



Instruction Document for the NYS Vehicle Marketplace: Authorized User (Buyer)

Revised: 6/18/2021

* For other information visit the [Authorized User](#) section on the eProcurement Platform help page.

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Definitions

Archived Solicitations: Solicitations that have been archived by OGS NYS Vehicle Marketplace Staff.

Awarding Phase: Is the phase of a Solicitation when Buyers can enter their Purchase Order information (Formerly Form C).

Buyer: Refers to the NYS Vehicle Marketplace Authorized User.

Closed Solicitations: Refers to all the Solicitations that are closed for bidding.

Colleagues: Refers to coworkers that have been added into the system.

Compare/Select: Refers to the screen where the Authorized User can compare the bid offer(s) that they have received.

Evaluation Phase: Is the phase where Buyers can evaluate their results.

Offer Phase: Is the phase where the Supplier can submit their bids.

Offer: Refers to the Supplier's bid submission.

Offers/Applications: Refers to the screen where the Buyer can view the Supplier profile and obtain the Supplier contact information. Also, the Pricing Sheets and Questionnaires that were filled out by the Supplier are located here.

Participants: Refers to the entities that have access to one or more phases of a Solicitation (e.g., Buyers, Suppliers, and OGS)

Preparation Phase: Is the time period in which the OGS NYS Vehicle Marketplace Team is preparing the Solicitation for Publication.

Pricing Sheets: Refers to the table that the Supplier will need to complete in order to submit pricing information for a Solicitation (Formerly Form B).

Question & Answer: Refers to a section of the Solicitation where Buyers and Suppliers can ask and answer questions.

Questionnaires: Refers to the questions that the Suppliers need to answer in order to complete in order to submit a complete response to a Solicitation (Formerly Form B).

Request: Refers to the Vehicle Request Form (Formerly Form A) that the Buyer will fill out and submit for a vehicle.

Schedule: Refers to the schedule that is set for when each phase of the Solicitation will happen.

Solicitation: Refers to the Mini-Bid.

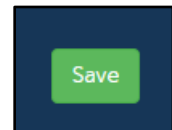
Supplier: Refers to the NYS Vehicle Marketplace Contractor (Dealer).

How to Request a Vehicle

1. To request a vehicle on the NYS Vehicle Marketplace, the [Vehicle Request Form](#) will need to be both filled out and submitted electronically.
 - a. The link to the Vehicle Request form can be found in this document and on the [NYS Vehicle Marketplace](#) Webpage (number 5 under the section *Vehicle Buyer Information* and under the section *Vehicle Request Form*).
2. Once the link is clicked on, the system will prompt to log into the eProcurement Platform if not already logged on.
3. Once there fill out the form by answering the questions.
 - a. The form will not move forward until all of the required fields are filled for that section. Required fields are marked with an Asterisk (*). Once they are filled out, the **Next** button at the bottom right hand side of the screen will be enabled.
 - b. Use the **Previous** button on the bottom right hand side of the screen to go back to other sections.
 - c. **Please Note:** If you cannot see the buttons at the bottom of the screen, and you are unable to scroll further, you may need to adjust the zoom level on the browser being used.

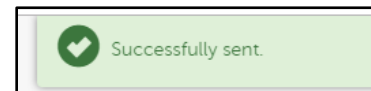


4. At any point during the process you may save your form to go back to it. Click on the green **Save** button in the blue box to the right of the screen that is located above the “Need Assistance?” information.
 - a. This will generate a system email that will send a link to the request that is being worked on. A message will appear at the top of the screen after the form has been successfully saved.
 - b. **Please Note:** Once a request has been submitted, you will **NOT** be able to make any changes to the request, unless requested to make changes by OGS. If you decide that you need to make a change please reach out to the NYS Vehicle Marketplace team and let them know you would like to make a change if possible at NYSvehiclemarketplace@ogs.ny.gov and include the reference number so that the team know which request you are referring to.



5. When adding Specifications and or Additional Specifications certain things need to be considered. See the section on [Specifications and Additional Specifications](#) for more details.
6. **At the end of the form, Final Check** appears and, once clicked, allows the Buyer to check everything before hitting the **Submit** button. To make changes, click on the **Previous** button to go back and make the changes that are necessary. Hit the **Next** button until the **Final Check** screen appears. Then click the **Submit** button at the top of the screen.

7. Once the form is submitted and has **Successfully Sent** a system email will be sent. Also, there will be a notification will appear at the top of the page that says **Successfully Sent**.



- a. **Please Note:** Once a request has been submitted, you will **NOT** be able to make any changes to the request, unless requested to by OGS. If you need to make a change please reach out to the NYS Vehicle Marketplace team and let them know you would like to make a change if possible at NYSvehiclemarketplace@ogs.ny.gov and include the reference number so that the team know which request you are referring to. See the section [Resubmission of a Vehicle Request](#).

- b. You will receive an email notification from the eProcurement Platform when your request is posted as a Mini-Bid (Solicitation).
- i. **Please Note:** The Solicitation number that you will use when referring to the Solicitation is located in the **No.** column in the **Solicitation** tab when logged on to the platform.

Flag	No.	Published on	Name
●	1758	-	(6) Test Cars (Test/Demo)
●	1755	-	(2) Midsize Sedans- TEST (Test/Demo)

Specifications and Additional Specifications

Specifications for Single OEM Vehicle Request

Use of Specifications Tool

Known Type of Vehicle

- a. This refers to the knowing the **Exact** Make and Model of the vehicle being requested.
- b. There are different drop-down boxes to help pick and choose exactly what vehicle is being requested.

Vehicle Specifications

Please specify your vehicle request based on year, make and model. Select your style and proceed to next screen to choose options.

Year 2020 2021 2022

Make

Model

Styles

[Cancel](#) [Next](#)

- c. **Please Note:** There are vehicles in the **Make** drop-down that are **NOT** available in the NYS Vehicle Marketplace, if one of these are chosen the request will be returned to you with a message from a member of the NYS Vehicle Marketplace Team stating that the vehicle is not available through the Vehicle Marketplace.
2. Once the required drop-down boxes are complete the system will generate out a Specifications Sheet that contains all the basic specifications for the requested vehicle.

Vehicle Specifications

Below are the available options that you can add:

Base MSRP: \$ 27,900.00

Emission System *

State	Description	Code	MSRP(\$)
<input checked="" type="radio"/>	Emissions, Federal requirements	FE9	0.00
<input type="radio"/>	Emissions, Connecticut, Delaware, Maine, Maryland, Massachusetts, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington state requirements	NE1	0.00
<input type="radio"/>	Emissions, California state requirements	YF5	0.00

Engine *

State	Description	Code	MSRP(\$)
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Cancel Previous Next

- a. There are some areas on this sheet that can be changed by clicking on the blue dot to the left of the choice (if available).



