



Office of General Services

OGS Procurement Services



November 12, 2019



@NYSPro



@nysprocurement



**Office of
General Services**

Using the NYS eMarketplace

November 12, 2019



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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



COMMODITIES | SERVICES | TECHNOLOGY
OGS Centralized Contracts

OGS Procurement Services is the state's centralized procurement office. We manage nearly 1,500 contracts for commodities, services, and technology that are in demand by New York government agencies, local governments, school districts, and nonprofit organizations.

GO TO CONTRACTS

GO TO THE EMARKETPLACE

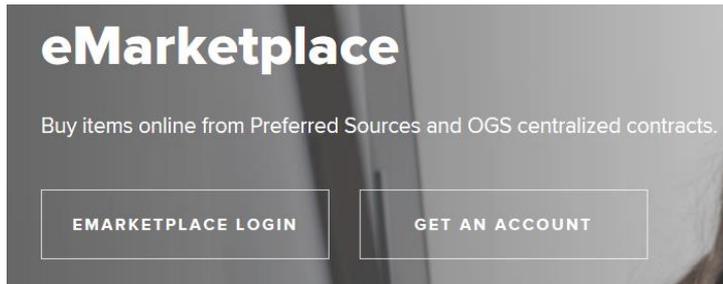
GO TO THE VEHICLE MARKETPLACE



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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!

Authorized User Number *

Company/Organization Name *

First Name *

Last Name *

Phone Number *

Email *

Billing Address 1 *

Billing Address 2

Logging into the eMarketplace

eMarketplace

Buy items online from Preferred Sources and OGS centralized contracts.

EMARKETPLACE LOGIN

GET AN ACCOUNT

Welcome!

Please Log In

User ID

ny_XXXXXXXX

Password

.....

Log In

[Forgot your password?](#) 



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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



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



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 (NYSPPS)
- 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](#)

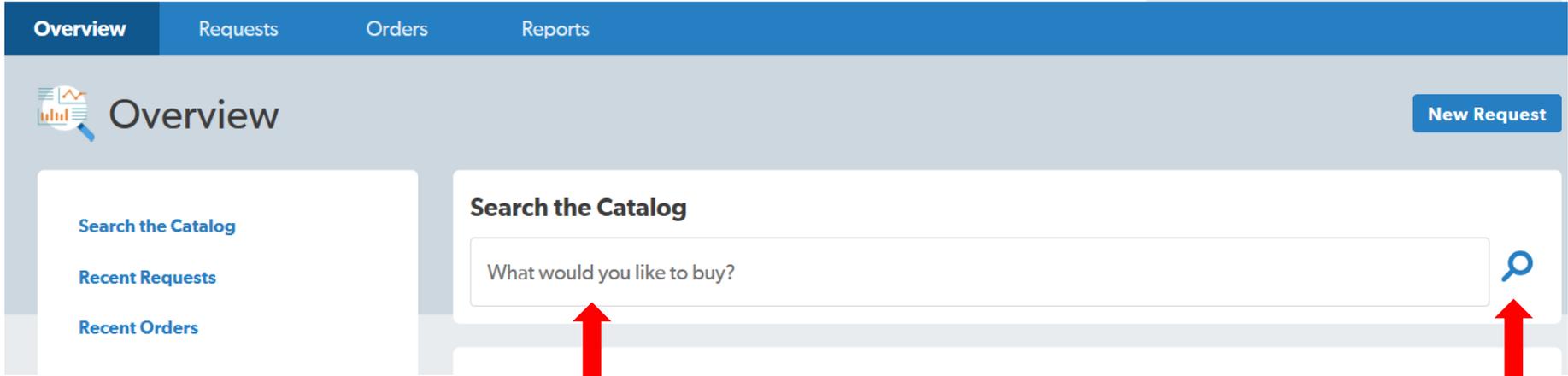
Name ^	Created	Amount	Status
Abraham,Nancy-z307894/50-2	11/27/2018	\$0.00	Open
Abraham,Nancy-z307894/50-5	02/15/2019	\$0.00	Open
Alleyne,Sharon-z307709/110-92	01/31/2019	\$77.00	Open
Anderson,Deborah-z320448/90-2	10/27/2017	\$6,400.00	Open
Anderson,Deborah-z320448/90-5	08/21/2018	\$225.60	Open
Art,Mellisa-z329314/360-5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

Recent Orders

[View All Orders](#)

No Items to Display

Search the Catalog



Overview Requests Orders Reports

 Overview New Request

- Search the Catalog
- Recent Requests
- Recent Orders

Search the Catalog

What would you like to buy? 

