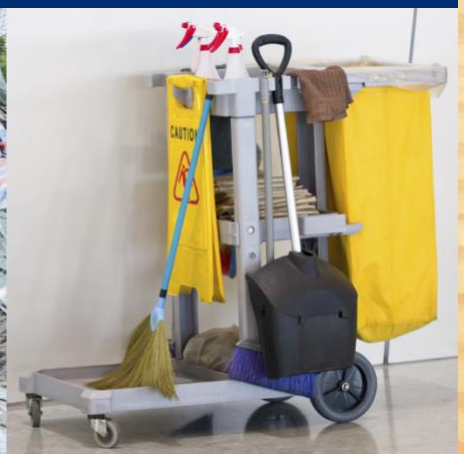
New York State eMarketplace

A Guide for Statewide Financial System Users



NEW YORK STATE OF OPPORTUNITY

Office of General Services

Contents

1. Getting Started 3
   1.1 What is the eMarketplace? 3
   1.2 How to Use This Guide 3
   1.3 Getting to the eMarketplace 3
2. Featured Groups and Search Manager 3
   2.1 Featured Groups 4
   2.2 Search Manager 4
   2.3 Search Results 5
   2.4 Attribute Icons 5
   2.5 Filters 7
   2.6 Advanced Search 7
   2.7 Product Details 8
   2.8 Comparing Products 9
   2.9 Adding Items to the Cart 11
      2.9.1 Form Items 11
      2.9.2 Punchout Items 13
      2.9.3 Punchout Suppliers 13
   2.10 Cart 13
   2.11 Quick Entry 14
3. Reviewing the Requisition in SFS 15
4. Who to Contact for Assistance 18

1. Getting Started

1.1 What is the eMarketplace?

The NYS eMarketplace is a procurement website administered by the Office of General Services and hosted by Proactis. With the ability to accept P-Cards and transmit purchase orders electronically, the NYS eMarketplace makes purchasing from Preferred Sources and OGS Centralized Contracts more streamlined and efficient.

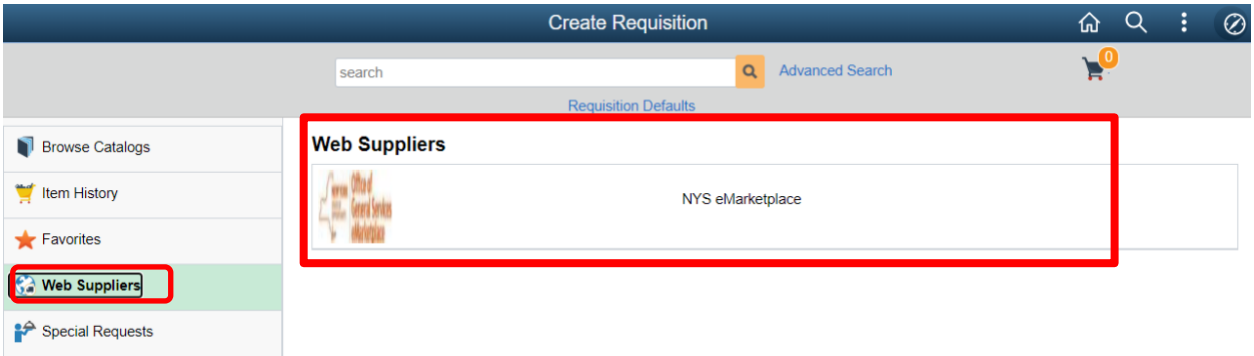
1.2 How to Use This Guide

This guide provides information on how to navigate and use the eMarketplace. It is designed for Buyers/Requisitioners accessing the eMarketplace from within the Statewide Financial System (SFS).

This guide should be used in addition to any job aids or trainings provided by the Statewide Financial System (SFS), the Office of the State Comptroller (OSC), or the Business Services Center (BSC).

1.3 Getting to the eMarketplace

From the SFS Create Requisition screen, navigate to **NYS eMarketplace** under **Web Suppliers**.