<input checked="" type="radio"/>	Emissions, Federal requirements
<input type="radio"/>	Emissions, Connecticut, Delaware, Maine, Maryland, Massachusetts, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington state requirements
<input type="radio"/>	Emissions, California state requirements

- i. **Please Note:** That changing these does affect the configuration of the vehicle. Some choices will alert you that the choice has caused these changes, if they are unwanted changes, they can be undone by clicking on the **Undo** button at the bottom of the pale-yellow box.

Base MSRP: \$ 27,900.00

Your recent selection has caused below changes. Click undo to revert it.

Added options

Code group	Description	Code	MSRP(\$)
ADDITIONAL EQUIPMENT	LPO, Chrome mirror caps (Included and only available with (PDV) Chrome Package, LPO.) Chrome mirror caps <ul style="list-style-type: none"> • May require additional optional equipment 	VKU	0.00
ADDITIONAL EQUIPMENT	LPO, Black bowtie emblems, front and rear (Included with (PDV) Chrome Package, LPO or (PDB) Blackout Package, LPO.) Front and rear Black bowtie emblems <ul style="list-style-type: none"> • Replaces front and rear Gold bowtie emblems • Chrome with Black inserts 	SFZ	200.00

- b. When done click on the **Next** button at the bottom right-hand side of the window.
- c. The next screen shows what the Total MSRP is before the vehicle is put out to be bid on.

Below is MSRP information for the selected vehicle.
 Click on the 'Confirm' button to save your vehicle request information.

Base MSRP:	\$ 27,900.00
Options MSRP:	\$ 3,090.00
OEM Destination Charge:	\$ 1,195.00
Total MSRP:	\$ 32,185.00

- d. Click on the **Confirm** button in the lower right-hand side of the window. This will move the Vehicle Specification document into the request form. This Specification Document will stay with the Vehicle Request and be attached to the Solicitation (Mini-Bid) when processed for the Dealers (Suppliers) to see.

Click "Vehicle Specifications" to create specifications for a specific make and model. *

Please note that only the makes and model years currently available will appear in the dropdown list, and that not all vehicle makes that are listed as choices in the search engine are available from NYS Vehicle Marketplace Contractors. If your make and model is not available in the search engine please select "no" in the previous question and enter your specification in the Additional Specifications section of this form.

Model Year: 2021
 Make: Chevrolet
 Model: Equinox
 Styles: AWD 4dr LS w/1LS



Selected specification codes:

Code group	Description	Code	MSRP(\$)
ADDITIONAL EQUIPMENT	LPO, Chrome mirror caps (Included and only available with (PDV) Chrome Package, LPO.) Chrome mirror caps May require additional optional equipment	VKU	0.00
ADDITIONAL EQUIPMENT	LPO, Chrome Package includes (SFZ) front and rear Black bowtie emblems, LPO, (VKU) Chrome mirror caps, LPO, (VAT) Chrome surround grille, LPO and (VTB) Bright rear bumper protector, LPO (Not available with (PDB) Blackout Package, LPO.) Chrome Package <ul style="list-style-type: none"> • Unique chrome grille with chrome surround • Front and rear Black bowtie emblems • Chrome mirror caps • Bright rear bumper protector 	PDV	795.00

i. **Please Note:** The vehicle color shown in the photo is just a stock photo and may not represent the color of the vehicle you are requesting.

3. If more specifications are needed than what was provided in the Specification Sheet, see the [Additional Specifications](#) section for more information on what to do.

Unknown Type of Vehicle

1. This refers to only knowing the type of vehicle you are looking for (i.e. ¾ Ton Pick-Up Truck, etc.).

2. Use the provided drop-down boxes to help configure the type of vehicle being requested.

Vehicle Specifications

Specify your vehicle request using options in this and following pages

Vehicle Type

Drive Type

Fuel Type

Model Year Any Year 2019 2020 2021

Transmission Automatic (Including CVT) Manual

Some more specifications to choose from:

Seat Type

Interior Color

Exterior Color

- a. **Please Note:** Interior and Exterior Color are text fields.

- b. The next Specification screen is a menu of features that can be searched for what you are looking for in a vehicle (i.e. Cruise Control, Power Windows, A/C, Heat, etc.). Click on the box to the left of the specification to choose that item.

some more specifications to choose from:

Type to filter on options

- Air Conditioning
- Android Auto/Apple Carplay
- Bluetooth
- Cruise Control
- Heated Seats
- Navigation
- Power Locks
- Power Windows

- c. When done choosing everything from the Specification screens it will populate all of your choices into the Vehicle Request Form.

Click "Vehicle Specifications" to create specifications. *

Vehicle Type:	MPV/SUV, Small
Drive Type:	AWD
Fuel Type:	Gasoline Only
Model Year:	2021
Transmission:	Automatic
Seat Type:	Cloth
Interior Color:	silver
Exterior Color:	silver
Selected options:	Air Conditioning Android Auto/Apple Carplay Cruise Control Power Locks Power Windows Remote Start Snowplow prep package Tow Package

- i. **Please Note:** The Fuel Type and Drive Type will need to be chosen again, as they are separate questions that need to be answered whether you use the Specification Tool or not.

The screenshot shows a portion of a web form. It contains two rows, each with a label on the left, a red asterisk in the middle, and a dropdown menu on the right. The first row is labeled 'Fuel Type' and the second row is labeled 'Drive Type'. Both dropdown menus currently display the text 'Make a choice:' and a downward-pointing arrow.

Uploading a Document

- 1. To upload refer to the section on [Uploading Additional Specifications](#).

Additional Specifications for Both Single OEM and Chassis with Body Upfit, Chassis-Only, or Body-Only Vehicles.

** This is the last section on the Vehicle Request Form. **

Additional Specifications Textbox

- 1. If the vehicle you wish to purchase is found in the Vehicle Specifications Tool, however, you require additional options/features not listed with in the tool, such as Extra Key Fobs, Plow and/or Spreader, etc.
 - a. When the additional options/features needed are **less** than 5 Items, choose **NO**. A textbox will appear to place those items in.
 - i. **Please Note:** This section **cannot** contain any more than 5 items. If you need more than 5 items, select **YES** and upload the additional document. See the [Uploading Additional Specifications](#) section for more information.

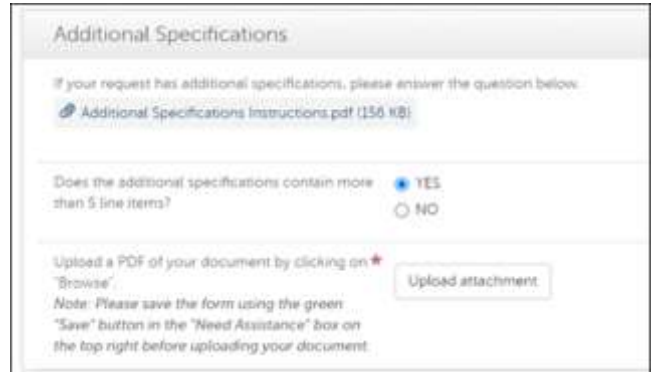
The screenshot shows a form titled 'Additional Specifications'. Below the title, it asks: 'If your request has additional specifications, please answer the question below.' There is a link for 'Additional Specifications Instructions.pdf (156 KB)'. The question is: 'Does the additional specifications contain more than 5 line items?'. There are two radio buttons: 'YES' (which is selected) and 'NO'. Below the question is a large empty text box labeled 'Additional Specifications:'.

