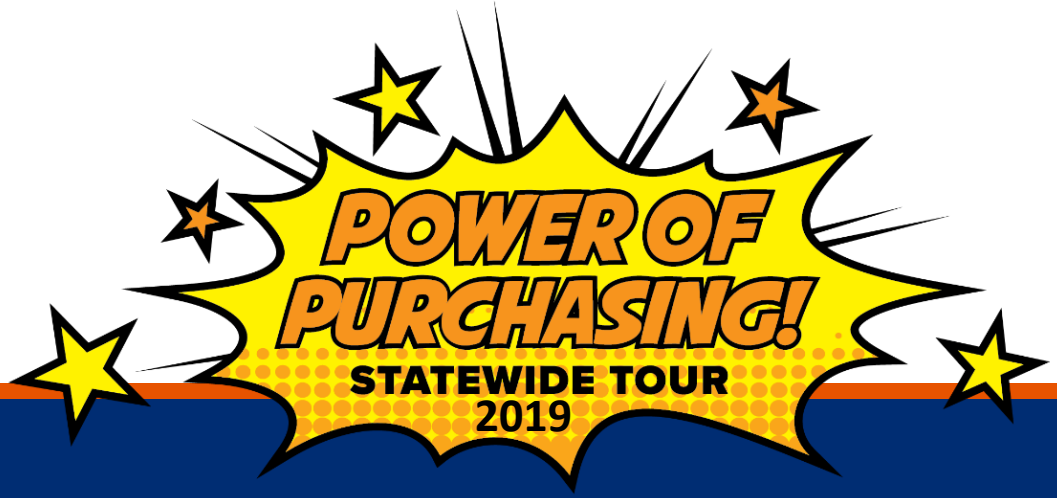
NEW YORK STATE OF OPPORTUNITY.

Office of General Services

OGS Procurement Services



July 3, 2019

@NYSPro @nysprocurement

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Using the NYS eMarketplace

July 3, 2019

@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?

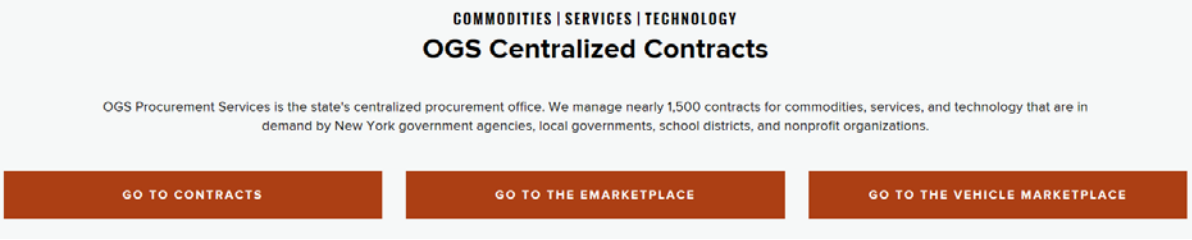
- Ease of identifying MWBE, SDVOB, and Preferred Source providers
- Create and submit one PO for multiple suppliers
- Create and save Favorites list
- Look up and compare pricing without using PDFs
- Prices verified by OGS to be at or below contract price.

The NYS eMarketplace Webpage

From the NYS Procurement website:
https://ogs.ny.gov/procurement

Click on NYS eMarketplace to:

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



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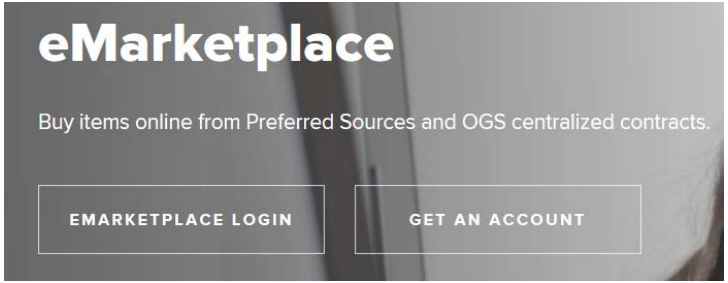
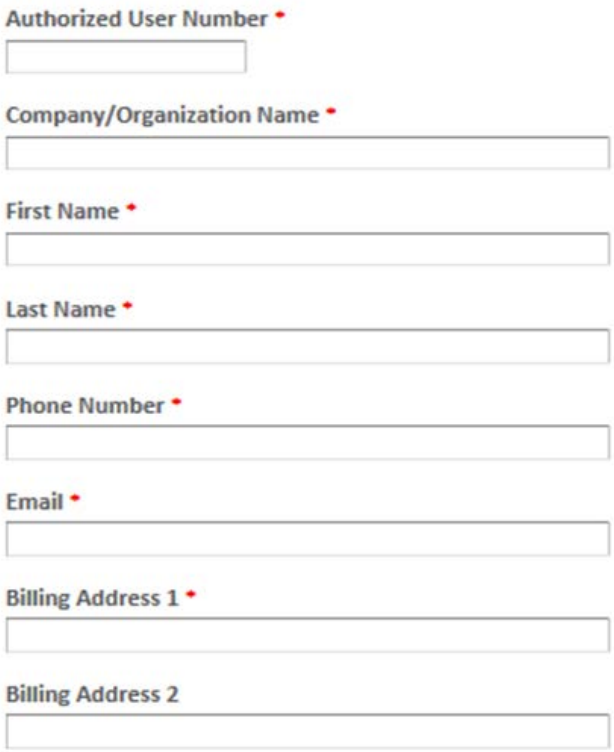
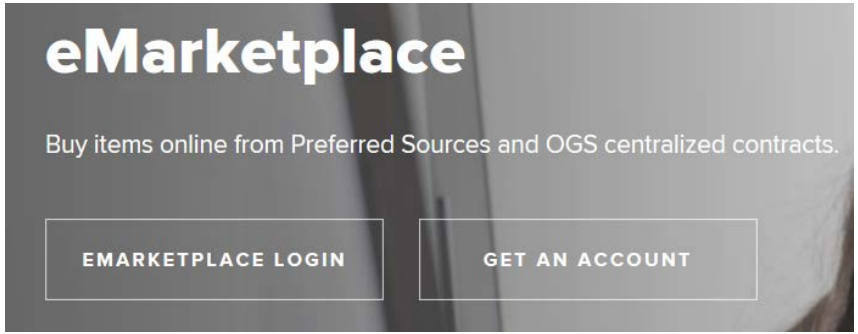
Creating an eMarketplace Account