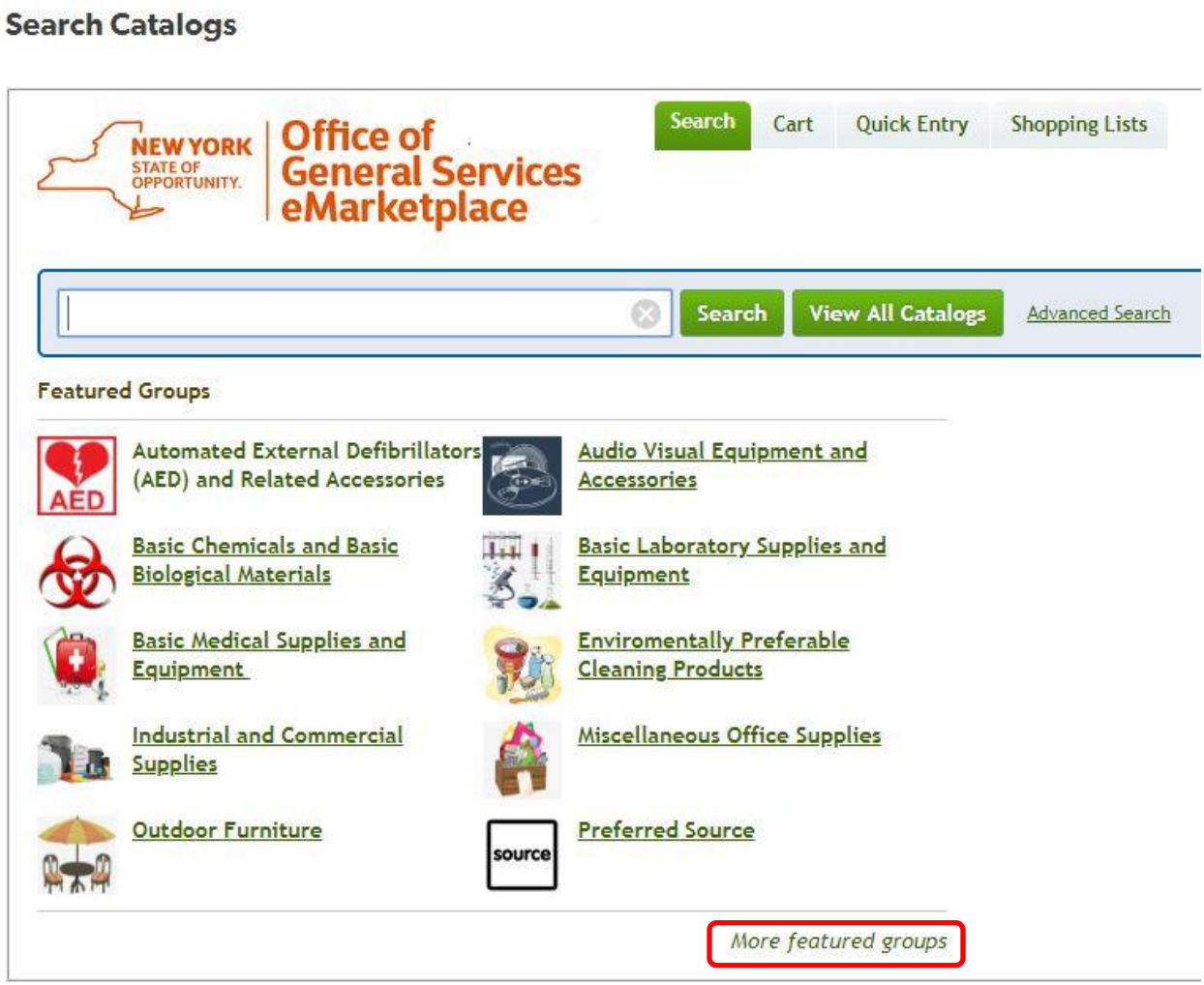


2. Featured Groups and Search Manager

There are two ways to start searching for commodities in the eMarketplace. **Featured Groups** allows you to browse by award description. The **Search Manager** returns products from any award that meet your search criteria.

2.1 Featured Groups

If you already know what contract you are interested in purchasing from, click on the award description under **Featured Groups**. Click on **More featured groups** to view all awards available on the eMarketplace.



Clicking on a contract award description will display all items from all suppliers on that award. You can sort and filter the results as needed.

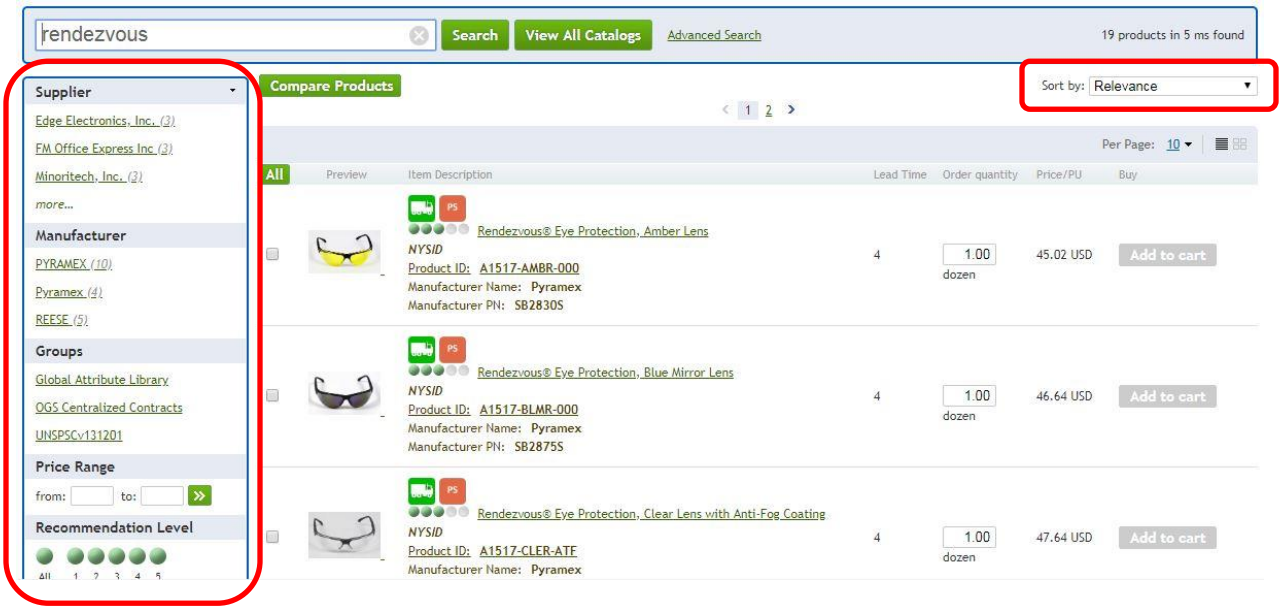
2.2 Search Manager

In **Search Manager**, use the **Search Box** to look up items by name/description, product ID number, manufacturer, contract number, supplier, UNSPSC, etc.

For example, doing a search for the brand name “Rendezvous” returns Rendezvous brand safety glasses.

2.3 Search Results

The **Search Manager** includes a **Sort by** dropdown in the top right corner, as well as a **Filters Pane** on the left to narrow down search results.



Items in the **Search Results** include information such as images, manufacturer, product number, and unit of measure.

2.4 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.

GreenNY***

Minority and Woman Owned Business Enterprise

Recycled**

Biohazard

Green*

Corrosive

	Chemical		Environmental Danger
	Identifying Kit Products		Explosive
	Free Shipping		Flammable
	Additional Shipping Info Available		Harmful
	Shipping (Freight) Charges		Oxidizing
PS	Preferred Source		Radiation
SDV	Service-Disabled Veteran-Owned Business		Hazmat

*** 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/.

** The *Recycled* icon is used by suppliers to identify products with recycled content.

* 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.

2.5 Filters

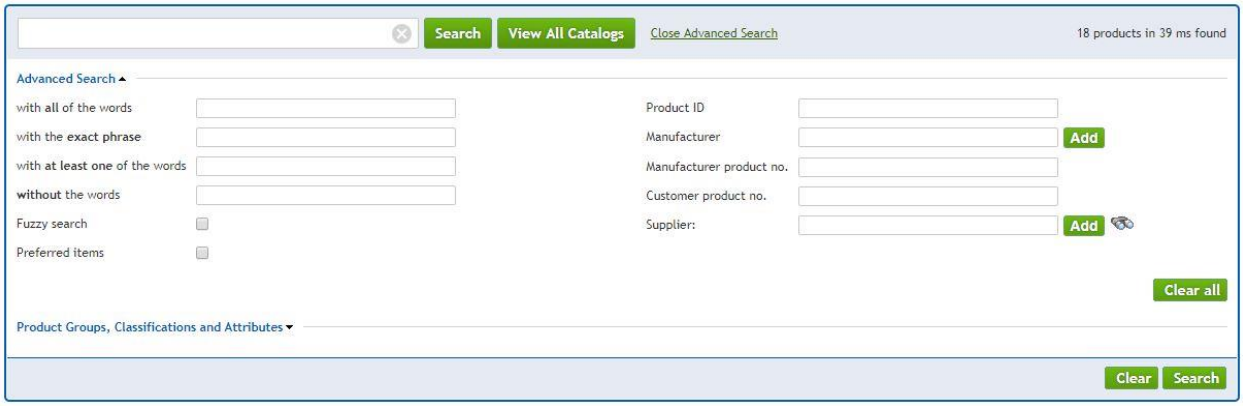
The **Filters Pane**, found on the left, allows you to narrow search results by various categories. For example, you can choose to view items by award, supplier, or manufacturer, within a specific price range, or containing specific attributes, such as the Color, Material, MWBE, SDVOB, etc. Click on the attribute to narrow your search results.