Uploading Additional Specifications

When Using the Vehicle Specifications Tool for Single OEM Vehicle Requests

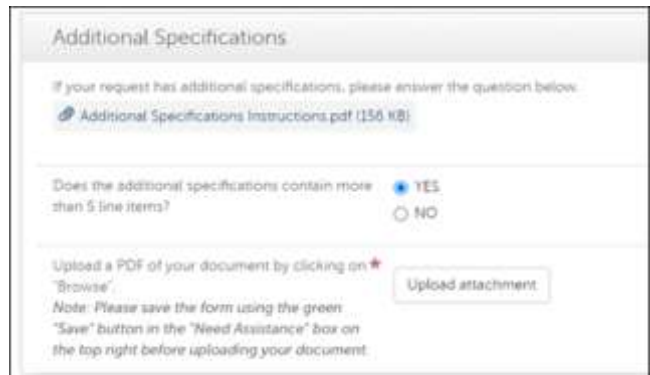
- 1. If the vehicle you are requesting when using the Specifications Tool requires **more** than 5 additional items, a separate PDF document will be needed.

- a. Click on **Yes**.
- b. Then click on the **Upload Attachment** button that appears.
 - i. This will then prompt you to upload your Vehicle Specifications Document as a PDF.
 - a) This document should contain any and all options/features required on the vehicle, even if you believe them to be standard items such as power windows, power locks, air conditioning, etc. See the [Specifications to Think About](#) section for more ideas.
 - b) **Please Note:** This document should **NOT** contain the same information that was used in the Vehicle Specifications Tool. This should be **additional** information that has not already been provided. See the [Specifications to Think About](#) section for more information.



When Not Using the Vehicle Specifications Tool for Single OEM Requests or Chassis with Body Upfit, Chassis-Only, or Body-Only Vehicles

- 1. If the vehicle you are requesting requires **more** than 5 additional items, a separate PDF document will be needed.
 - a. Click on **Yes**.
 - b. Then click on the **Upload Attachment** button that appears.
 - i. This will then prompt you to upload your Vehicle Specifications Document as a PDF.
 - 1. This document should contain any and all options/features required on the vehicle, even if you believe them to be standard items such as power windows, power locks, air conditioning, etc. See the [Specifications to Think About](#) section for more ideas.



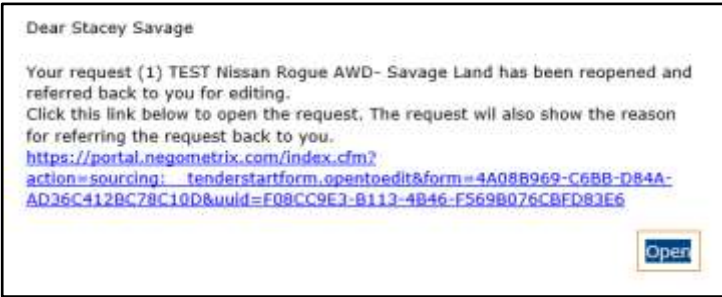
Specifications to Think About

- 1. Specifications for the vehicle that are not already included in the request form, such as:
 - a. Manufacturer Options & Features (even if believed to be standard items).
 - b. Chassis specifications (e.g., wheelbase, frame, front/rear suspension, brake equipment, engine equipment, transmission, seating configuration, cab equipment, tires).
 - c. Body specifications (e.g., dimensions, materials, hydraulics).
 - d. Aftermarket items to be provided by a company other than the manufacturer (for example, an up fitter). If a specific brand name is referenced, indicate "No Substitute" or "Equivalent will be considered".
 - e. Diagram of layout (if applicable).

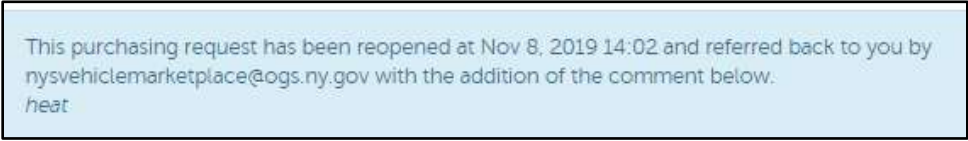
2. If the vehicle will be used for purposes other than passenger transport, include a description of what the vehicle will be used for (for example, snow plowing or hauling heavy material).
3. If the Authorized User (Buyer) will supply a Chassis or Body to be installed by the Contractor (Supplier). Provide specifications for that Chassis or Body to be installed.
4. The method and timeframe for issuing Purchase Orders, if “as specified in Additional Specifications section” was chosen in Part C of the request form.
5. Delivery requirements, other than delivery date, if the requirements will be a condition in the award of the Mini-Bid (other requirements should be provided to the Contractor when the purchase order is issued).
6. For a leased vehicle include:
 - a. Lease term;
 - b. Type of lease; and
 - c. Estimated annual mileage, if known.

Resubmission of a Vehicle Request

1. If corrections are needed to the **Vehicle Request Form** or you requested to make changes, an email stating that the request has been reopened will be received.



- a. Click on the link in the email and the request form will reopen and allow you to edit the form as requested by OGS.
 - i. There will be a pale blue box at the top of the screen that will give you instructions on what needs to be corrected on the form.

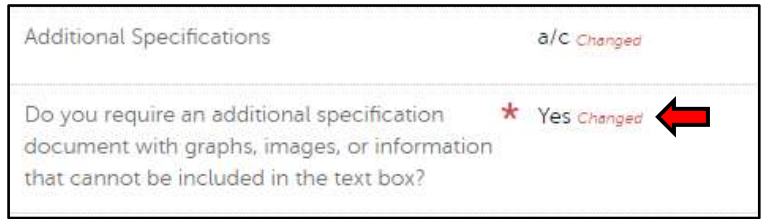


- ii. **Please Note:** You will need to change the question that states “Identify what your request is” from “A New Request” to “A Resubmission”. You will also need to fill out the “Previous Reference Number(s)”. This is located at the top of the right-hand side of the form.

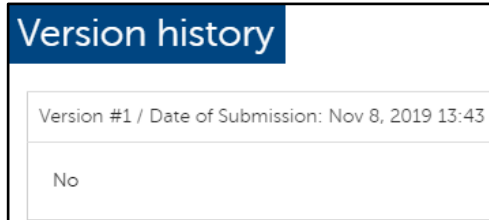


- b. Once everything has been changed, the Vehicle Request Form will need to be resubmitted following the same procedure described above in [How to Request a Vehicle](#).

- i. On the **Final Check** page it will show all the changes that were made on the form and will also show what the previous version was. To view what the change was click on the red **Changed** hyperlink next to the new answer to the question.

