



# Purchasing Forum & Trade Show

## Using the NYS eMarketplace

May 18 & 19, 2016



# What You Will Learn About Today

## Class Description

This session will show you how to shop online from OGS centralized contracts in the NYS eMarketplace. Both SFS integration and direct login access for non-SFS users (including all authorized users) will be shown.

## Today's Speakers

Erin Boyce (OGS)

Tricia White (OGS)

Carolyn Burgess (OGS)

Paul Kalinowski (SFS)



# Agenda

- eMarketplace overview
- From centralized contracts to eMarketplace catalogs
- Using the eMarketplace
- Demo for SFS users
- Demo for non-SFS users (direct access)
- Helpful resources
- Questions

# eMarketplace Overview

# What is the eMarketplace?

An online “Amazon.com-like” shopping site for New York State agencies, municipalities, and other authorized users to buy goods from centralized contracts.

Now you can buy from OGS contracts online!

- Electronic shopping and “add to cart”
- Electronic purchase order dispatch
- Electronic invoice submission
- Direct credit card (P-Card) payment



# Benefits

- It's an easy way to buy what you need, when you need it.
- It's quick and paperless. No more waiting for the mail!
- It's a seamless transaction that uses an electronic (ACH) payment transfer.
- We get better data to understand what we are buying.
- It standardizes products and pricing for OGS contracts.



# What Can I Buy?

## At this time...

- Environmentally preferable cleaning products, programs, equipment & supplies (22830)
- NYS Preferred Source providers
- Recycled copy paper (22478, 22446)
- Industrial & commercial supplies (22918)

## In the future...

- Value added resellers for environmentally preferable cleaning products
- Value added resellers for industrial & commercial supplies
- Lamps, ballasts, & lighting equipment (22788)
- Automated external defibrillators (22835)

## What do the numbers mean?

The numbers listed with OGS contracts helps us track our 1,300+ contracts. It also helps you search for contracts quicker. Learn some tricks for searching contracts at: <https://nyspro.ogs.ny.gov/content/finding-ogs-contracts>



# eMarketplace Project Team

## Office of General Services

- Procurement Services
- Business Services Center

## Office of the State Comptroller

- Vendor Management Unit

## Statewide Financial System

- Procure to Pay
- eSettlements

## EE1 Business Process Workgroup

- Including OSC, OGS, etc.

## Perfect Commerce, LLC



# From Contracts to Catalogs

# Understanding How Products Are Added

1. An award group of contracts is identified (example: green cleaning supplies).
2. Intro training takes place between the contractors, OGS, and Perfect Commerce.
3. The products are identified and the eMarketplace is configured.
4. The products are approved and uploaded to the eMarketplace.
5. Notifications are sent to contact users to let them know new products are now available.



# How Do I Know When New Products Are Added?

There are three ways you can find out when new products are added to the eMarketplace:

**1. On our website**

- <https://nyspro.ogs.ny.gov/content/nys-emarketplace-1>

**2. On our social media pages**

- Twitter: @nyspro | Facebook: /nysprocurement

**3. Sign-up for email notifications through the Purchaser Notification System**

- <https://nyspro.ogs.ny.gov/content/sign-buyer-contract-updates>



# Understanding How Products Are Classified

OGS assigns classification data to products in the eMarketplace, including:

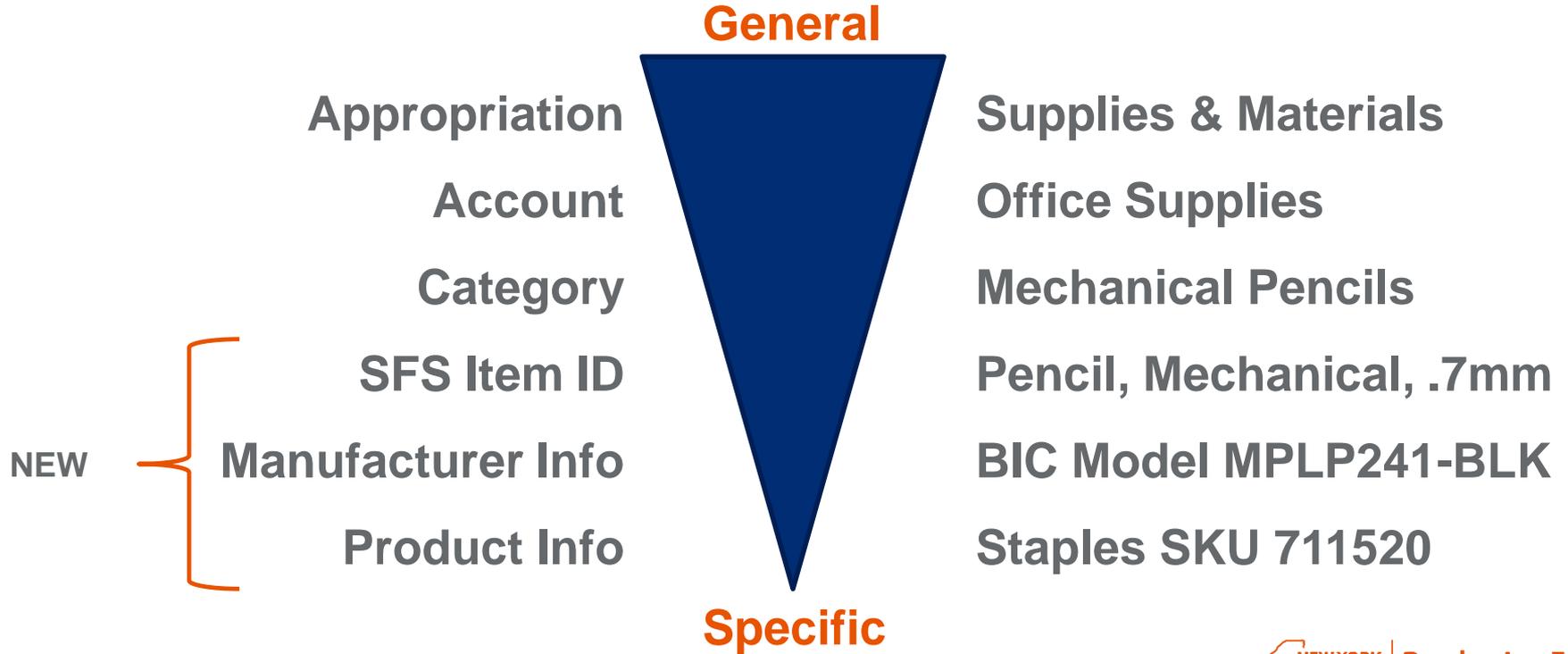
- Group number, award number, and contract number
- Category code
- Account code
- Item ID and description

