



## How to Participate in the NYS Vehicle Marketplace

- Go to the eProcurement Platform at <https://platform-us.negometrix.com/> and click on “Register Company” link on the right hand side of the page, to register your company. For assistance please contact the eProcurement Platform at 724-888-5294 or select the following link. <https://support-us.negometrix.com/support/home>



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



- 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.



- 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 Dealer (Supplier) for the NYS Vehicle Marketplace.

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



- To fill out the application the Bidder will need to click on the hyperlink labeled **Bid**

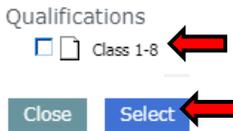


**Documents for OGS Solicitation 23166.** Once selected a new window will appear with groups of questions that need to be filled out. This can be saved in increments and completed at a later time if needed.



- 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.

- 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.



- 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.

