



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

Please Note: That there will only be allowed **one (1)** main administrator per Entity in the eProcurement Platform. 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:
 - 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 our special link to access the [Registration Form](#) on the eProcurement Platform website or click on our special link on the [NYS Vehicle Marketplace](#) website located on number 4 under *How to Buy Vehicles*.

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

* Federal Employer Identification Number (FEIN)

- 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**.

* Company will use Negometrix3 as:

Supplier

Purchasing/Procurement Organization

* Type of organization:

Public sector

Private sector

- d. Choose the proper Contracting Authority

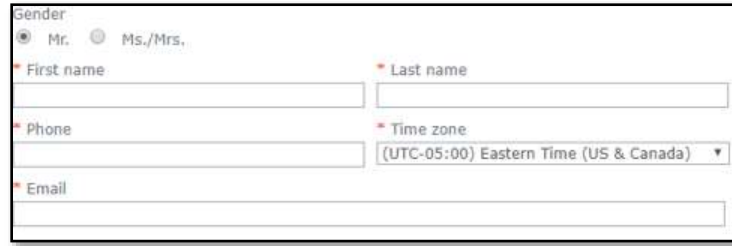
* Type of contracting authority:

State Agency

Non-State entity

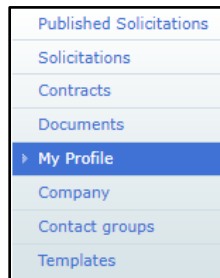
- i. Examples of Non-State Entities:
 1. BOCES, School Districts, Towns, Police (Sherriff, County, Town/City), Fire, Ambulance, Towns, Cities, Municipalities, County, etc.

- 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.
- f. The next page is all your contact information.



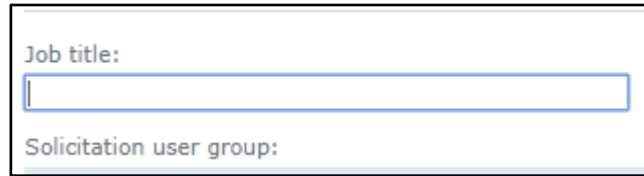
The screenshot shows a registration form titled "Gender" with two radio buttons: "Mr." (selected) and "Ms./Mrs.". Below this are five input fields: "First name", "Last name", "Phone", "Time zone" (a dropdown menu currently showing "(UTC-05:00) Eastern Time (US & Canada)"), and "Email". Each field has a red asterisk indicating it is a required field.

- i. **Please Note:** Make sure to pick the proper county in which your Entity resides in because this affects the information that is pulled over into the Vehicle Request Form.
 - 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 the system will send out a system generated email asking to activate the account. Click on the link provided in the email to activate the account.
- 4. The OGS Vehicle Marketplace team will review the registration. Please allow **24-48 hours** for the OGS Vehicle Marketplace team to review the registration and approve it in the system. **Please Note:** If registering on a Friday registration might take a bit longer due to a weekend, or if registering near a Holiday.
 - a. Once accepted as an Authorized User in the NYS Vehicle Marketplace, the OGS Vehicle Marketplace Team will send a system email stating that the registration has been accepted. Once accepted as an Authorized User the Vehicle Request Form will open for use.
- 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 the 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.).



The image shows a screenshot of a web form. It contains two text input fields. The first field is labeled 'Job title:' and is currently empty. The second field is labeled 'Solicitation user group:' and is also empty. The form has a light blue border and a white background.

- ii. Then scroll down and click on the blue **Save** button at the bottom right-hand side of the screen.