



Instruction Document for the NYS Vehicle Marketplace: Dealers (Suppliers)

Revised: 6/18/2021

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

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Definitions

Archived Solicitation: Solicitations that have been archived by OGS NYS Vehicle Marketplace Staff.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

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.

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 submit a complete response to a Solicitation (Formerly Form B).

Request: Is 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.

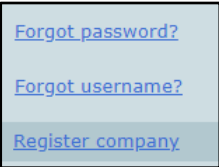
Solicitation: Refers to the Mini-Bid.

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

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How to Participate in the NYS Vehicle Marketplace

1. If you have not done so already, you will need to Register your company on the [eProcurement Platform](#). Click on the **Register Company** hyperlink on the right-hand side of the page, to register your company with the eProcurement Platform.

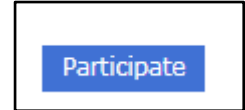


2. Go to the public page on the eProcurement Platform to view the [Solicitation](#).

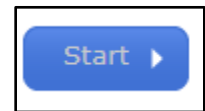
a. Once there click on the **OGS Solicitation 23166: Vehicles, Class 1-8** Solicitation hyperlink. This will provide more information to determine if your company is eligible to participate.



3. Once the Bidder has determined their eligibility to participate in the NYS Vehicle Marketplace, click on the **Participate** button at the bottom of the page. This will open another page that outlines how to become a Contractor (Supplier) in the NYS Vehicle Marketplace.



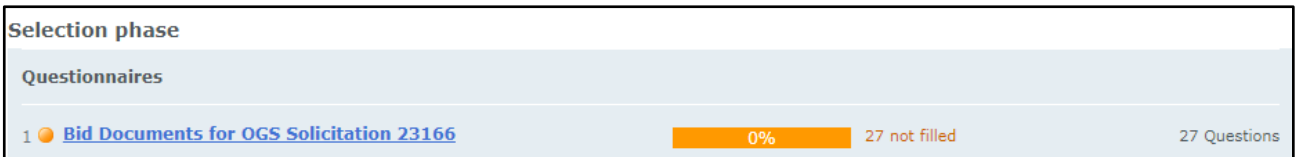
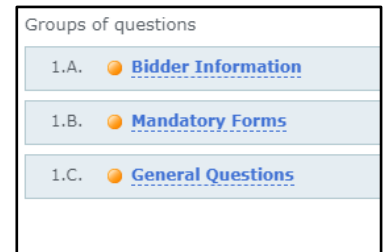
a. Click on the **Start** button in the bottom right-hand corner of the top half of the screen to start the process on becoming an eligible Supplier for the NYS Vehicle Marketplace.



4. Once this is done it will automatically bring the Bidder to the **Fill Out & Submit** tab to begin filling out the application.

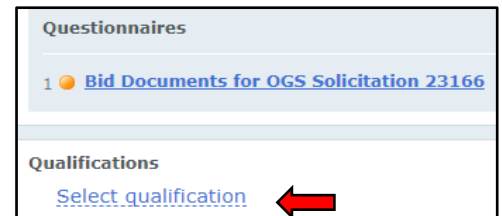
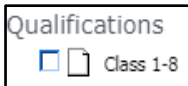


a. To fill out the application the Bidder will need to click on the hyperlink labeled **Bid Documents for OGS Solicitation 23166**. Once selected a new window will appear with groups of questions that need to be filled out. This can be saved in increments and completed at a later time, if needed. As the application is filled out the status bar will start changing to alert how much of the application is complete and how many questions are left to fill out.

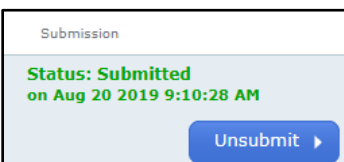
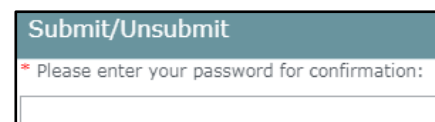


b. **Please Note:** Before the application can be submitted, the Bidder will need to complete the **Select Qualification** section. If this is not selected a window will pop up with an alert stating this Must be completed before the application can be submitted.

i. This is located under the **Qualifications** heading below the **Questionnaires**. Click on the hyperlink and choose the Class 1-8 qualification. Then click on the blue **Select** button in the bottom right-hand corner of the new screen.