Click on **more...** to view all categories of attributes. Click on the category to view all options.

The **NYS Supplier Assignment** filter allows you to narrow your search results to Preferred Sources, MWBE and SDVOB.

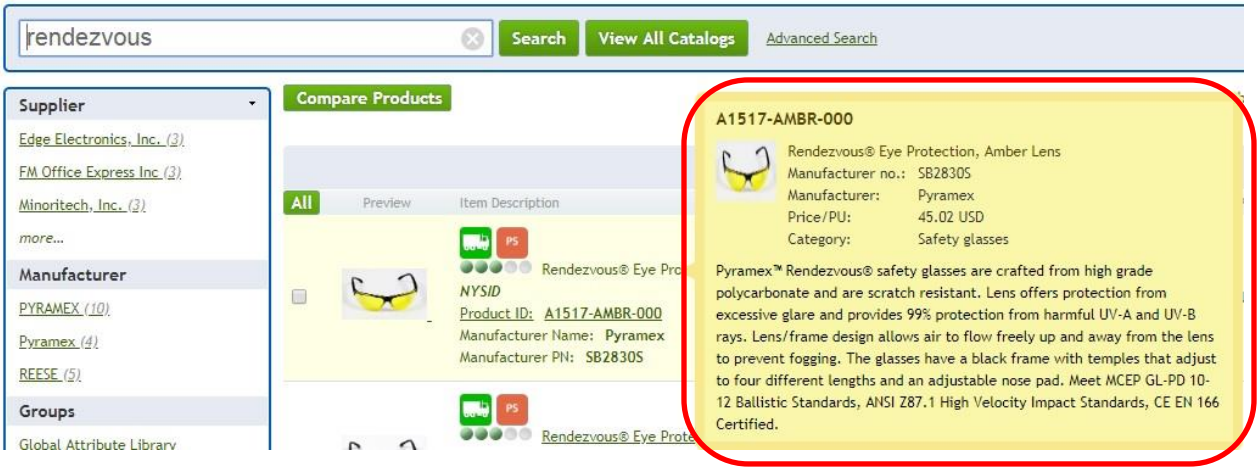
2.6 Advanced Search

Advanced Search allows for 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 Preferred Sources. Click the Search button located at the bottom right corner of the pane, and results will appear in the Search Manager.

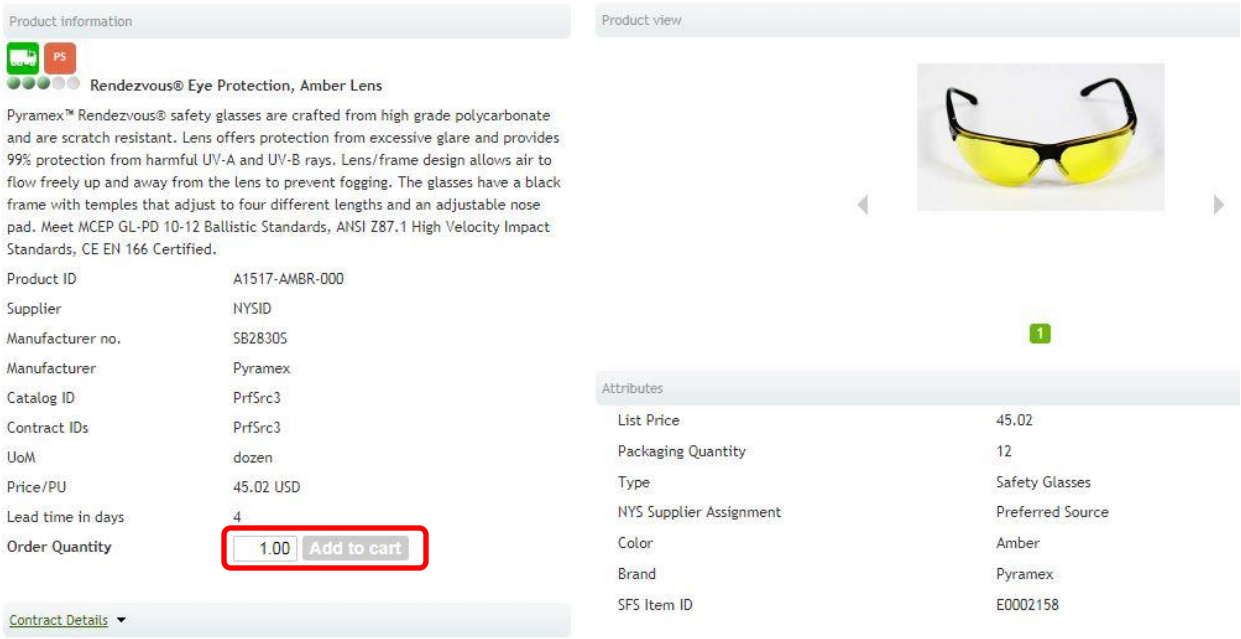


2.7 Product Details

From the **Search Manager**, hover over the thumbnail image or the product title. A message balloon will appear with additional details about the product.