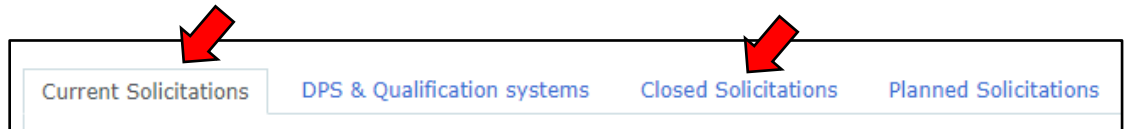


- a) A new window will appear showing what was changed and what version the answer was a part of.



To View Other Solicitations on the Platform

- 1. To view the results for all of the Solicitations you will need to go to the [Public Profile](#) for NYS Office of General Services.
 - a. **Please Note:** You do not have to be logged into the System to see these.
- 2. Here you will see all the current Solicitations that are opened and all the ones that are closed, as well as the results of all Solicitations.



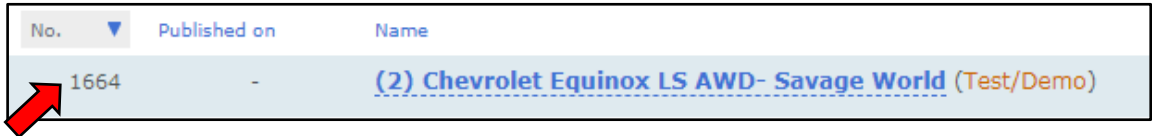
- a. If you click on any of the Solicitations listed, you will be able to see all information that has been posted for that Solicitation, including the Specifications and the results when published.
- b. To look at a different one, click on the **Back to Public Buyer Profile** hyperlink at the top left-hand side of the screen. It will bring you back to NYS Office of General Services public page.



Solicitation Creation

- 1. Once the request has been submitted to the OGS NYS Vehicle Marketplace team, OGS will then create the Solicitation and publish it to the platform on your behalf. Once this is done the system will send you an email letting you know it is done and what your Solicitation number is.
 - a. The Solicitation will now appear in the **Solicitations** tab.

- b. The number you receive in the email will correspond to the number that is in the number column in the **Solicitation** screen. This is the Solicitation number that is associated with your request. You will need this number when inquiring about that Solicitation.



No.	Published on	Name
1664	-	(2) Chevrolet Equinox LS AWD- Savage World (Test/Demo)

- c. There is a column for **Phase**, this will inform you what phase the Solicitation is in:
 - i. **Preparation Phase:** This is where the Solicitation has been created, it is not opened yet to receive bids from the Dealers (Suppliers)
 - ii. **Offer Phase:** This is where the Suppliers are bidding on your vehicle(s).
 - iii. **Evaluation Phase:** This is where the Buyer would evaluate the offers and talk to the lowest bidder to ensure they meet their specifications.
 - iv. **Awarding Phase:** When you have made your purchase decision, you can inform the Supplier in this phase.

Messages

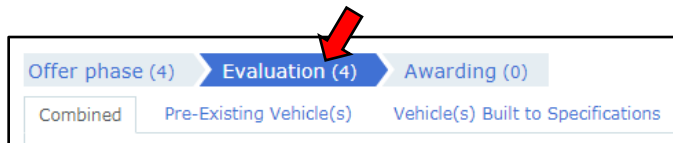
- 1. The system could send an automated email alerting you that you have a **New Message**. This will be in the subject line of the email. Click on the **Go to message** hyperlink at the bottom of the email.
 - a. This will automatically open the message that was received in the platform.



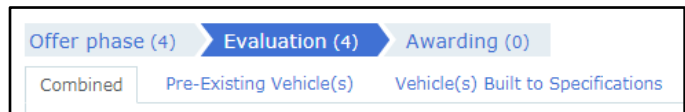
Evaluation of a Solicitation

- 1. OGS will alert you with a system generated email that the Solicitation is closed and is ready to **Evaluate**. The buyer will be able to review all the offers that came in for their vehicle request.
 - a. The email will have a link that goes to the platform to view the results.

- i. You will need to be logged on to the platform and click on the **Compare & Select** tab at the top of your screen. This will bring you to where you can see your offers.
- ii. Make sure that the secondary tab is on the Evaluation tab. This will allow you to see all the offers from the Suppliers.



- iii. Depending on what type of request you had determines what your screen will look like. If you did a combined request you will have options to look at all of the offers together, or just the Pre-Existing offers, or just the Built to Specification offers.



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- a) The system will automatically rank the offers from lowest to highest price. It will also show you what **Pricing Sheet** the Supplier has used for their offer.
- b) You can view more information about their offer, by viewing the **Questionnaire** they filled out.

Name	Pricing sheet
Robert Green Auto & Truck Inc	Vehicle(s) Built to Specifications
Nye Automotive Group	Vehicle(s) Built to Specifications
Central Dodge Inc	Pre-Existing Vehicle(s)
Central Dodge Inc	Vehicle(s) Built to Specifications
GPI OK-SH, Inc - Group1Fleet	Vehicle(s) Built to Specifications

- 1) To do this you will click on the Supplier's name. It will bring you to another screen which will have the questionnaire that the Supplier filled out. It will also show you what **Pricing Sheets** they have filled out.
- 2) This page will allow you to view their responses to the **Questionnaire**, that way you know if there are any deviations or comments that the Supplier has made about their bid.
 - I. To view this, click on the hyperlink to their **Questionnaire** that they have answered.

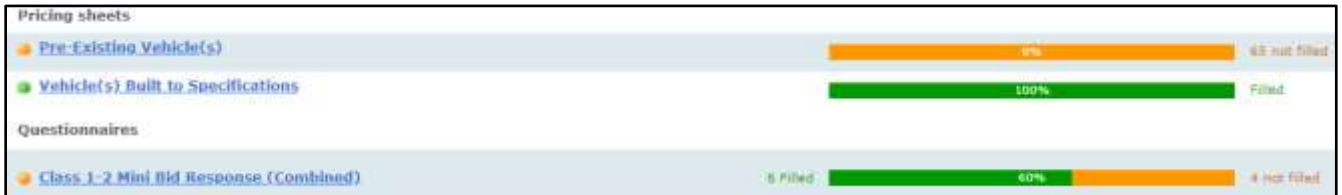


- 1. A new screen will appear, and it will show you what groups of questions they have answered based on the type of request you made (Built to Specification, Pre-Existing Inventory, or Both- which will consist of both Questionnaires).



- 2. Click on the hyperlink for the **Questionnaire** you would like to review.
 - a. The questions will appear with their answers.
- c) **Please Note:** Not all price sheets and questionnaires may be completed by the bidder. It all depends on the type of offer that was submitted. Ex. The below screenshots show that there were several items not filled out. On *Screenshot 1* the Dealer (Supplier) did not place an offer on a Pre-Existing vehicle and therefore did not fill out any forms related to Pre-Existing vehicles. *Screenshot 2* shows a Dealer (Supplier) who offered both Pre-Existing and Built to Specifications vehicles. The Pre-Existing looks appears to not be fully filled out. However, this isn't the case. They filled out the information for 1 vehicle.