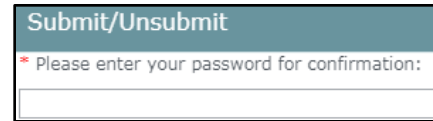


c. Once everything is filled out and the qualification is selected the application can now be submitted. When the **Submit** button is selected there will be a prompt to enter a password. After successful submission, a green time stamp will appear on your screen above the **Submit** button and a system generated email will be sent. Once the application has been received, OGS will begin the review process will notify the Bidder if any changes need to be made.



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5. If changes need to be made, the Bidder will need to **Unsubmit** the request. The **Unsubmit** button is located in the same spot the **Submit** button was. When the button is clicked it will prompt the Bidder to type in their password. A system generated email will be sent and there will be a green time stamp that has appeared.



Submit/Unsubmit
* Please enter your password for confirmation:
[Input field]

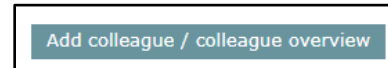
- a. The Bidder can correct anything that is needed (based on the information outlines in the email that was sent from OGS from the procurement Platform).
- b. Once corrected the Bidder will have to resubmit the application, going through the same process as before to **Submit** the application.
 - i. Once resubmitted OGS will be able to review again and will let the Bidder know if more changes are needed or if the Bidder was **accepted** as a Vendor (Supplier) for the NYS Vehicle Marketplace.

How to Add Colleagues

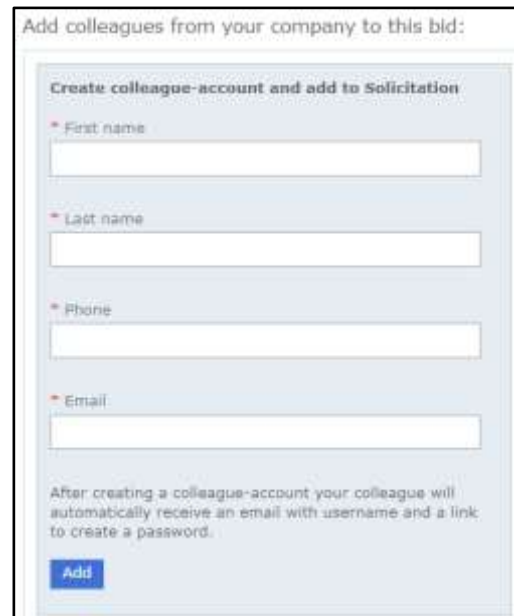
1. A Supplier that has been accepted into the NYS Vehicle Marketplace may want to add Colleagues. The Supplier will need to be logged into their eProcurement Platform account.
2. On the right-hand side of the screen make sure that **Solicitations (Supplier)** is highlighted.



- a. Click on the **OGS Solicitation 23166: Vehicles, Class 1-8** hyperlink listed in the **Current Solicitations** tab on the right-hand side of the screen.
- b. Click on the **Add Colleagues/Colleague Overview** button located in the bottom left-hand side of the screen.



- i. A new screen will appear. On the left-hand side of the new screen add your colleague's information that you would like to add to **ALL** Mini-Bids (Solicitations).
- ii. By doing this, it will automatically add the colleague(s) to all future Solicitations.
- iii. Once the information has been entered, click on the **Add** button on the bottom left-hand side of the form.
- iv. This will automatically populate their name and information directly below yours above this form.
- v. This will need to be done for all colleagues that are being added. When done adding all the colleagues, close out the window by clicking on the **X** on the top right-hand side of the window.