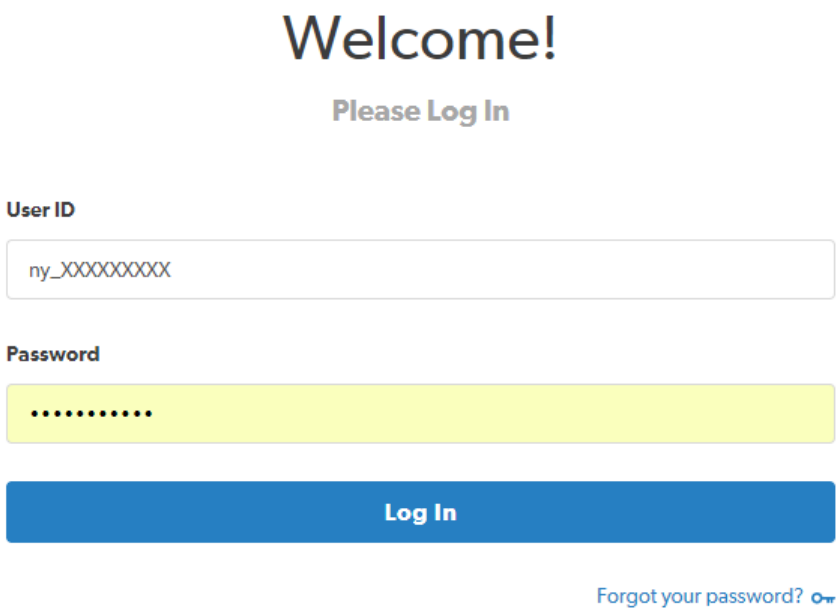


- Click on the eMarketplace “Get An Account” button
- Complete the form and click submit
- Your UserID and Password will be emailed to you within 1 business day
- Don’t know your authorized user number? Contact OGS Customer Services for assistance!



Logging into the eMarketplace





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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
- Audio Visual Equipment and Accessories: Award 22844-E*
- School and Art Supplies: Award 23006

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What's Available in the eMarketplace?

Available Now

- Traffic Paint: Award 23056-ES,RA,SW
- Miscellaneous Office Supplies: Award 22790-E*
- Miscellaneous Office Supplies: Award 22790
- School and Art Supplies: Award 23006
- Traffic Paint: Award 23056-ES,RA,SW
- Audio Visual Equipment and Accessories: Award 22844-E
- Recycled Copy Paper: Award 23078-GR, RS
- Recycled Copy Paper, Truckload Lots: Award 23064
- Outdoor & Site Furniture Including Picnic Tables: Award 22984

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What's Available in the eMarketplace?

Available Now

- 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
- Environmentally Preferable Lighting: Award 23083-GR

Coming Soon

- Automotive Parts and Supplies
- Aggregate Buy Hardware
- Fresh Bread
- Athletic Equipment

Quick Links, Recent Requests and Orders

Overview | Requests | Orders | Reports

General Information

Welcome to the New York State eMarketplace!

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.

- Environmentally Preferable Cleaning Products , Programs, Equipment & Supplies: Award 22830
- Industrial & Commercial Supplies: Award 22918
- 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)
- Recycled Copy Paper: Award 23078-GR, RS
- Recycled Copy Paper, Truckload Lots: Award 23064
- Outdoor and Site Furniture Including Picnic