1) Also, the **Questionnaire** shown will change based on what the request is for.



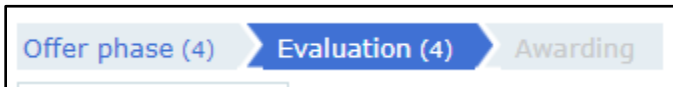
Screenshot 1



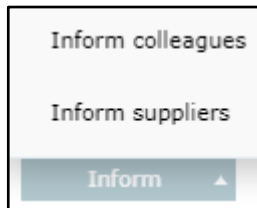
Screenshot 2

Tentatively Awarding/Non-Awarding/No Award of a Solicitation

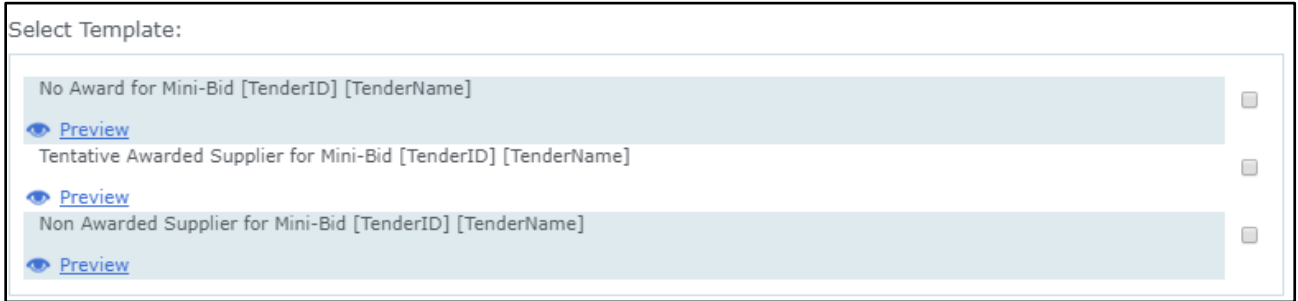
1. Once you have reviewed your Specifications and talked to the Supplier to confirm that the vehicle offered meets your Specifications, you can alert the Supplier about your purchasing decision through a system generated email.
2. To Tentatively award, Non-Award, and/or No Award a Mini-Bid, the offers from the applicable Suppliers will need to be moved to the **Awarding** phase.
 - a. You will need to click on your Solicitation.
 - b. Then click on the **Compare & Select** tab and then the **Evaluation** tab.



- c. Select as many Suppliers as necessary by placing a checkmark in the box all the way to the right of their name.
 - i. Then on the bottom of the screen click on the button that says **Inform** and go to the option **Inform Suppliers**.



- a) A new window will pop up allowing you to choose which template message you would like to send to the selected Supplier(s).



- 1) No Award: Means that there is no award being made for that Solicitation.
- 2) Tentative Award: Means that, that dealers is tentatively being awarded that Solicitation.
- 3) Non-Award: Means that the dealer was not awarded that Solicitation.
 - I. Once a template message is chosen, click on the **OK** button at the bottom right-hand side of the window.
 - II. This will bring up a new window that allows you to edit and send the message. Click on the blue **Send** button at the bottom right-hand side of the window.
- b) Repeat these steps until all the Suppliers have been notified.
 - 1) **Please Note**: For all **No Award** and **Non-Award messages**, more than one (1) dealer can be chosen. The system will separate all the messages out.

Reporting Results

- 1. Log onto the eProcurement Platform
 - a. Click on the Solicitation that needs to have this information inputted.
 - b. Then click on the **Compare & Select** tab.
- 2. You will need to determine if the Solicitation is to be awarded or not. See the section [Awarding or Not Awarding a Solicitation](#) for more detailed instructions.
 - a. **Please Note**: If there were no bids received you will still need to report the results. See the [No Bids Received](#) section.



Awarding or Not Awarding a Solicitation

Awarding a Solicitation

- 1. Once you have reviewed your Specifications and talked to the Supplier to confirm that the vehicle offered meets your Specifications and have gone through all the approval processes necessary to purchase the vehicle you can award the Solicitation.
- 2. You will need to click on the Solicitation.

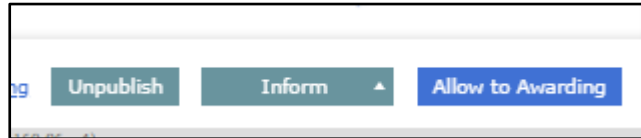
- a. Then click on the Compare & Select tab and then the **Evaluation** tab.



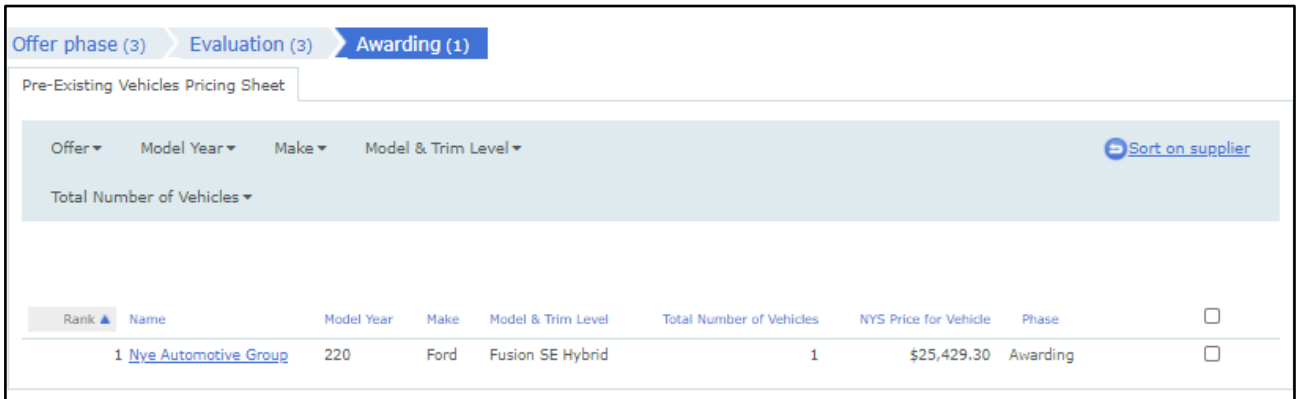
- a. Select the Supplier or Suppliers that have won by clicking on the check box to the right of their name.

Rank ▲	Name	Model Year	Make	Model & Trim Level	NYS Price for Vehicle	Total Number of Vehicles	Total Price for Mini-Bid	Phase	<input type="checkbox"/>
1	Joe Basil Chevrolet, Inc.	2021	CHEVROLET	Tahoe 4dr Z71	\$47,621.95	1	\$47,621.95	Evaluation	<input type="checkbox"/>
2	Websmart Chevrolet LLC	2021	CHEVROLET	TAHOE Z71	\$48,219.36	1	\$48,219.36	Evaluation	<input type="checkbox"/>

- b. Then scroll to the bottom of the screen and click the blue button **Allow to Awarding**.