Add colleagues from your company to this bid:

Create colleague-account and add to Solicitation

* First name
[Input field]

* Last name
[Input field]

* Phone
[Input field]

* Email
[Input field]

After creating a colleague-account your colleague will automatically receive an email with username and a link to create a password.

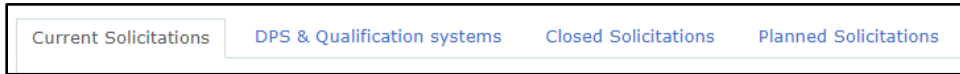
Add

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3. All Colleagues that were added to this **Solicitation** will receive an email from the platform that instructs them to click on the link to activate their account. Once they do that, they will be able to participate in Solicitations and Submit offers on behalf of the Company. They will also be able to unsubmit offers that were made on behalf of the Company to change them as needed and resubmit them as needed.

How to Participate in a Solicitation

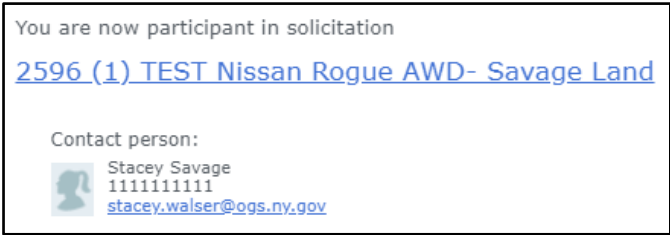
1. Go to the OGS [Public Profile](#) Page. This is where all the Solicitations will be available to view and participate in.
2. Look through the **Current Solicitations** and see which one(s) you would like to Participate in.



- a. Click on a Solicitation you want to know more about. This will show you more about the Solicitation.
- b. If you want to **Participate** in the Solicitation, click on the **Participate** button. You will be prompted to type in your username and password if you are not already logged onto the system.



- i. A new window will appear alerting you that you are now participating in that Solicitation.
- ii. If you click on the Solicitation information hyperlink it will bring you to where you can start placing a bid on the vehicle, if the Solicitation is in the **Offer** phase and open for bidding.
- iii. **Please Note:** If the top of the screen alerts you that it is in the **Publication** Phase it is not open yet for bidding. Solicitations will open for bidding at 5pm the day they are posted.



- iv. You can also close that window out and continue looking through the Solicitations for others you wish to participate in.

How to Bid on a Solicitation

1. Once you are participating in a Solicitation it is important to locate the **Specifications Details**.
 - a. Please Note: This can only be done to Solicitations that are in the **Offer** phase and open for bids. If a Solicitation is not yet opened for bids, it will appear grey and the phase will show **Preparation**.



- b. To view the Specification Details for the Solicitation, click on any Solicitation hyperlink that you (the Supplier) are participating in, which is in in the **Offer Phase**. This is located under the Phase column.

Name	Buyer organization	Phase
(1) TEST Nissan Rogue AWD- Savage Land	New York State Office of General Services	Preparation
(2) Nissan Rogue AWD- Savage Land	New York State Office of General Services	Offer phase

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- i. A new screen will appear that contains details about the Solicitation. When on this page look for and click on the hyperlink in the middle of your screen that says **Specification Details**, it is located under the **Questionnaires** heading.



- ii. The details about the mini bid will pop up in a new window. They can be download as a PDF by clicking on the PDF button on the top right-hand corner of the window that popped up. **Please Note:** That if there are **Additional Specifications** they will show up on the top left-hand side of the screen under the numbered steps, under the heading **Documents**. Here they can be previewed and or downloaded.



- 2. In order to start the bid process for the Solicitation click on the **Start** button, if it has not already been clicked on.