Search Catalogs

Search Catalogs

hard hat [Advanced Search](#) 8,685 products in 16 m

Sort by: Relevance

Per Page: 10

All	Preview	Item Description	Lead Time	Order quantity	Price/PU	Buy
<input type="checkbox"/>		 PS Vented Cap-Style Hard Hat, Orange, case of 10 NYSID Product ID: A2060-ORGE-000 Manufacturer Name: Bullard Manufacturer PN: S62	4	1.00 case	216.43 USD	<input type="button" value="Add to cart"/>
<input type="checkbox"/>		 PS Dielectric Classic Cap-Style Hard Hat, White, case of 10 NYSID Product ID: A1563-WHTE-000 Manufacturer Name: Bullard Manufacturer PN: C30R	4	1.00 case	240.35 USD	<input type="button" value="Add to cart"/>

[Messages](#) [Featured Products and Groups](#)

Featured Groups

-  [Automated External Defibrillators \(AED\) and Related Accessories](#)
-  [Audio Visual Equipment and Accessories](#)
-  [Basic Chemicals and Basic Biological Materials](#)
-  [Basic Laboratory Supplies and Equipment](#)
-  [Basic Medical Supplies and Equipment](#)
-  [Environmentally Preferable Cleaning Products](#)
-  [Industrial and Commercial Supplies](#)
-  [Miscellaneous Office Supplies](#)
-  [Outdoor Furniture](#)
-  [Preferred Source](#)
-  [RECYCLED COPY PAPER \(Less Than Truckload Lots\)](#)
-  [Traffic Paint, Waterborne \(Lead Free\) and Glass Spheres for Reflectorized Pavement Marking](#)
-  [School and Art Supplies](#)



Using Search Options

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

Advanced Search ▲

with all of the words Product ID

with the exact phrase Manufacturer

with at least one of the words Manufacturer product no.

without the words Customer product no.

Fuzzy search Supplier:

Preferred items

Product Groups, Classifications and Attributes ▼

Search Manager Attributes

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

- Preferred Source

 PS

- MWBE



- SDVOB

 SDV

- GreenNY



Attributes	
NYS Supplier Assignment	▼
Size	▼
Type	▼



NYS Supplier Assignment ▲

mwbe

preferred source



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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](#) 5 267.52 USD
 each

 [zep_tnt_55_gallon_drum](#)
 New York State Preferred Source Program- (Blind an
 Product ID: [657.55](#) 5 668.01 USD
 each

Round Trip Supplier

 Bug Tar Remover 8 Oz.
 WW Grainger - 3.5 xCBL Integration
 Product ID: 36G627 5.24 USD 

 Bug/Tar Remover 16 Oz Bottle Clear
 WW Grainger - 3.5 xCBL Integration
 Product ID: 1UER9 7.97 USD 

Lists | Special Order Quotes
GRAINGER Customized for New York State Find A B
 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 +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.

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. N/A
 Product ID: LabSupplies
 Manufacturer Name:
 Manufacturer PN:



Forms for Additional Information

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





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, 4x1 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 streaks or h contains no Alkyl phenol ethoxylates. Zep GreenLink Concentrated Glass Cleaner is a member of Zep's 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



Compare Products

	Preview	Item Description
All		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

Supplier

[Corr Distributors Inc.](#) (5)

[E.A. Morse & Co., Inc.](#) (5)

[Edge Electronics, Inc.](#) (2)

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

●●●●●



Favorites List

- Frequently purchased items

- Multiple suppliers in one list

[Back to search result](#)

All Manufacturer - Supplier

Manufacturer	Supplier
3M Corporation 6541255CY	stp999_nyspro Staples Advantage
hand2mind 67441	h2m100_nyspro hand2mind, Inc.
GENERAL BINDING CORP ACCO 87845	stp999_nyspro Staples Advantage
nyspsp 968.0.1	psp400_nyspro NYS Preferred Source for the Blind
Corcraft ECOMSMBAABLK	cor900_nyspro Corcraft

Select Shopping List

Add Items to an Existing Shopping List

Shopping List

Add items to a new Shopping List

Shopping List

Description

User ID

Add items **Close**

Save as Shopping List **Delete Selected** **Submit**

Quantity	Unit Price	Total price
<input type="text" value="1.00"/> package	6.53 USD	6.53 USD
<input type="text" value="1.00"/> each	15.29 USD	15.29 USD
<input type="text" value="1.00"/> each	14.08 USD	14.08 USD
<input type="text" value="1.00"/> dozen	7.60 USD	7.60 USD
<input type="text" value="1.00"/> each	231.00 USD	231.00 USD
Total price:		274.50 USD

