How to Register as an Authorized User (Buyer) in the NYS Vehicle Marketplace

Please Note: That there will only be allowed **one (1)** main administrator per Entity in the eProcurement platform powered by Negometrix. The administrator will be able to create accounts for their Colleagues. Before you register determine who should be the main administrator for your entity.

1. Items needed before registering in the eProcurement platform, powered by Negometrix:

    a. Federal Employer Identification Number (FEIN)

    b. OGS Customer ID (Non-State Entity)

    c. SFS Department ID (State Agencies)

2. To register your Entity go to the Registration Form on the Negometrix website.

    a. **Please Note: The Federal Employer Identification Number (FEIN) field will need to be entered in a specific format:**

        i. You must enter your FEIN followed by your OGS Customer/SFS Department ID# with a hyphen in between the two (2) sets of numbers with no space (See below for examples for each entity). Do not include a hyphen within the FEIN (e.g., enter 123456789, not 12-3456789)

            1. **Non-State Agencies**:
                FEIN-OGS Customer ID (e.g. 123456789-1234)

            2. **State Agencies**:
                FEIN-SFS Department ID (e.g. 123456789-1234567)

    b. Fill out all the required information.

    c. Make sure to check **Purchasing/Procurement Organization** and then click **Public Sector**.

    d. Choose the proper Contracting Authority
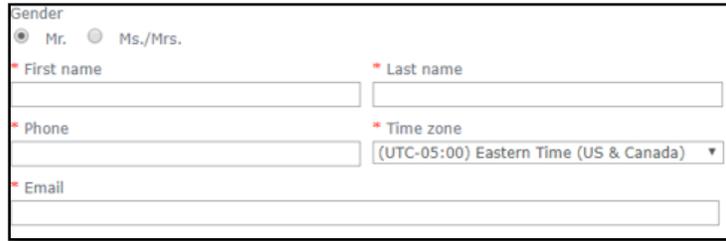

    e. You will be then required to enter your OGS Customer ID (Non-State Entity) or your SFS Department ID (State Agencies).

        i. Then click **Next** at the bottom of the screen.

        ii. **Please Note:** The form will alert you if something was not filled out.

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   f.   The next page is all your contact information.

    g.   When finished filling in all the required information click the **Register** button at the bottom right-hand side of the screen.

3.   Once registered you will receive a system generated email asking you to activate your account. Click on the link provided in the email to activate your account.

4.   The OGS Vehicle Marketplace team will review your registration. Once accepted into the Vehicle Marketplace as a User, the OGS Vehicle Marketplace Team will send you an email letting you know that you have been accepted as an Authorized User. Once an Authorized User you will be able to start filling out and sending in Vehicle Request forms.

5.   While waiting for the OGS Vehicle Marketplace Team to review your registration, go to your Profile Page by clicking on **My Profile** tab on the right-hand side of your screen.

    a.   Click on the **Edit** button on the right-hand side of the screen.

        i.   Under the heading **Job Title** type in your job title (e.g. Account Clerk, Head Purchaser, Chief, etc.).
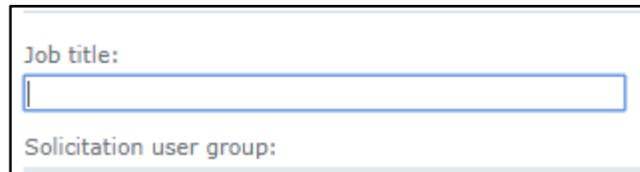
        ii.   Then scroll down and click on the blue **Save** button at the bottom right-hand side of the screen.