- a. By clicking **Start**, the **Fill out & Submit** tab opens up. Answer the questions in the Pricing sheets and Questionnaires by clicking on the hyperlink to each section under the **Offer Phase** header.



b. **Pricing Sheet(s):**

- i. Depending on the type of request there may be only one (1) or multiple pricing sheets available to fill out. Click on the **Pricing Sheet** that you would like to fill out.
- ii. A new window will appear. Start filling in the prices for the vehicle(s). All required fields have a red box around them. To make the page bigger click on the box icon next to the X on the window.
 - a) **Please Note: Do not** hit the **ENTER** key on the keyboard as the boxes in the pricing sheet will need to be filled out again.
 - b) Refer to the **Comment** section below the **Pricing Sheet** for specific instructions regarding the **Pricing Sheet**.
- iii. Once the pricing and information is filled out click **the Save** button. Make sure that there is a price down in the bottom right hand corner of the screen (the scrolling bar might need to be used to move to the right).
- iv. Repeat the process for all offers if necessary.

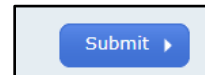
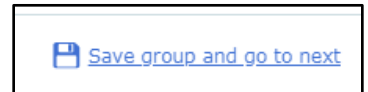


NYS Aftermarket Components Price	NYS Price for Vehicle	Total Number of Vehicles	Total Price for Mini-Bid
		1	\$0

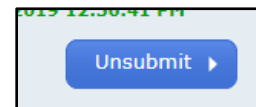
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c. **Questionnaires:**

- i. The type of Solicitation determines the **Questionnaires** that need to be answered as part of the bid.
- ii. Click on the hyperlink in the **Questionnaire** to go to where the questions about the offer are. **Please Note:** If there is more than one, the Solicitation is for pre-existing and built to specification. The Questionnaire(s) that need to be filled out are the ones that the pricing sheet(s) were filled out for.
- iii. Once all the questions are answered on the bottom of the window click the **Save Group and Go to Next** hyperlink.
- iv. Do this for this for each section that is being answered.
- v. The window will automatically close and the Bid can be submitted by clicking on the **Submit** button. The system will require the Supplier’s password to be typed in to ensure that indeed the Bid is to be submitted. Then above the **Submit** button the date and time that the Bid was submitted will appear in green.



- 3. If for some reason the Bid needs to be changed due to a mistake or for any other reason, click on the **Unsubmit** button. The system will require the password to be typed in to ensure that indeed the Bid is to be unsubmitted. The pricing and anything else that needs to be corrected can be done.



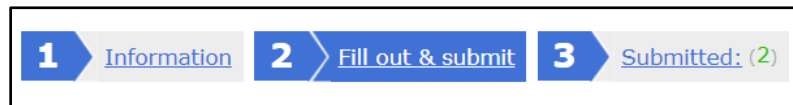
- a. Then above the **Submit** button the date and time that the Bid was unsubmitted will appear in green.
- b. Once the Bid is corrected it can be resubmitted by clicking on the **Submit** button.
 - i. **Please Note:** This can be done as many times as needed up until the Solicitation closes.
 - ii. There is a bar at the top of the screen that alerts you to how many days and hours that the Solicitation is open for bids.



- iii. It also notifies you at the top of the screen what day and time the Solicitation closes.
- iv. Once the Solicitation is closed, the system will not allow any more changes to the offer.

4. To submit more than one (1) bid:

- a. Click on the **Fill Out & Submit** tab at the top of the screen.



- b. Next click on the hyperlink on the left-hand side of the screen that says **Create Additional Offer**. This will open up another price sheet to fill out for additional offers.

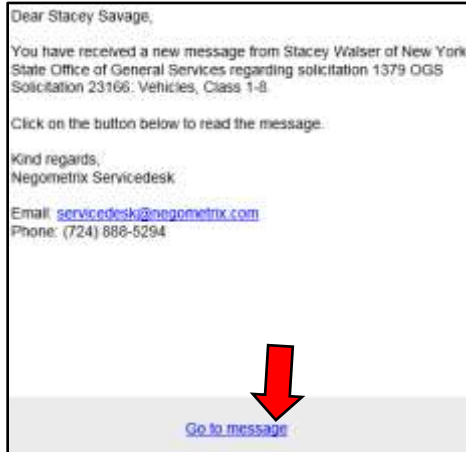
- 5. To view all the offers that have been submitted by your Company for a Solicitation click on the **Submitted** tab. The tab will also show in parentheses how many bids were submitted by your company. Right below will have the information for each bid that was submitted.