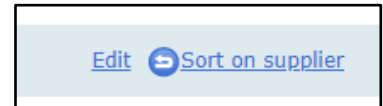


- i. This will move the winners to the **Awarding** tab.



- 3. Once a winner has been selected and moved to the **Awarding** Tab, you will need to report your purchasing method.

- a. Click in the Awarding tab if not already there.
 - i. If necessary, adjust the final price that was paid per vehicle, and the quantity purchased, by clicking on the **Edit** hyperlink in the light blue area at the top right-hand side of the screen. You may have to click on “Compare & Select” again in order for the **Edit** features to appear.



- a) Fill in both boxes with the necessary changes. **Please Note:** Both the "Revised Price" and the "Revised Quantity" fields must be completed in order for the revision to calculate properly. If the vehicle amount being purchased did not change enter the original amount being requested.



Revised NYS Price per Vehicle

Revised Quantity

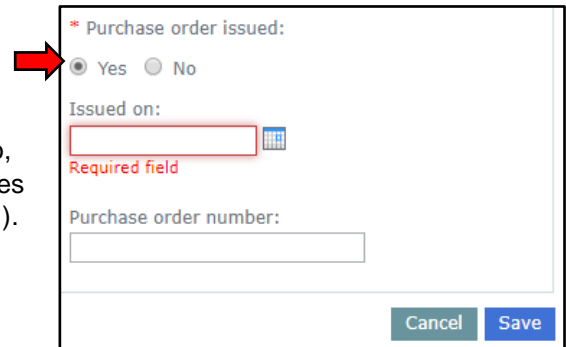
Two empty input boxes for price and quantity.

- b) Then click the blue **Save** button in the bottom right-hand side of the screen once done entering in the information.

- ii. To fill in the **Purchase Order**, or other ordering document, information click on the **Edit Purchase Order** hyperlink on right-hand side of the screen.



- a) **Please Note:** The Purchase Order field is also for other methods of payment such as: Letter of Intent, Voucher, Loan, etc.
- b) Click on the **Yes**, then add the date it was issued. Also, add the PO number, or other internal code that identifies your ordering document (Letter of Intent, Voucher, etc.). Then click on **Save**.



* Purchase order issued:

Yes No

Issued on:

[Calendar icon]

Required field

Purchase order number:

Cancel Save

Not Awarding a Solicitation

Not Awarding

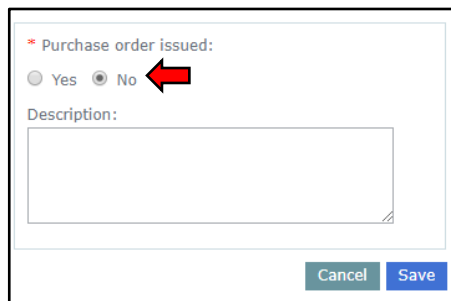
- 1. If there were no bids received, you still need to input information.



- 2. Click in the Awarding tab if not already there.
- 3. To do this click on the Edit Purchase Order hyperlink on right-hand side of the screen.



- a. Click on the No option and, in the description, add a note describing why no purchase order was issued. Then click on Save.



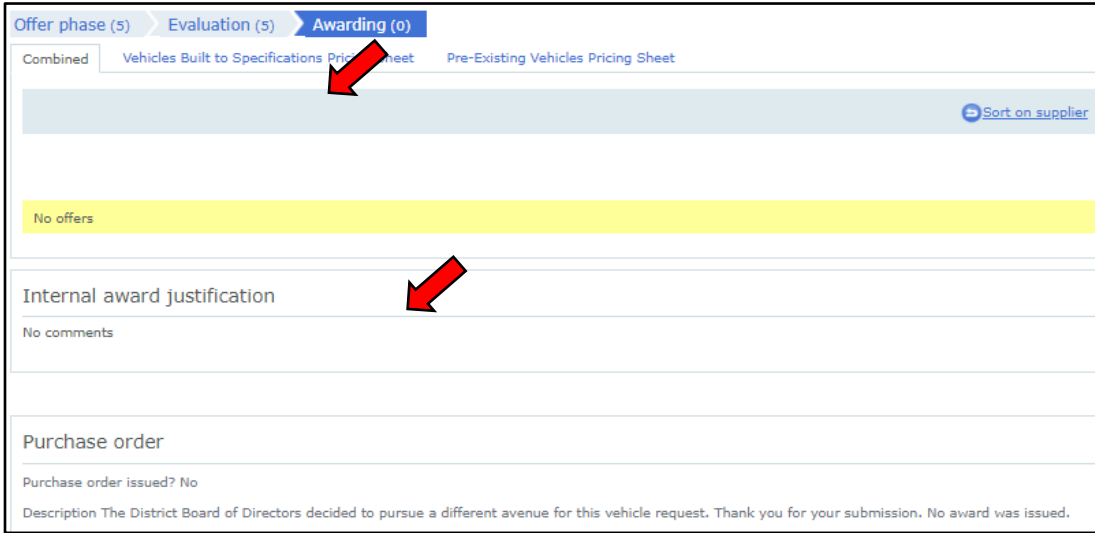
* Purchase order issued:

Yes No

Description:

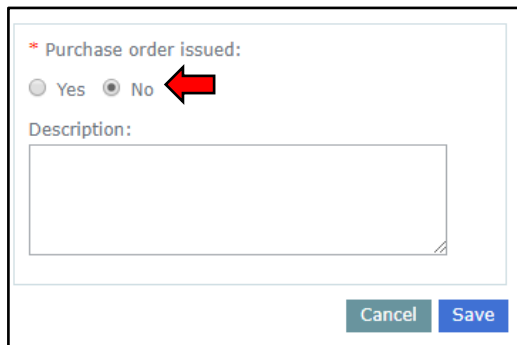
Cancel Save

- b. **Please Note:** There should be no Suppliers and only the Purchase Order Information on the Awarding tab when finished.

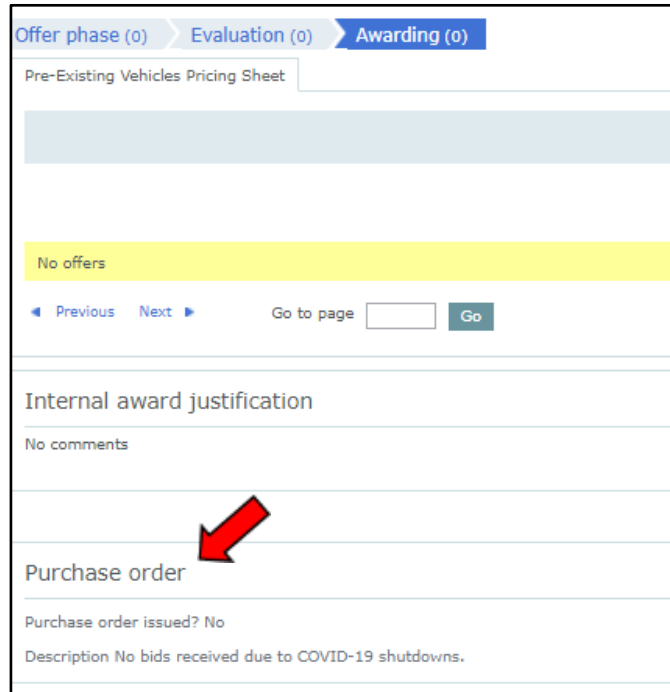


No Bids Received

1. If there were no bids received, the results still need to be reported on.
2. Click in the Awarding tab if not already there.
3. To do this click on the Edit Purchase Order hyperlink on right-hand side of the screen.
 - a. Click on the No option and, in the description, add a note stating, "No bids received". Then click on **Save**.