Recent Requests

View All Requests

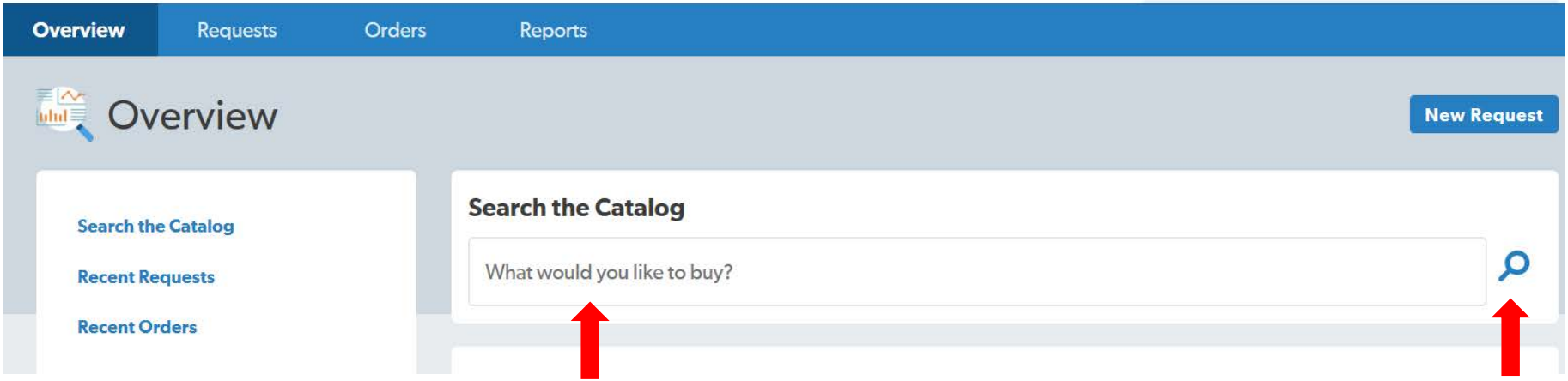
Name	Created	Amount	Status
Abraham,Nancy-z307894/50-2	11/27/2018	$0.00	Open
Abraham,Nancy-z307894/50-5	02/15/2019	$0.00	Open
Alleyne,Sharon-z307709/110-92	01/31/2019	$77.00	Open
Anderson,Deborah-z320448/90-2	10/27/2017	$6,400.00	Open
Anderson,Deborah-z320448/90-5	08/21/2018	$225.60	Open
Arlt,Mellisa-z329314/360-5	12/12/2018	$0.00	Open