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Messages

- The system may periodically send an email to alert that there is a message that needs to be read. Click on the **Go to message** hyperlink at the bottom of the email. This will automatically open up the message. They system may require a user to be logged in if not already logged in to view the message



- Messages can also be viewed in the **Solicitations (Supplier)** tab. All unread messages for all of the Solicitations can be viewed.
 - On the right-hand side of the row there is a column that reads **(Un)read Messages**. The ones highlighted in red and underlined are the number of unread messages. The ones in the Parentheses () are total number of messages for that solicitation.
 - Click on the red underlined number to view the unread messages. They will appear in a message center.
 - Please Note:** Only the messages associated with that Solicitation will appear on this screen. These will include the ones that the system alerted to being there through email.

Submitted	(Un)read messages
No	<u>1</u> (1)
Yes	<u>3</u> (4)
No	<u>1</u> (1)
Yes	<u>3</u> (3)

Published Solicitations

- Once the OGS Vehicle Marketplace team publishes the Solicitations, they will all appear on the OGS [Public Profile Page](#). See the [How to Participate in a Mini-Bid \(Solicitation\)](#) section.
- A record of all the Solicitations that you have participated in will be on the eProcurement Platform. These can be viewed by logging into the system and clicking on **Solicitations (Supplier)** tab on the right-hand side of the screen.
 - This will show every Solicitation that you have decided to participate in, whether it was Bid on or not.
 - Please Note:** If a Solicitation is not listed here that you have decided to **Participate** in, check the **Archived Solicitations** tab. See the [Archived Mini-Bids \(Solicitations\)](#) section.

Current Solicitations		Archived Solicitations	
No.	Published on	Name	Buyer organization
1691	-	<u>(2) Chevrolet Equinox LS AWD- Savage World</u>	New York State Office of General Services
1663	-	<u>(1) Test Truck</u>	New York State Office of General Services
1654	-	<u>(2) Chevrolet Silverado 1500 4WD - City of Sarah</u>	New York State Office of General Services
1651	-	<u>(5) Nissan Rogue AWD SL- Savage World</u>	New York State Office of General Services

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3. **All** of the Solicitations that the OGS Vehicle Marketplace team has published can be viewed on our [Public Profile Page](#).
 - a. There are two (2) places on this page to find them all:
 - i. The first (1st) area is in the **Current Solicitations** tab on our [Public Profile Page](#).

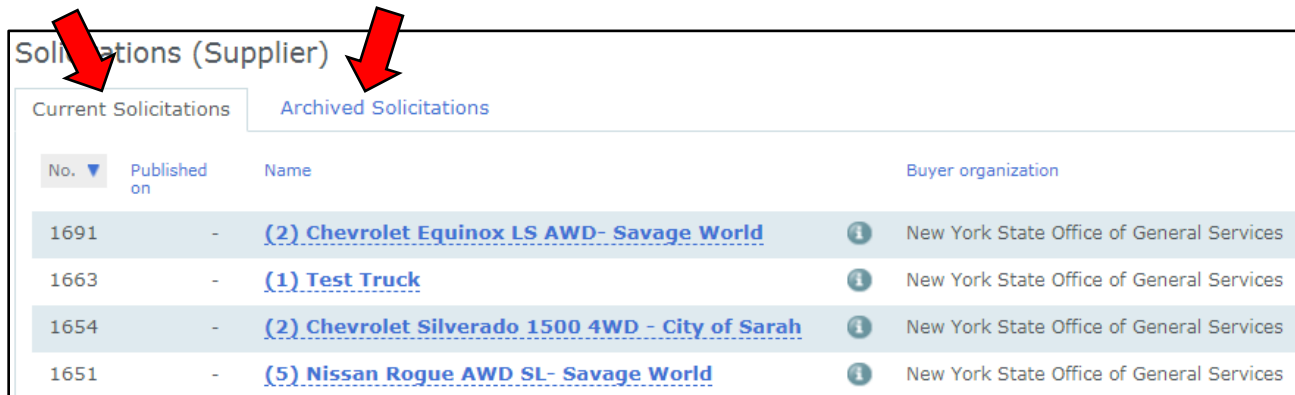


- ii. The Second (2nd) is in the **All Solicitations** tab on our [Public Profile Page](#). This will show all of the Solicitations that the OGS Vehicle Marketplace published.