- b. There should only be the Purchase Order information showing on the **Awarding** tab when finished.

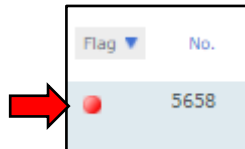


Flags

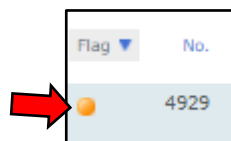
- 1. There are colored dots on the left-hand side of the screen when logged on to the eProcurement Platform and viewing what Solicitations are still open.

Flag	No.	Published on	Name
●	1758	-	(6) Test Cars (Test/Demo)
●	1755	-	(2) Midsize Sedans- TEST (Test/Demo)

- a. If you have any questions, please reach out to the NYS Vehicle Marketplace Team at nysvehiclemarketplace@ogs.ny.gov with your solicitation number and someone will be able to help walk you through what needs to be done.
 - i. **Red Flag:** Means nothing was done with the Reporting of Results and needs to be completed.



- ii. **Orange/Yellow Flag:** Means that something needs to be completed with the Reporting of Results or something needs to be fixed with Reporting of Results.

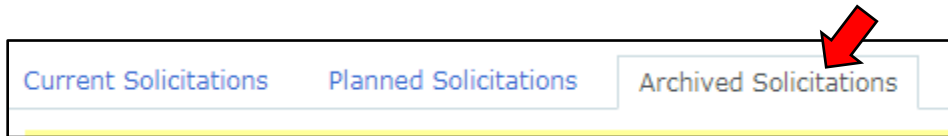


- iii. **Green Flag:** Everything was completed for the Reporting of Results and it is ready to be Archived by the OGS Vehicle Marketplace team.



Archived Solicitations

1. Once the Solicitation has been awarded or not awarded and the [Report of Use](#) information has been entered, the OGS NYS Vehicle Marketplace team will archive the Solicitation.
 - a. To view the archived Solicitations, click on **Solicitations** tab on the right-hand side of the screen.
 - b. Then click on the **Archived Solicitations** tab on the left-hand side of the screen.



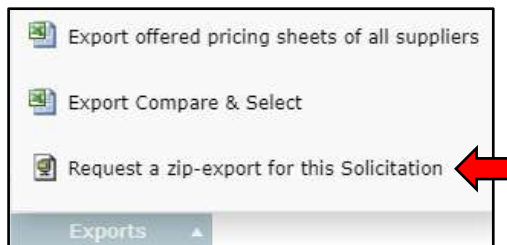
- i. All of the Solicitations that have been archived will automatically move here.
- ii. They will also still be available to view and refer too if necessary.

How to Receive an Export of the Solicitation

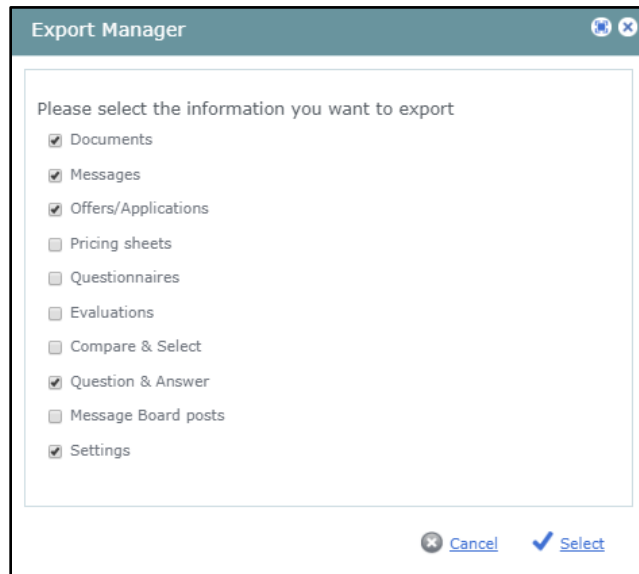
1. To have everything that is associated with a Solicitation downloaded, first select the applicable **Solicitation**.
2. Click on the **Compare & Select** tab.
3. At the bottom left-hand side of the screen there is a button that says **Exports**, click on that button.
 - a. Options will appear.



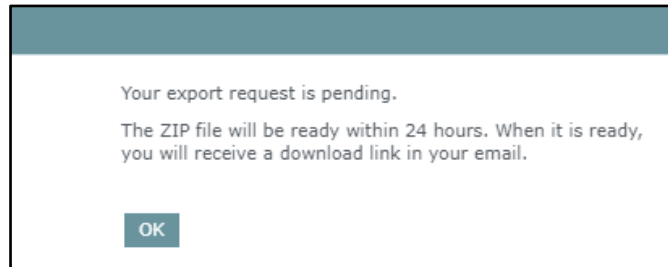
- i. To receive everything that is associated with your Solicitation, click on the **Request a zip-export for this solicitation** option.



- ii. A new window will appear, and it will ask what information you would like. Choose what information you would like and then click the **Select** hyperlink at the bottom right-hand side of the window.



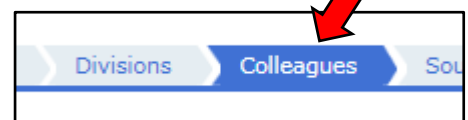
- a) Another window will appear alerting you that your request is pending and when you will receive a link in your email.



- b) **Please Note:** This zip file will be ready within 24 hours.

How to Add Colleagues and Set the Necessary Rights

1. Log into your eProcurement Platform account.
2. On the right-hand side of the screen click on the **Company** tab. The default company information and tab group will appear.
 - a. Click on the **Colleagues** tab. Once there click on the **Add New** button in the bottom right-hand side of the screen.
 - i. A new window will appear where you will enter your Colleagues name and contact information.
 - a) All fields in this form are mandatory.



A screenshot of a web form for creating or editing a user profile. The form includes the following fields and options:

- Gender:** Radio buttons for Mr., Ms./Mrs.
- First name:** Text input field.
- Last name:** Text input field.
- Phone:** Text input field.
- Email:** Text input field.
- Public Profile:** A checkbox with the text "(public profiles are visible when buyer search for your company and can be selected as contact persons):". Below it are radio buttons for Yes and No.

At the bottom right of the form are two buttons: "Cancel" and "Save".