Save as Shopping List **Delete Selected** **Submit**



View Cart and Submit It to a Requisition

Search Manager Favorite Items View Requisition

NEW YORK STATE OF OPPORTUNITY. Office of General Services eMarketplace

Search Cart Quick Entry Shopping Lists

Cart (1 items, 1208.68 USD) Settings Help

Search View All Catalogs Advanced Search

Back to search result Save as Shopping List Delete Selected Submit

All	Manufacturer	Supplier	Item Description	Quantity	Unit Price	Total price	
	Manufact. prod. no.		Product No.				
<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	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	5.00	each 5.24 USD	26.20 USD	
						Total price: 1234.88 USD	

Save as Shopping List Delete Selected Submit

Requisition Screen – Direct Access

The screenshot displays the 'Requests' section of a procurement system. At the top, there are navigation tabs for Overview, Requests, Orders, and Reports. Below this, there are buttons for 'Templates' and 'New Request'. A 'Filters' section indicates 'Showing items matching your filters' with options to 'Remove Applied Filters' and 'View 25 Per Page'. A table lists requests with columns for Name, Requester, Organization, Status, Next Approver, Amount, and Created. One request is highlighted: 'White, Tricia-z29994 1/3-12' by 'White, Tricia-z2999 41' at 'NYS eMarketplace', with a status of 'Open', an amount of '\$14,547.20', and a creation date of '03/23/2016'. An 'Actions' button with three dots is circled in red. Below the table, there is an 'Add Item From' button and a section for '0 Selected Item(s)'. A detailed view of a line item is shown below, with columns for Item Description, Supplier, Supplier Part Number, Unit, Commodity, Quantity, Unit Price, and Total. The line item is '2255601 - 8-1/2 x 11 20# Hammermill Grea' from 'Veritiv Operating Company' with part number '2255601CENT2', unit 'CT', commodity 'Writing paper', quantity '41', unit price '29.35', and total '\$1,203.35'. An 'Expand' button and a 'Details' button with an external link icon are visible at the bottom right of the line item.

Select the Details button to access line item details



- 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

Email

Phone

Fax

Mail Stop

Shipping Method
 Standard Delivery

Requested Delivery Date
 03/01/2019

Shipping Instructions

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

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**

Apply to all items

Cancel **Save Changes**



Submitting the Requisition

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

Overview Requests Orders Reports

 **Order Request** Save and Exit Save and Submit

Actions ▾

Notes to Approver

Total	
USD	\$225.12
Line Items	2
Suppliers	2

Custom Fields

SFS Agency - Business Unit

Authorized User Number
Item is required.



Requisition Screen - SFS

- From the Requisition screen, select NYS eMarketplace

The screenshot shows the navigation menu of the SFS system. The path is: Main Menu > eProcurement > Requisition. The 'eProcurement' folder is expanded, and the 'NYS eMarketplace' option is highlighted. Other options in the 'eProcurement' folder include Buyer Center, Requisition, Manage Requisitions, Manage Requisition Approvals, Procurement Card Center, and My Profile.

Create Requisition ?

Welcome BIXBY,SUSAN

The screenshot shows the 'Create Requisition' screen. The user is logged in as BIXBY,SUSAN. The page has a search bar and a 'Request Options' dropdown. The 'Web' option, which includes 'Browse Supplier Websites' and 'NYS eMarketplace', is circled in red. Other options include 'Catalog', 'Special Requests', 'Favorites', and 'Recently Ordered'.

The screenshot shows the Oracle eMarketplace interface. The header includes 'ORACLE' and 'NEW YORK STATE OF OPPORTUNITY Office of General Services eMarketplace'. There is a search bar and a 'View All Catalogs' button. The main content area displays a welcome message for December 4, 2015, stating: 'Welcome to the New York State eMarketplace! As a 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 and preferred source products ...'



SFS PO Submission

ORACLE Add To ▾



Search Cart Quick Entry Shopping Lists

Cart (2 items, 228.59 USD) Settings ▾ Help

Back to search result

Delete Selected Submit

All	Manufacturer Manufact. prod. no.	Supplier	Item Description Product No.	Quantity	Unit Price	Total price	
<input type="checkbox"/>	LOUISVILLE LADDER CORP. LP-2100-23	fas705 Fastenal	Span 2 Extension Ladder Rungs Short Body Ladder Jack 1008475	<input type="text" value="1.00"/> each	137.77 USD	137.77 USD	
<input type="checkbox"/>	WERNER CO. AC78	foe500_nyspro FM Office Express Inc	AC78 LADDER STABILIZER X89-650	<input type="text" value="1.00"/> each	90.82 USD	90.82 USD	

Total price: 228.59 USD

Delete Selected Submit

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 type="checkbox"/> 1	AC78 LADDER STABILIZER	E0006750	FM OFFICE EXPRESS INC	1.0000	Each	90.8200	90.82		Add	
▶ <input 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

- No manual entry needed!

- Requisition line information is automatically brought into SFS!



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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