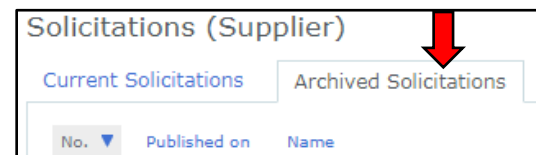


Archived Solicitations

1. The OGS Vehicle Marketplace team will periodically **Archive** Solicitations. When this happens, the Solicitations will automatically move from the **Current Solicitations** tab to the **Archived Solicitations** tab.



- a. **Please Note:** When this happens, the **Archived** Solicitation and all the information associated with it will still be able to be viewed
2. To view an **Archived Solicitation**, make sure that the **Solicitations (Supplier)** tab on the right-hand side of the screen is selected and click on the **Archived Solicitations** tab on the left-hand side of the screen.



- a. This is where all the **Archived Solicitations** will be kept.
 - b. Click on any of the **Solicitations** and then when the next screen appears click on the **Submitted** tab at the top of the screen.



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- c. Here the **Pricing Sheets** and the **Questionnaire(s)** that were filled out for that Solicitation can be found.



- 3. As a Supplier, you can also **Archive** the Solicitations that you have bid on to clean up the **Solicitations (Supplier)** screen.

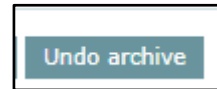
- a. To do this click on the Solicitation you would like to archive. Scroll to the bottom of the page and click on the **Archive** button on the lower left-hand side of the page. A message will pop up at the top of the screen, click the **OK** button.



- This will move it from the **Current Solicitations** tab to the **Archived Solicitations** tab.
- **Please Note:** This should be done once the Solicitation has closed and has moved to the **Evaluation Phase**.
- It can still be viewed under the **Archived Solicitations** tab.

- 4. To **Unarchive** a Solicitation for any reason.

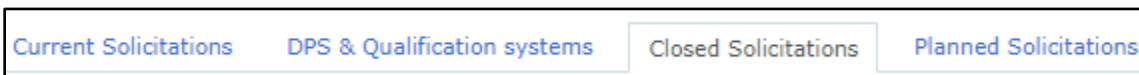
- a. Click on the Solicitation you would like to Unarchive. Scroll to the bottom of the page and click on the **Undo archive** button on the lower left-hand side of the page.



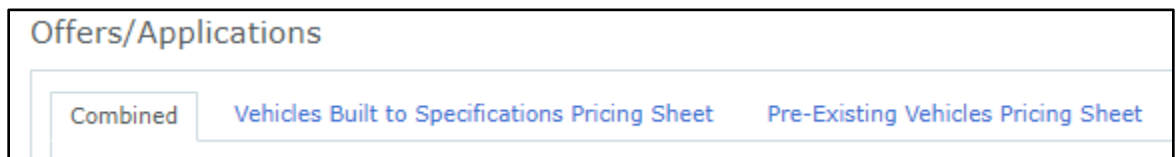
- A message will pop up at the top of the screen, click the **OK** button.
- This will move it from the **Archived Solicitations** tab to the **Current Solicitations** tab.

To View the Results

- 1. To view the results of the Solicitation go to the NYS OGS [Public Profile Page](#). **Please Note:** To view this page you do not have to be logged into the System.
- 2. Click on the **Closed Solicitations** tab.