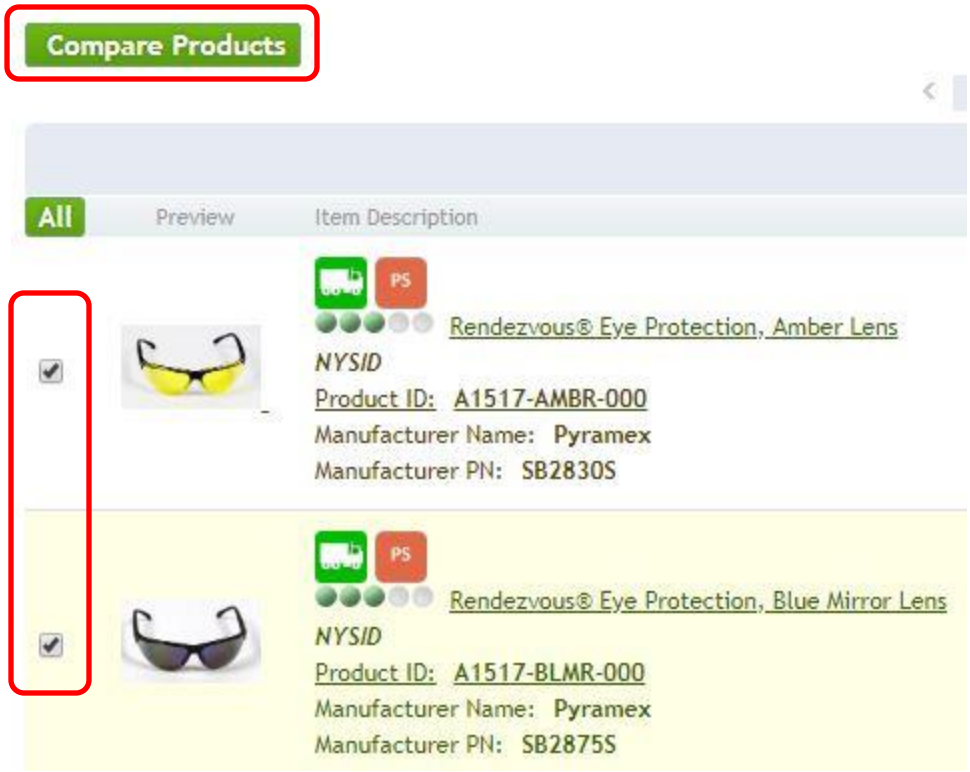
Additional product information is also available in the **Product Details** page for each item. Click either the thumbnail image or the product title to view the long description, additional images, the attribute icons, lead time, and other details.



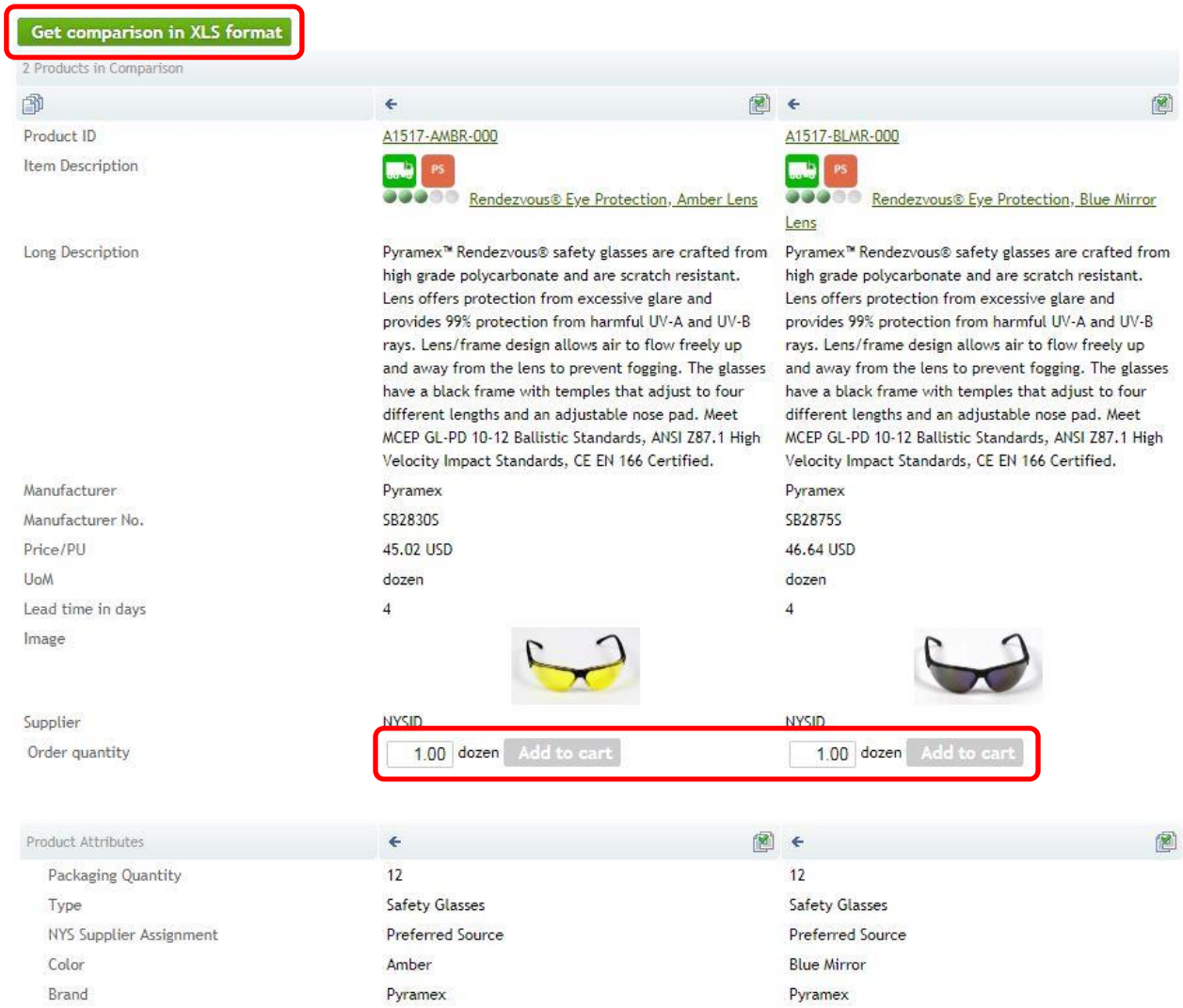
You can add the item to your cart from this page by adjusting the **Order Quantity**, if needed, and clicking the **Add to cart** button.

2.8 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 get an Excel file of the comparison, click on the **Get comparison in XLS format** button. To purchase from this screen, edit **Quantity** and click on the **Add to cart** button.



Get comparison in XLS format

2 Products in Comparison

Product ID	A1517-AMBR-000	A1517-BLMR-000
Item Description	Rendezvous® Eye Protection, Amber Lens	Rendezvous® Eye Protection, Blue Mirror Lens
Long Description	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.	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.
Manufacturer	Pyramex	Pyramex
Manufacturer No.	SB2830S	SB2875S
Price/PU	45.02 USD	46.64 USD
UoM	dozen	dozen
Lead time in days	4	4
Image		
Supplier	NYSID	NYSID
Order quantity	1.00 dozen Add to cart	1.00 dozen Add to cart

Product Attributes		
Packaging Quantity	12	12
Type	Safety Glasses	Safety Glasses
NYS Supplier Assignment	Preferred Source	Preferred Source
Color	Amber	Blue Mirror
Brand	Pyramex	Pyramex

2.9 Adding Items to the Cart

Adding an item to your cart can be done from the **Search Results** screen, the **Product Details** screen, or the **Compare Products** screen. Adjust the **Quantity** and click **Add to cart**.