Recent Orders

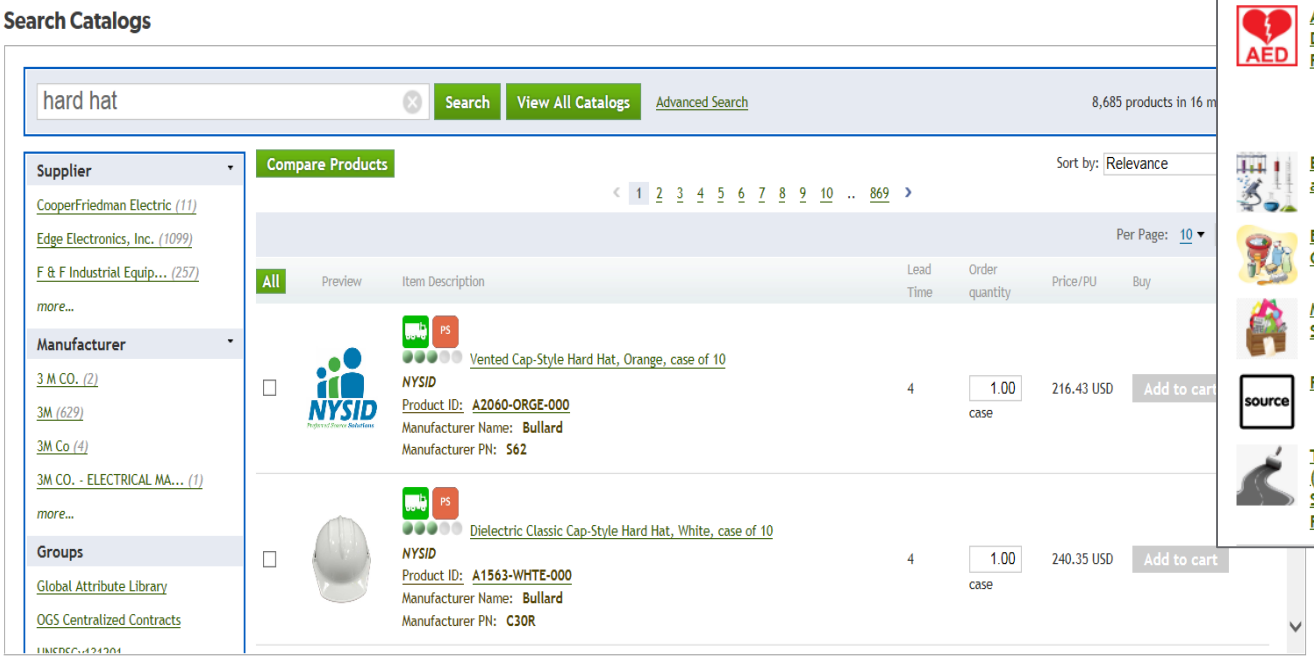
View All Orders

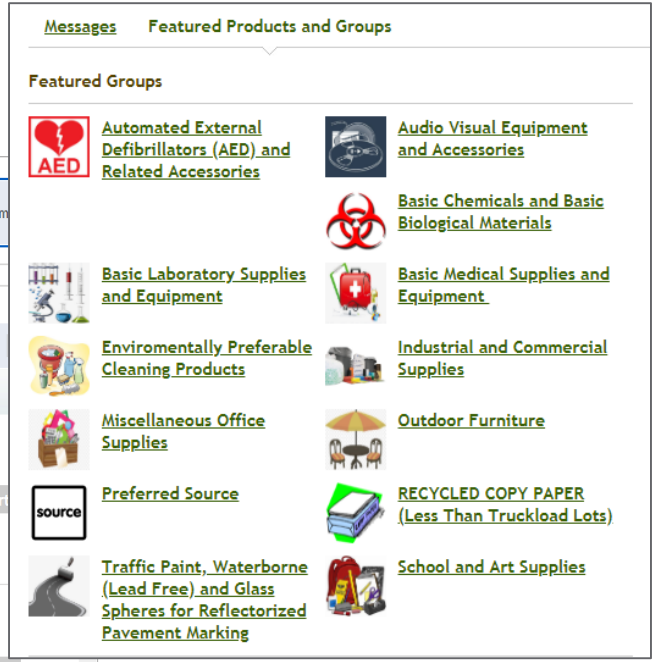
No Items to Display

Search the Catalog



Search Catalogs





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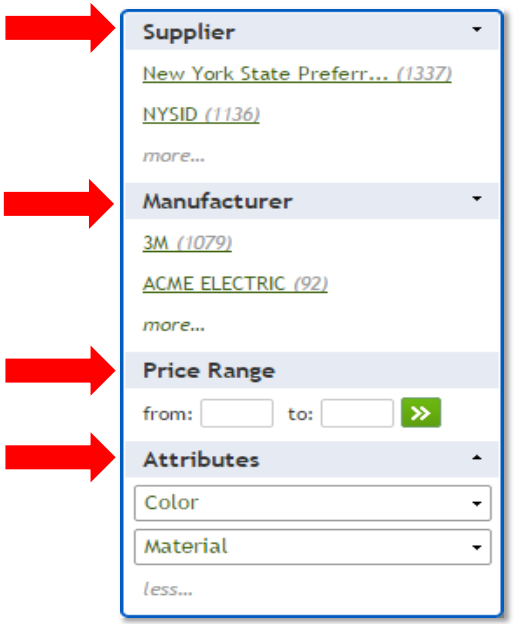
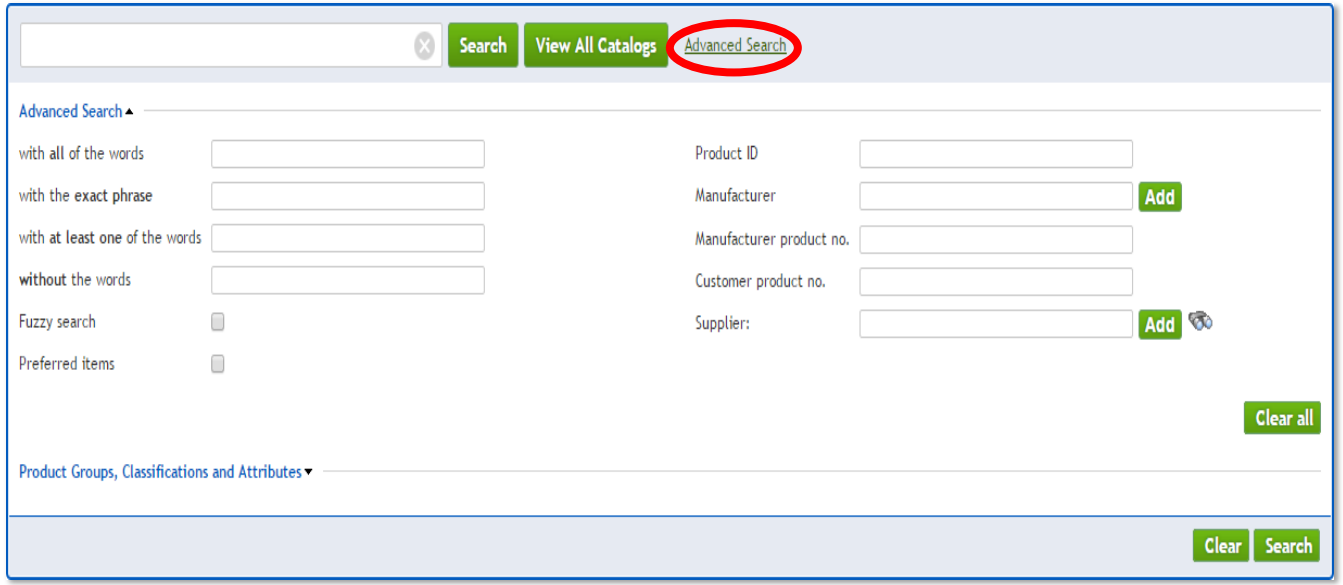
Using Search Options

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



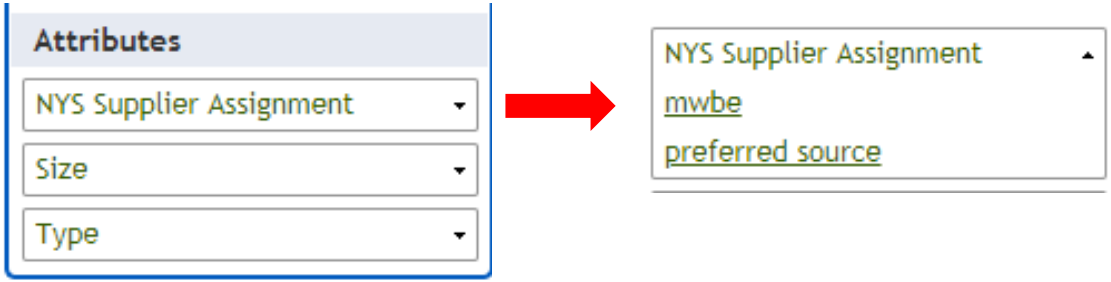
- More specific searches can be done by using the 'Advanced Search' option next to the search bar.