- ii. When you hit the **Save** button the system will generate an email that is sent to your Colleague.
 - iii. **Please Note:** Their profile will not be active until they activate their account. They will need to click on the link in the system generated email.
3. To grant your Colleague rights in the system click on the **Edit** hyperlink to the right of their name.
- a. Click on the **Security Settings** tab at the top left-hand side of the screen.



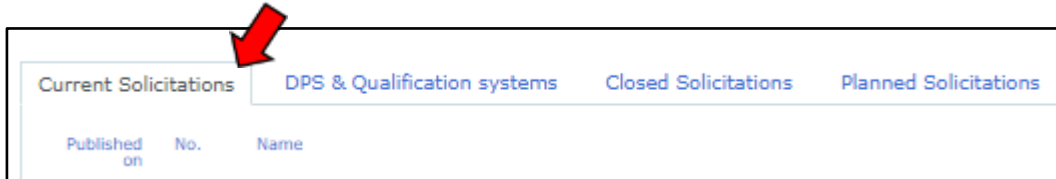
- b. Scroll down to the **Solicitation Level Rights** section and click on the **Edit** button on the right-hand side of the screen.
- c. In the **Allow All** column to make sure that the following rights are checked:
 - i. Evaluate:
 - a) View "Applications/Offers"
 - b) Show Name of Suppliers
 - c) View Offered Prices
 - ii. Compare & Select:
 - a) Managing Compare & Select, Award Communication and Summary
 - b) View "Compare & Select"
- d. When finished clicking on the rights click on the save button at the bottom right-hand side of this section.
- e. Complete these steps for all the Colleagues you are adding.
 - i. To see the other Colleagues, click on the **Profile** tab at the top left-hand side of the screen. This will allow you to see all of the Colleagues you have added.



Where to Find Solicitations (Mini-Bids) That Are Currently Open or Closed

Open Solicitations

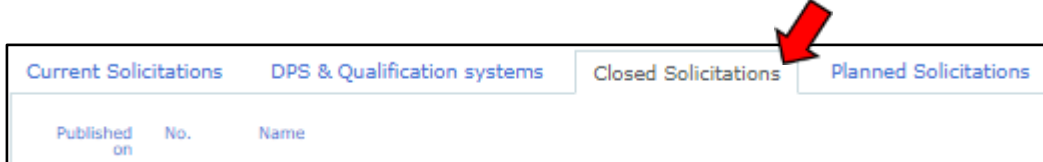
1. To find Solicitations from other organizations that are out there and opened go to the OGS [Public Page](#) on the eProcurement Platform.
 - a. Once there click on the **Current Solicitations** tab if not already there.



- i. This will show all of the Solicitations that are open to bidders at the moment.
- ii. When clicking on a Solicitation it will show you the specifications for that vehicle that were uploaded with the Solicitation.

Closed Solicitations

1. To find Solicitations from other organizations that are out there and opened go to the OGS [Public Page](#) on the eProcurement Platform.
 - a. Once there click on the **Closed Solicitations** tab.



- i. This will show all the closed Solicitations.
- ii. When clicking on a Solicitation it will show you the specifications that were used for that request and bids that came in for that vehicle.



Specification details

 [Specification Details](#)

Offers/Applications

Vehicles Built to Specifications Pricing Sheet

Rank ▲	Name	Model Year	Make	Model & Trim Level	NYS Price for Vehicle	Total Number of Vehicles	Total Price for Mini-Bid
1	Robert Green Auto & Truck Inc	2021	DODGE	DURANGO PURSUIT	\$36,574.84	4	\$146,299.36
2	L.T. Begnal Motor co inc	2021	DODGE	PURSUIT AWD	\$36,706.03	4	\$146,824.12
3	Main Motorcar	2021	DODGE	DURANGO PURSUIT	\$36,754.41	4	\$147,017.64
4	Genesee Valley Motors	2021	DODGE	DURANGO PURSUIT	\$36,800	4	\$147,200
5	FALLS DODGE INC dba JOE CECCONIS CHRYSLER COMPLEX	2021	Dodge	Durango Police	\$36,925.11	4	\$147,700.44
6	Central Dodge Inc	2021	DODGE	DURANGO	\$36,942.17	4	\$147,768.68
7	Beyer of Morristown LLC	2021	Dodge	Durango Pursuit	\$37,719.59	4	\$150,878.36

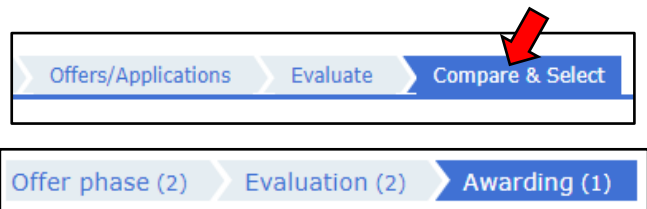
iii. This will allow you to see prices for similar vehicles for budgetary purposes.

State Agencies

The Obtain a Purchase Order

1. In order to request a Purchase Order, the Business Services Center (BSC) requires specific information.
 - a. Refer to the [How to Receive and Export of the Solicitation](#) section.
 - b. Always remember to also refer to your procurement guidelines as in what else is needed to obtain a Purchase Order.
2. To receive your State ID from either OGS (light-duty) or DOT (heavy-duty):

- a. Send a screen shot of the **Awarding** screen.
 - i. Click on the Solicitation you would like to receive the State ID for. Then click on **the Compare & Select** tab.
 - ii. Click on the Awarding tab.
 - iii. Make sure that all of the Results information is filled out. Refer to the [Reporting Results](#) section if necessary.
 - iv. Capturing the screen shot of this screen can be done a couple different ways.



- a) Save a PDF of the screen.
 - 1) Print the page but change the printer to Save as PDF and click on the save button.
 - I. This will ensure all your information is included.
 - 2) Save the document to your computer. **Please Note:** This will need to be resaved anytime you have to make changes for any reason.

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-
- b) Use a snipping tool or other screen capture tool on the computer.
 - 1) Make sure that when using these tools, the page from the Solicitation name and number all the way to below the Purchase order field is captured in the screen shot.
 - 2) Save the document to your computer. **Please Note:** This will need to be resaved anytime you have to make changes for any reason.
 - v. Once everything is gathered that is needed to request the State ID, send the information to the required agency for processing via email.

Resources

1. [OGS Vehicle Marketplace](#)
2. eProcurement Platform Resources
 - a. [How to Register as an Authorized User in the Vehicle Marketplace](#)
 - b. [How to Request a Vehicle](#)
 - c. [How to Resubmit a Vehicle Request Form](#)
 - d. [View Other Solicitations & Results](#)
 - e. [How to Answer Questions in Q&A](#)
 - f. [Evaluate & Award a Solicitation](#)
 - g. [Report of Use](#)
 - h. [View Supplier's Offer](#)
 - i. [Add Colleagues to your Company and Set the Necessary Rights](#)
 - j. [Archived Solicitations](#)