To add more than one item to the cart at once from the **Search Results** screen, select the items using the checkboxes to the left of the items, adjust the **Quantity**, and click **Add to cart**.

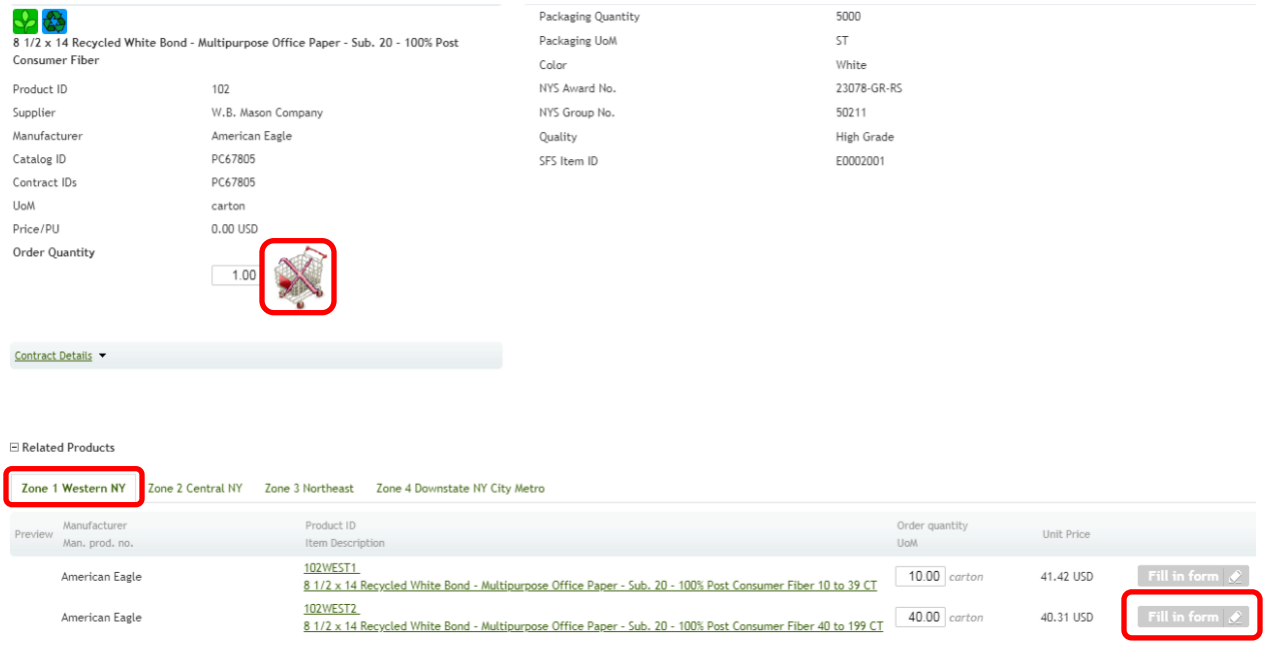
2.9.1 Form Items

Some items have a gears icon or a **Fill in form** button instead of the **Add to cart** button. These represent a different process for adding an item to your cart.

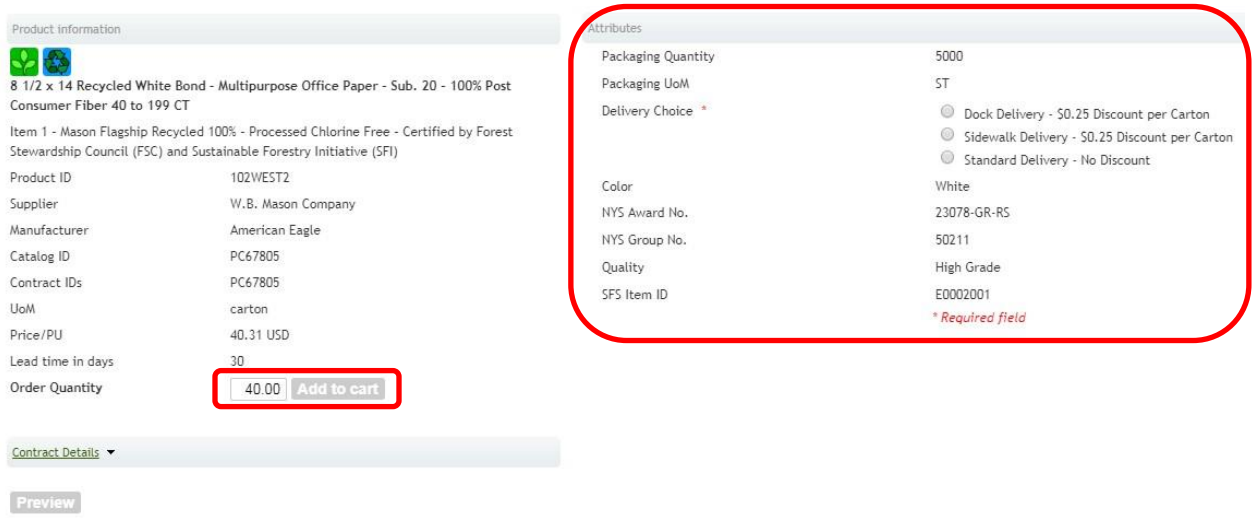
A **Fill in form** button or a gears icon indicates that you must select options or make customizations to the product before adding it to your cart. These selections may relate to shipping, zoned pricing, product customization such as size or color, or quantity discounts.

Clicking on the gears icon or **Fill in form** button page will display the **Product Details** page where these selections can be made. For example, first click on the tab for your zone, then click on the **Fill in form** button for the quantity tier you are purchasing.

The crossed-out shopping cart icon is another indicator that selections must be made.



Adjust the quantity if needed. Select additional attributes, such as delivery method. Choices in color or material will also be made on this page. Then click **Add to cart**.



2.9.2 Punchout Items

The globe icon represents **Punchout Items**.

Punchout Items have the product details stored on a supplier's NYS-dedicated website. The search results appear in **Search Manager.** Click on the globe icon to be redirected to the supplier's website where you can view product details and add the items to your cart. Submit your cart on the supplier's website, and you will be redirected back to the eMarketplace. The items added from the supplier's website will be in your eMarketplace **Cart**.