Search Manager Attributes

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

- Preferred Source PS
- MWBE
- SDVOB SDV
- GreenNY



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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

Bug/Tar Remover 16 Oz Bottle Clear
WW Grainger - 3.5 xCBL Integration
Product ID: 1UER9
Manufacturer Name: TURTLE WAX
Manufacturer PN: T520A
7.97 USD

Punch Out Supplier

Krackeler Scientific Inc. LABORATORY CONTRACT- THE SUPPLIER MAY NOT FULFILL THE ORDER, IF THE ORDER TOTAL IS LESS THAN $100.
Krackeler Scientific Inc.
Product ID: LabSupplies
Manufacturer Name:
Manufacturer PN:
N/A

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Forms for Additional Information

- 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)

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Comparing Products

Get comparison in XLS format

2 Products in Comparison

Product ID	21024G	601.1
Item Description	snappy green life glass cleaner 4-gal	Zep Greenlink Concent Glass Clnr, 4x gallon
Long Description	A highly concentrated glass, window and multi-purpose cleaner. Glass & Window Cleaner is non-ammoniated, alcohol- free and streak-free. MADE IN THE USA. An all around glass and window cleaner. Also excellent for use on desk tops, counter-tops, lighting fixtures and porcelain. Each gallon yields 256 quarts of Ready to Use glass cleaner making this one of the least expensive environmentally preferable glass cleaners on the market. GREEN SEAL! Get your WMBE credit through us by purchasing these products.	Cleans windows, auto glass, mirrors, appliances, bathroom fixtures, glass desk tops, display cases. Green Link Concentrated Glass Cleaner removes smudges and fingerprints without any steaks or h contains no Alkyl phenol ethoxylates. Zep GreenL Concentrated Glass Cleaner is a member of Zep`: GreenLink line of Environmentally Preferred Prod (EPP). Zep Green Link Concentrated Glass Cleaner meets Green Seal's Environmental Standard for General Purpose Cleaners used for Industrial and institutional purposes, GS-37.
Manufacturer	SNAPPY GREEN	nyspsp
Manufacturer No.	21024G	601.1
Price/PU	74.99 USD	103.34 USD
UoM	case	case
Lead time in days	5	5
Image		

window cleaner | Search | View All Catalogs | Advanced Search

Supplier
- Corr Distributors Inc. (5)
- E.A. Morse & Co. Inc. (5)
- Edge Electronics, Inc. (3)
- more...

Manufacturer
- AMREP (1)
- AMREP, INC. (1)
- Betco (2)
- BETTER LIFE (1)
- more...

Groups
- Global Attribute Library
- OGS Centralized Contracts
- UNSPSCv131201

Price Range
from: to:

Recommendation Level

Compare Products

1 2 3 4 5 6

All | Preview | Item Description

snappy green life glass cleaner 1-gal
NYS Preferred Source for the Blind
Product ID: 21021G
Manufacturer Name: SNAPPY GREEN
Manufacturer PN: 21021G

snappy green life glass cleaner 4-gal
NYS Preferred Source for the Blind
Product ID: 21024G
Manufacturer Name: SNAPPY GREEN
Manufacturer PN: 21024G

Zep Greenlink Concent Glass Clnr, 4x1 gallon
NYS Preferred Source for the Blind
Product ID: 601.1
Manufacturer Name: nyspsp
Manufacturer PN: 601.1

