Unisource	2255601CENTI	\$30.98	11	\$340.78	Unreceived

This includes the *PO Status*, *Supplier Status*, *Transmission Status*, and *Receipt Status* of your PO, as well as *Line Item* details. This page also has *Receipts* and *Invoices* tabs.

4.7.1 Purchase Order Action Icons

The *Orders* screen also offers a series of *Actions* for each PO:

PO Number	Organization	Requester	Supplier	Created	Total	Buyer Status	Actions
8-304-120	NYS Agencies	Burgess,Carolyn -z400321	Krackeler Scientific Inc.	02/22/2018	\$118.00	Waiting for Response	Actions ...
8-303-120	NYS Agencies	Burgess,Carolyn -z400321	NYSID	02/21/2018	\$152.96	Waiting for Response	Copy View Approval Map
8-302-120	NYS Agencies	Burgess,Carolyn -z400321	Corcraft	02/21/2018	\$60.00	Waiting for Response	Print View

Copy: Copies the Purchase Order into a new *Order Request*.

View Approval Map: Displays the approval process.

Print View: Displays details of the *Request* in a format that is suitable for printing.

5. Communicating with eMarketplace Suppliers

If you need to contact the suppliers directly, consult the OGS Procurement Services website to find the correct supplier contact information. This can be found in the Contract Award document, Contract Update documents, and/or Contractor Information documents on the State Contract Award page for the relevant award.

6. Who to Contact for Assistance

If you have any difficulty using the eMarketplace or if you have questions that are not answered in this guide, please contact the OGS Procurement Services Customer Services team at customer.services@ogs.ny.gov or 518.474-6717.