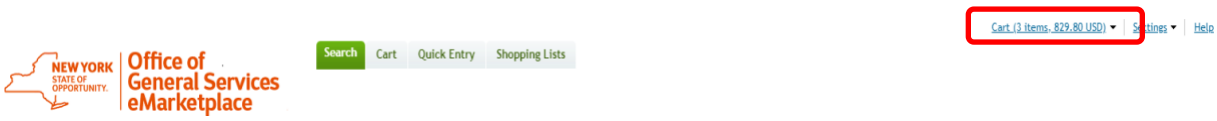
2.9.3 Punchout Suppliers

Some eMarketplace suppliers do not have any product information stored within the eMarketplace. From the list of **Featured Groups**, click on the contract award description. For punchout suppliers, the **Search Results** will display one line for all contract items. View and add items to your **Cart** from these suppliers by clicking in the globe icon to be redirected to the supplier's website.

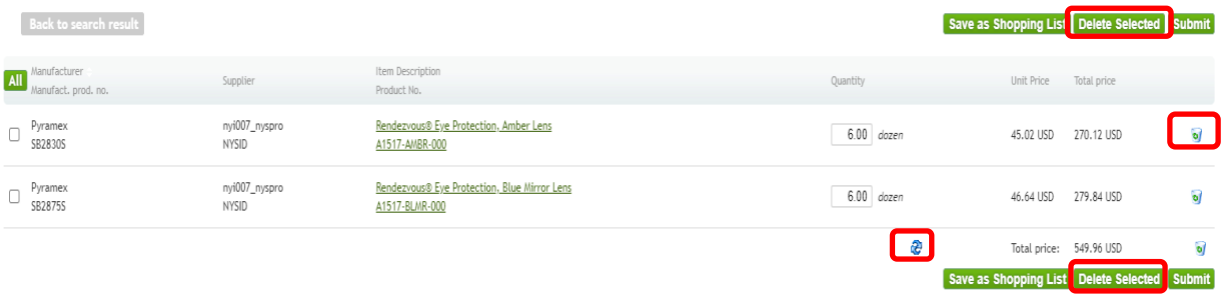
Submit your cart on the supplier's website, and your eMarketplace **Cart** will automatically update.

2.10 Cart

To review your **Cart**, click on the **Cart** link on the top right.



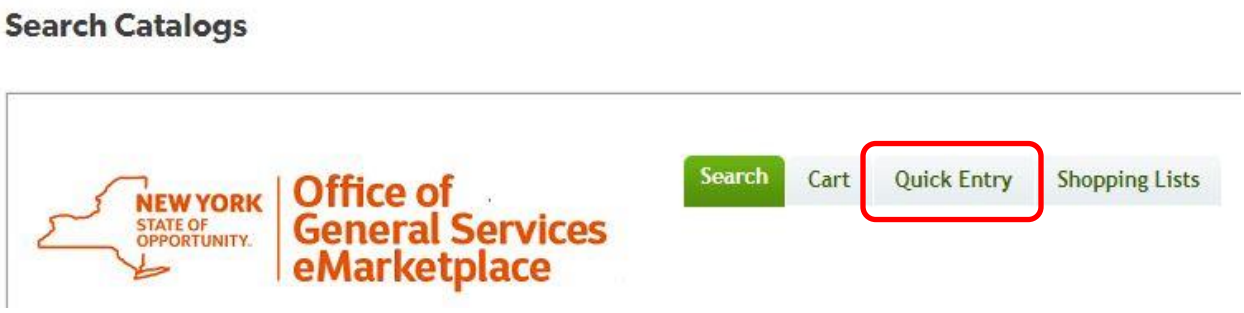
To update an item's quantity, edit the **Quantity** and click the **Update** (blue arrows) icon. You can also remove any items from your cart by clicking the **Delete** (trash bin) icon at the end of the product line or by checking the checkboxes next to multiple items and clicking on the **Delete Selected** button.



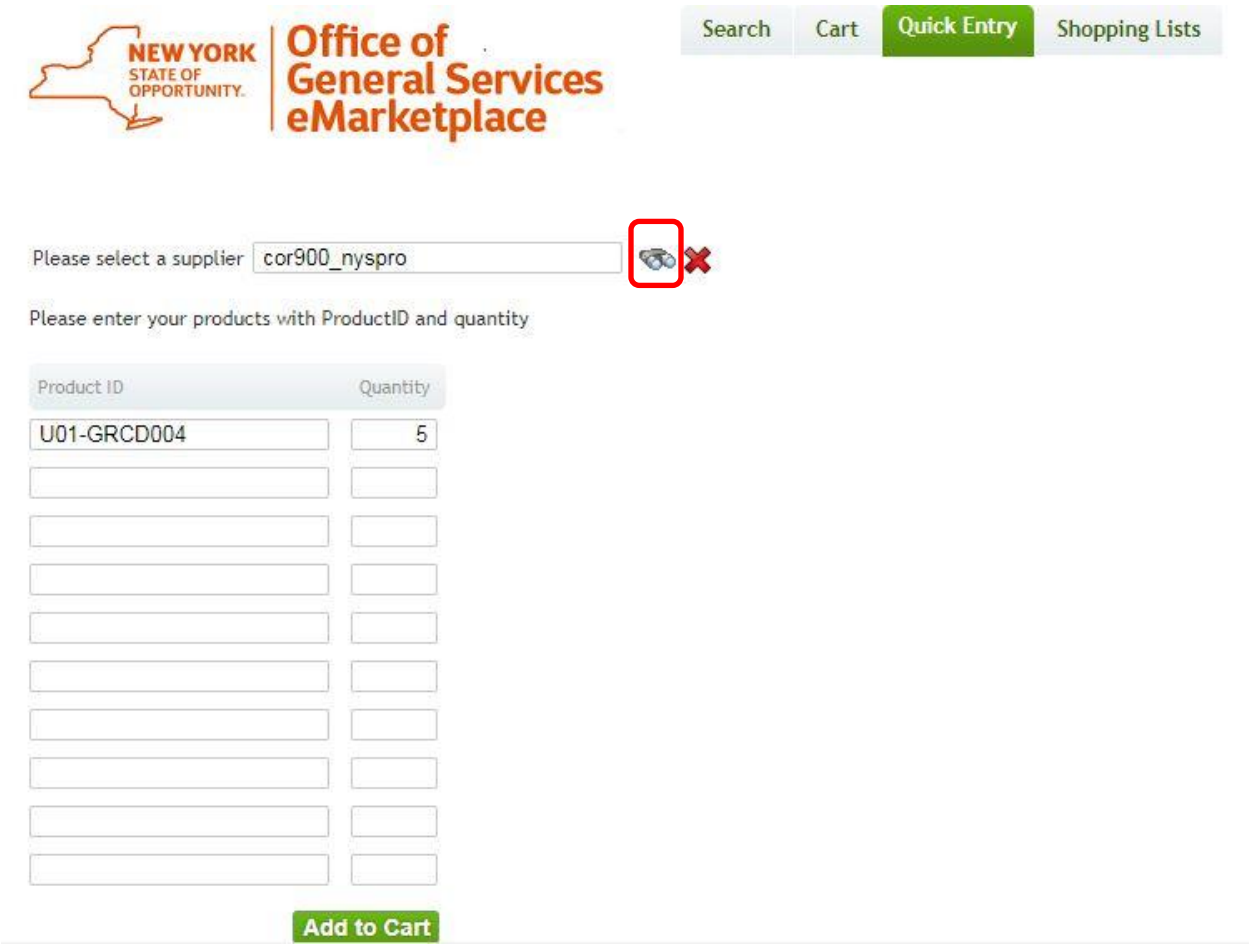
Quantities cannot be edited once you have submitted your **Cart**, which creates the line on your requisition in SFS.