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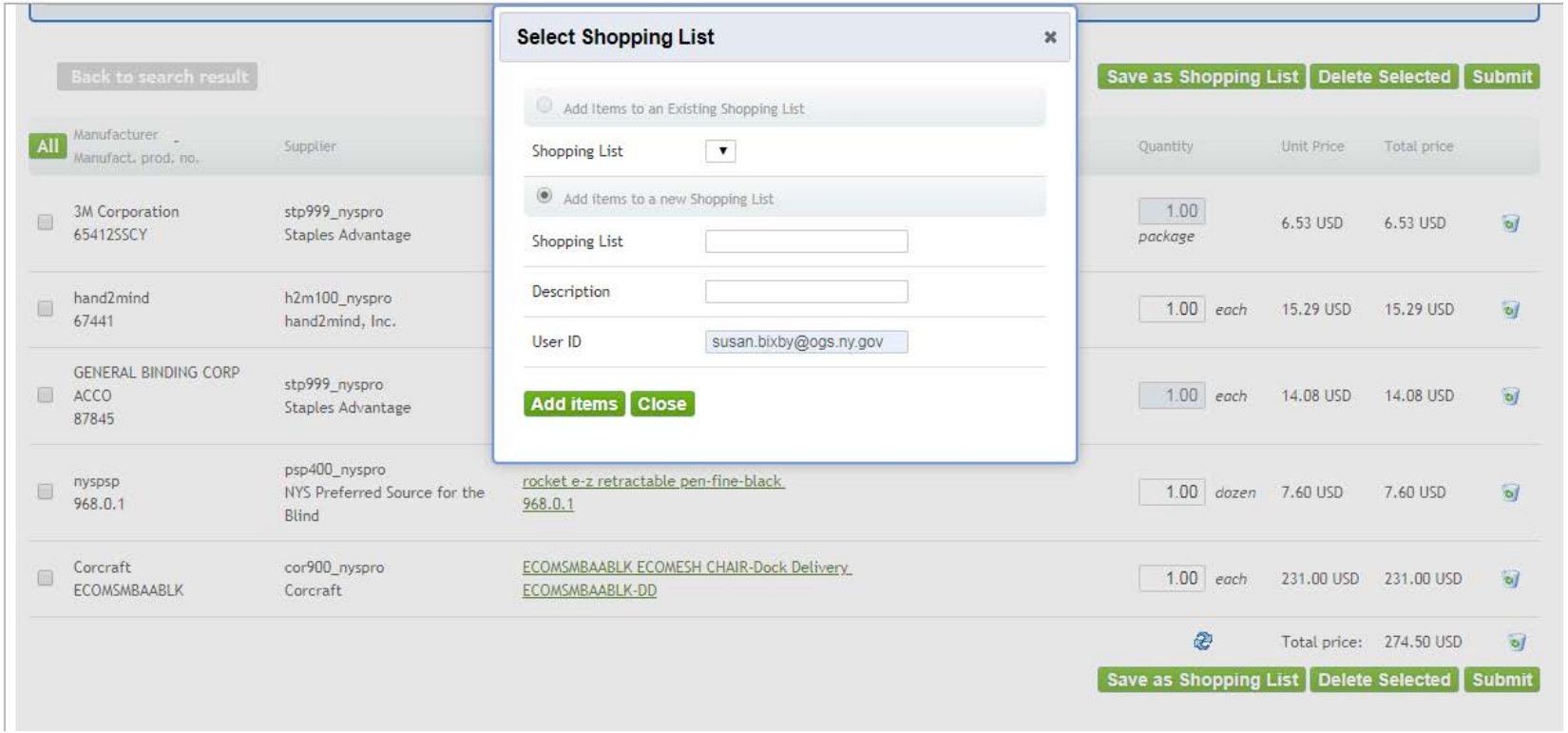
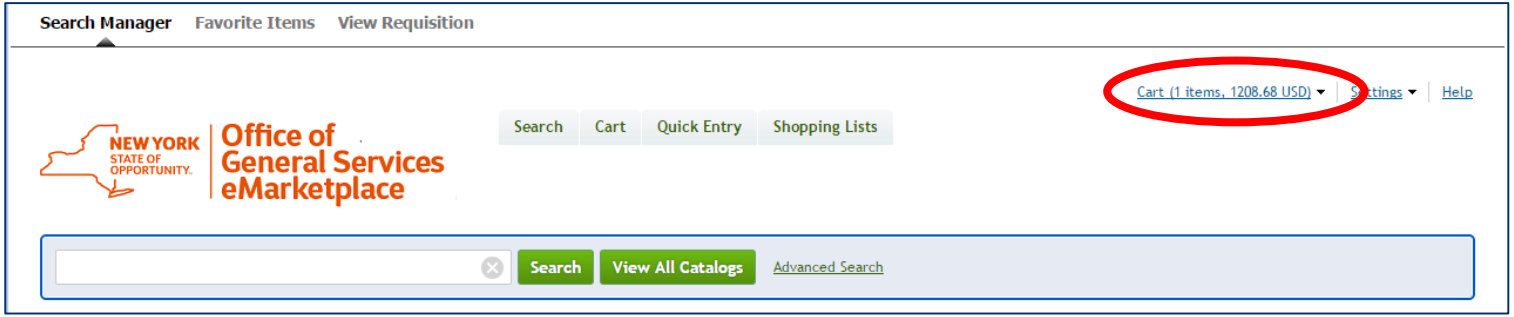
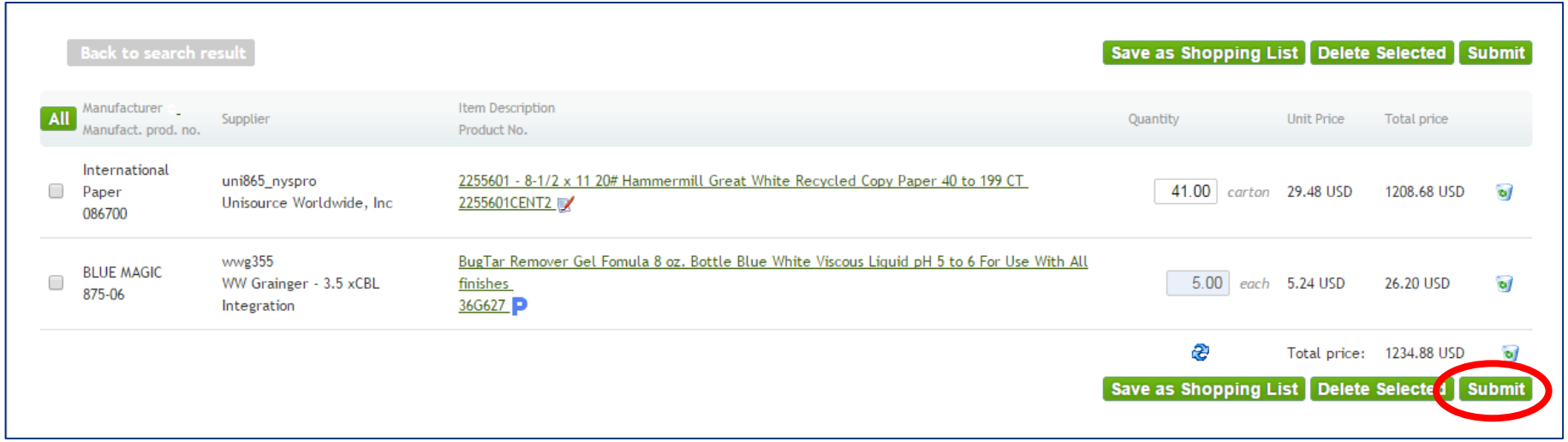
Favorites List