- a. Click on any of the Solicitations to view the results. Once they have been posted by the OGS Vehicle Marketplace they will be viewable.
- b. The results will be located under the **Offers/Applications** header towards the bottom of the page. They will be ranked automatically. Depending on the type of request, you will be able to sort it via Combined, Built to Specifications, and or Pre-Existing.



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- c. To sort them different ways click on the corresponding tab and the view will change for you.
- d. 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 go back to NYS Office of General Services public page.



Notifications

There will be various types of notifications (emails) that happen during different parts of this process.

Accepted to the NYS Vehicle Marketplace

1. When everything has been submitted to become a Dealership (Supplier) to the NYS Vehicle Marketplace a system email from the NYS Vehicle Marketplace will be sent notifying that the Dealership (Supplier) is now an approved Supplier and will be able to **Participate** in upcoming Mini-Bids (Solicitations).
 - a. The notification will come in the form an alert email instructing the Participant to click on the **Go to Message** hyperlink at the bottom of the email. Once clicked this will open up the message that was sent.



Declined to the NYS Vehicle Marketplace

1. When everything has been submitted to become a Dealership (Supplier) to the NYS Vehicle Marketplace a system email from the NYS Vehicle Marketplace will be sent notifying that the Dealership (Supplier) has been declined to be a Supplier.
 - a. The notification will come in the form an alert email instructing the Participant to click on the **Go to Message** hyperlink at the bottom of the email. Once clicked this will open up the message that was sent. The message will contain the reason the application was declined and what needs to be corrected in order to become accepted into the Vehicle Marketplace.



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Awarding

1. A tentative award message will be generated by the system and sent to the Supplier's email. This is sent by the Authorized user in the system and will result in a message asking you to go to the message on the platform.



No Award

1. A no award message will be generated by the system and sent to the Supplier's email. This is sent by the Authorized user in the system and will result in a message asking you to go to the message on the platform.



Non-Award

1. A non award message will be generated by the system and sent to the Supplier's email. This is sent by the Authorized user in the system and will result in a message asking you to go to the message on the platform.



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Unsubmitting an Offer

1. When unsubmitting an offer to a posted Mini-Bid (Solicitation) a system generated email will be sent notifying that the offer was unsubmitted. This email will have a subject line that states: **Unsubmit Notification - Notification mail Sender messages noreply@negometrix.com**

You have successfully unsubmitted your offer in the Negometrix system for 1645 (1) Ford Focus- Savage World

From this moment you are able to change your answers and documents.
 Attention: you must submit your offer/subscription/application again before the deadline posted in order for it to be considered.

Kind regards,
 Negometrix Servicedesk

Email: servicedesk@negometrix.com
 Telephone (EU): +31 (0)85 20 84 666
 Telephone (US): +1 724 888 5294 | 7:00 am - 5:00 pm Eastern Time

Submitting an Offer

1. When submitting an offer to a posted Mini-Bid (Solicitation) a system generated email will be sent notifying that the offer was submitted. This email will have a subject line that states: **Submission Confirmation - Notification mail Sender messages noreply@negometrix.com**

You have successfully submitted 1691 (2) Chevrolet Equinox LS AWD- Savage World through Negometrix.

Kind regards,
 Negometrix Servicedesk

Email: servicedesk@negometrix.com
 Telephone (EU): +31 (0)85 20 84 666
 Telephone (US): (724) 8885-294 | 7:00am - 5:00pm Eastern Time

Offer Phase Closing

1. When accepting to **Participate** in a Mini-Bid (Solicitation) at some point a system generated email will arrive, alerting that the **Offer Phase** will be closing soon.

This is a notification to remind you that the offer phase for the following solicitation will close soon:

Buying organization: New York State Office of General Services
Solicitation number: 1690
Solicitation name: (2) Dodge Durango Pursuit- NYS DMV
Closing date: Jul 5 2019 5:00 PM (UTC-05:00)

Until this date, suppliers are able to submit.

Kind regards,
 Notification mail Sender messages

Attention: This is an automatically generated email, it is not possible to answer this email and this email is not legally binding. If you have already submitted your offer, you can ignore this email.