2.11 Quick Entry

If you already know the supplier and product ID for the item you want to order, click on the **Quick Entry** button.



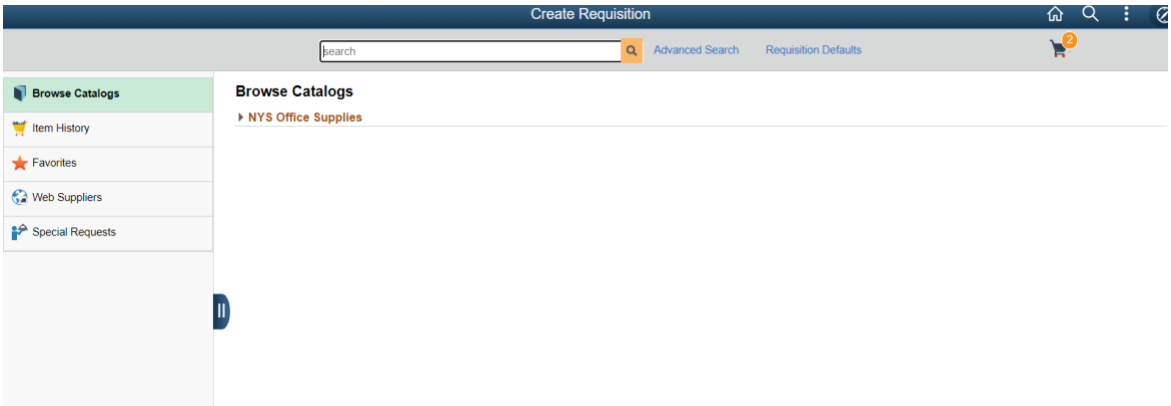
To select the supplier, click on the binocular icon, then click on the supplier name. Enter the **Product ID** and **Quantity**. Then click **Add to Cart**.



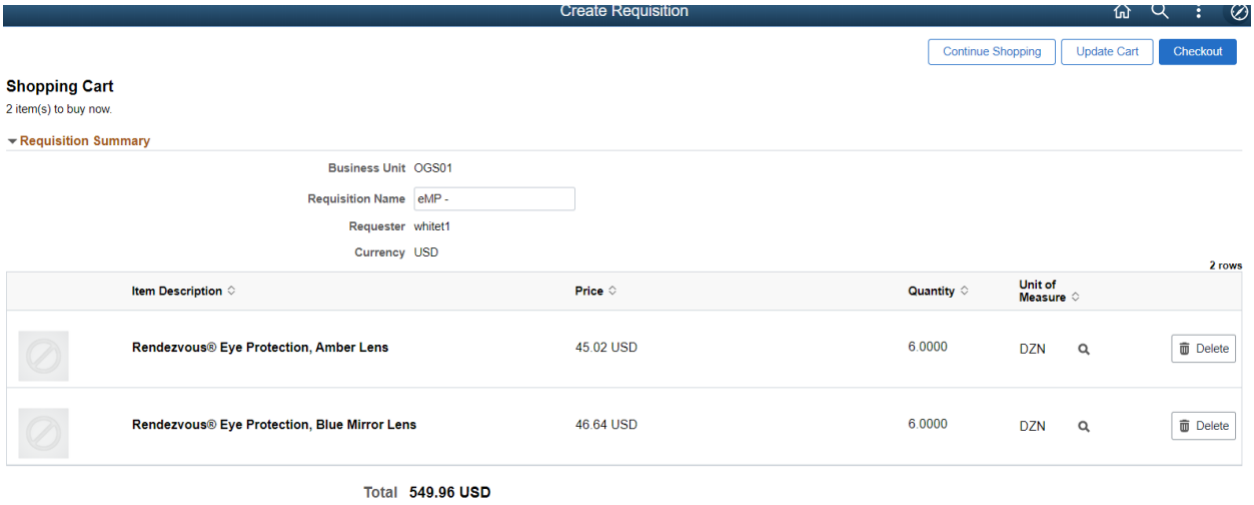
3. Reviewing the Requisition in SFS

When you submit your cart, you will be returned to Requisition Defaults. To review your lines, you will click “Done” located in the right-hand corner.