- Frequently purchased items
- Multiple suppliers in one list



View Cart and Submit It to a Requisition





Requisition Screen – Direct Access

Overview Requests Orders Reports

Custom Fields

SFS Agency - Business Unit

Authorized User Number

Item is required.

View More

Line Items 1 | Attachments | Approval Map | History & Co

Overview | Requests | Orders | Reports

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	
White,Tricia-z29994 1/3-12	White,Tricia-z2999 41	NYS eMarketplace	Open		$14,547.20	03/23/2016	Actions •••

Add Item From

0 Selected Item(s)

		Item Description	Supplier	Supplier Part Number	Unit	Commodity	Quantity	Unit Price	Total
☐	1	2255601 - 8-1/2 x 11 20# Hammermill Grea	Veritiv Operating Company	2255601CENT2	CT	Writing paper	41	29.35	$1,203.35

Expand | Details

Select the Details button to access line item details

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- Complete applicable fields in item details and click Save Changes

Item Details | Cost Centers | Shipping | Billing | Custom Fields | Attachments 1

Ship To Address Change Address

NYS Office of General Services
PO Box 2117
Corning Tower
Empire State Plaza
Albany, NY 12220-0117

Contact: Contact specified
Email:
Phone:
Fax:
Mail Stop:
Shipping Method: Standard Delivery
Requested Delivery Date: 03/01/2019
Shipping Instructions:

Apply to all items
Cancel | Save Changes

Item Details | Cost Centers | Shipping | Billing | Custom Fields | Attachments 1

Bill To Address Change Address

Albany
One Commerce Plaza
Mailroom Suite,1850
Inside Delivery, Truck w-Liftgate
Albany, NY 12257

Contact: No Contact specified
Email:
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

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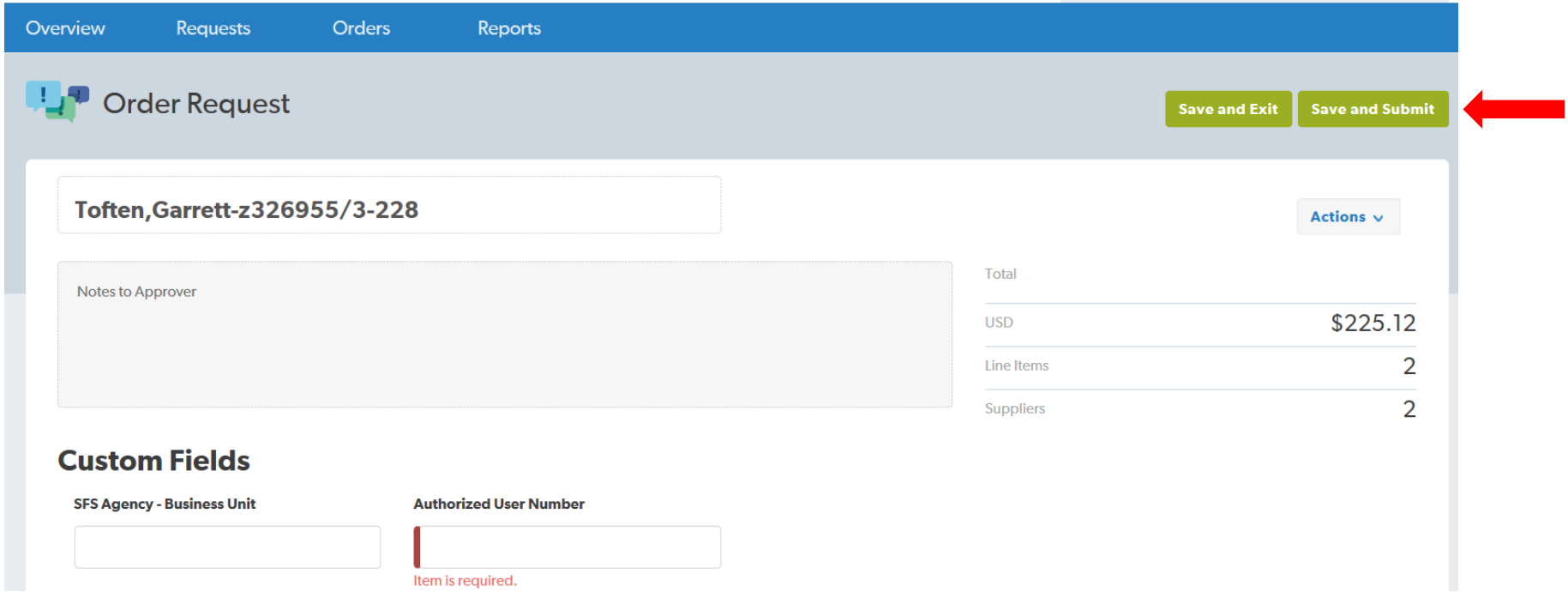
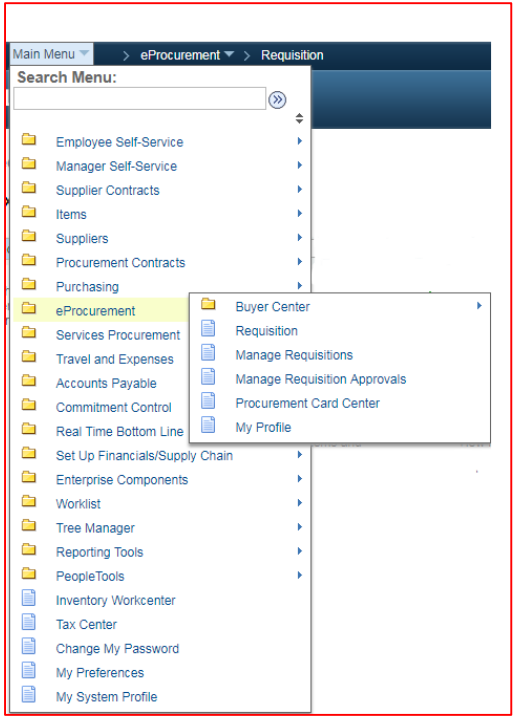
Submitting the Requisition

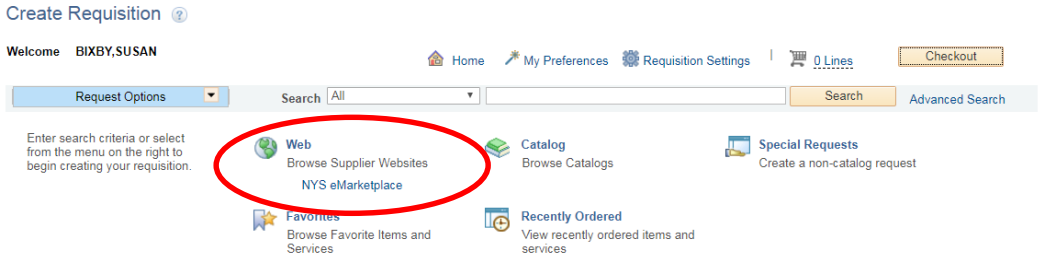
- When you are done with the requisition screen, click ‘Save and Submit’ to send the PO to the supplier(s)

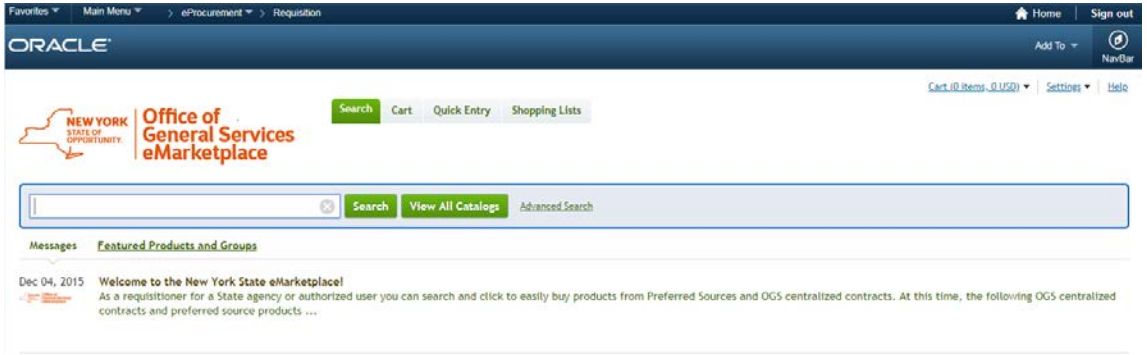


Requisition Screen - SFS

- From the Requisition screen, select NYS eMarketplace







SFS PO Submission

ORACLE

Add To | NavBar

Cart (2 items, 228.59 USD) | Settings | Help

NEW YORK STATE OF OPPORTUNITY. Office of General Services eMarketplace

Search | Cart | Quick Entry | Shopping Lists

Search | View All Catalogs | Advanced Search

Back to search result

Delete Selected | Submit

All	Manufacturer / Manufact. prod. no.	Supplier	Item Description / Product No.	Quantity	Unit Price	Total price
	LOUISVILLE LADDER CORP. LP-2100-23	fas705 Fastenal	Span 2 Extension Ladder Rungs Short Body Ladder Jack 1008479 P	1.00 each	137.77 USD	137.77 USD
	WERNER CO. AC78	foe500_nyspro FM Office Express Inc	AC78 LADDER STABILIZER X89-650	1.00 each	90.82 USD	90.82 USD
					Total price:	228.59 USD

Delete Selected | Submit

- Requisition line information is automatically brought into SFS!

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
1	AC78 LADDER STABILIZER	E0006750	FM OFFICE EXPRESS INC	1.0000	Each	90.8200	90.82		Add	
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

- No manual entry needed!

Resources

- https://ogs.ny.gov/procurement
  - 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:
eMarketplace@ogs.ny.gov

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