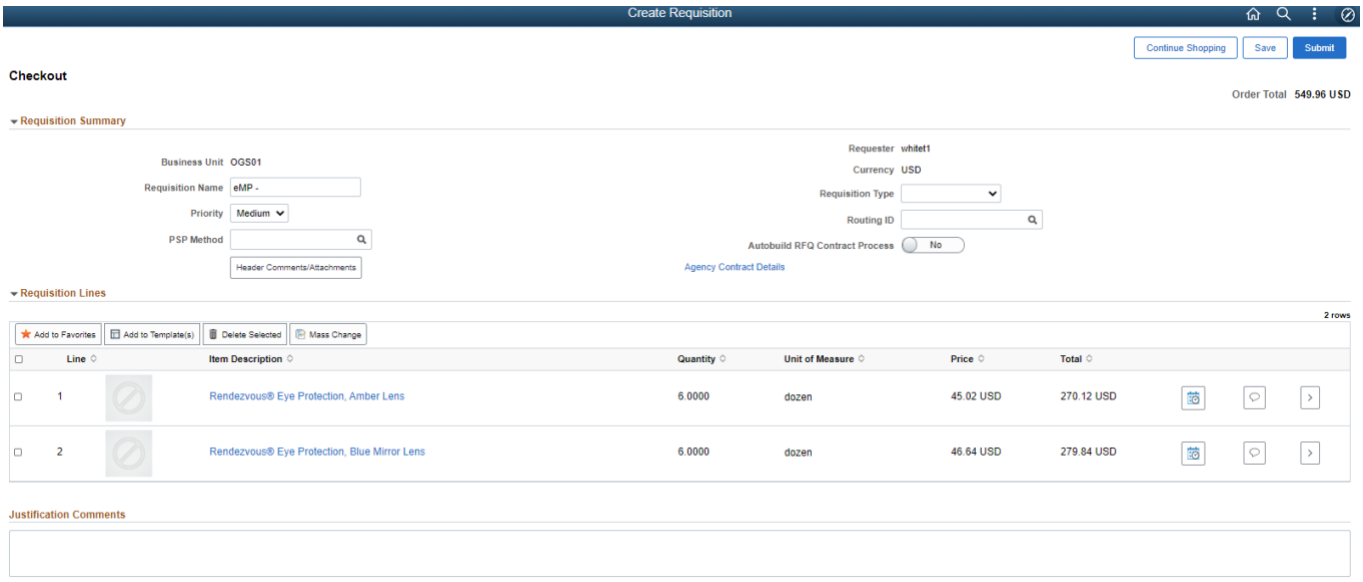
After you click “DONE” – you will be returned to Browse Catalogs; click on the cart in the right hand corner



The items in your shopping cart will be available to review. You will have the option to Continue Shopping, Update cart, Checkout or delete. **Please note you cannot update the lines here.



When you have completed your shopping, you will click “Check out” and will be returned to your Requisition.



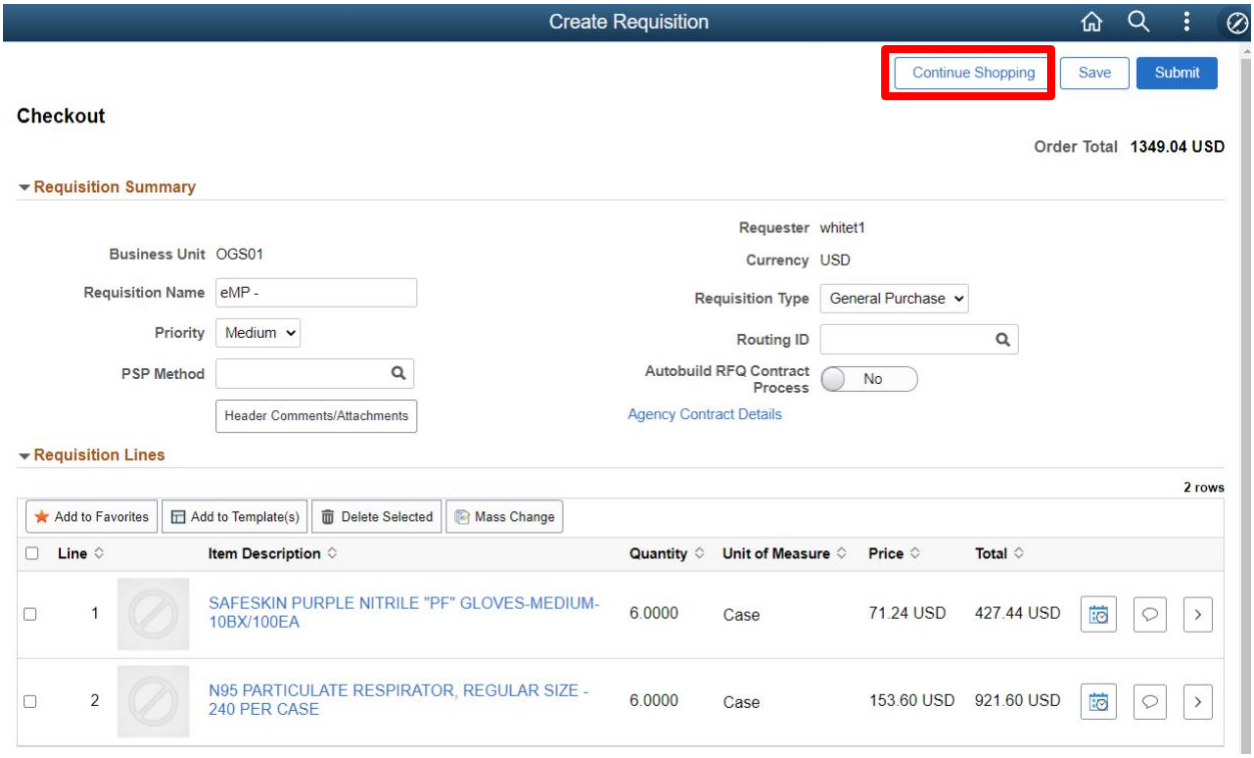
When you “Check Out”, requisition lines are automatically populated with the product and supplier information. Account codes may be changed. Do not change the Category Code or Item ID, or the requisition will fail.

Lines created from the eMarketplace cannot be edited in SFS. This includes the Category Code. The line is hard coded to disable editing.

To increase the quantity on a line, click **Continue Shopping** to return to Browse Catalogs where you can select Web Suppliers (NYS eMarketplace) to shop on the eMarketplace. Search for the same item, add the item to your cart, edit the quantity, and re-submit the cart. This will redirect to your requisition in SFS. The original quantity on the line will be updated to reflect your change.

To add additional lines to the requisition using the eMarketplace, click the **Continue Shopping** button. This will take you back to Browse Catalogs where you can select Web Suppliers (NYS eMarketplace) to continue to shop for more products. Your cart will be empty as the previous items were already added to the requisition.

SFS users will follow the normal process for submitting the requisition for approval in SFS. The requisition will proceed through requisition workflow. Upon approval, the requisition will be auto-sourced to a Purchase Order and electronically dispatched to the supplier.



4. Who to Contact for Assistance

If you have any issues using the eMarketplace, or if you have questions that are not answered in this guide, please contact OGS Procurement Services eProcurement Team at eMarketplace@ogs.ny.gov.

For issues or questions regarding the contracts or suppliers, please contact the OGS Contract Manager assigned to the contract. The contract number is available on the **Product Details** page for all products in the eMarketplace. The Contract Manager is listed on the award page for each contract on the OGS website.

For issues or questions regarding SFS, please contact the SFS Help Desk at help@sfs.ny.gov.