## Did You Know...

When you check out of the eMarketplace, a requisition is created. This means all the classification information is automatically included making the buying process quick and easy!



# Understanding How Products Are Classified



# Understanding Why Products Are Classified

- With the eMarketplace we've already added more detail so you don't have to!
  - The vendor gets the product IDs and descriptors they need
  - Classification is standardized – you don't have to guess
- It helps the state to better understand what we are purchasing and how all state agencies are spending their money.
  - Easier tracking and reporting



# Using the eMarketplace

# Two Ways to Access the eMarketplace

**SFS Online Users**



[www.sfs.ny.gov](http://www.sfs.ny.gov)

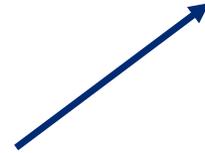


**Other Authorized Users**

(direct access)



<http://secure.perfect.com>



**Office of General Services eMarketplace**



**Purchasing Forum & Trade Show**

# If You Use SFS...

- We encourage you to go to SFS first and create your requisition in the eMarketplace.
- Once you fill your shopping cart and check out a requisition is created. This requisition is turned into a purchase order (PO) in one of two ways:
  - Manually by a PO processor
  - Automatically using auto-sourcing
- The PO is automatically sent to the contractor and includes your P-Card.
- Invoices are received electronically, making entering data in SFS for vouchers easier.
  - Note: no invoice will be received when you use your P-Card.



# If You Don't Use SFS...

- It's easy to use a P-Card with the eMarketplace – it saves you time and money!
- When you fill your cart and check out, a PO is sent to each contractor electronically.
- Note: There is no electronic invoicing at this time, so if you don't use a P-card you will receive a paper invoice.

## Don't have a credit card?

No problem. We've got a contract for that. Use the Citibank contract (Award 22712) to get your P-Card today!



# Find eMarketplace Information

From the Procurement Services website,  
<https://nyspro.ogs.ny.gov>

Click on NYS eMarketplace to:

- Create an account
- Log into the eMarketplace
- Get updates on content
- Access user guides & FAQs

New York State Office of General Services  
Procurement Services

Information for Buyers Information for Businesses

Search

Find Contracts

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Announcements

Bid Calendar & Notifications

Restricted Periods List

Bid Opening Results

**NYS eMarketplace**

Tentative Award Updates

Resources for Emergencies

Vehicle Marketplace

1122 Emergency Program

NEW! Contract User Training

customer.services@ogs.ny.gov  
(518) 474-6717

Welcome to the NYS eMarketplace

This is New York State's new online shopping site. State agencies and authorized users are just a click away from a quick and easy way to buy items from Preferred Sources and OGS centralized contracts.

Go to the NYS eMarketplace →

**Using the eMarketplace**

**SFS Users:** SFS now includes a connection to the eMarketplace. You select the eMarketplace, add items to your cart, and have the cart populate your SFS requisition. For purchases outside of SFS, go directly to the eMarketplace and use a Procurement Card (p-card). Complete the [registration form](#) to get direct access to the eMarketplace. You are *encouraged* to access the eMarketplace through SFS.

**Authorized Users:** If your organization is already registered as an authorized user of OGS centralized contracts, simply complete the [registration form](#) and a NYS eMarketplace account will be configured for you. If your organization is not yet registered as an authorized user, you must complete an [eligibility application](#) (PDF) to receive an authorized user number. If you are unsure if your organization is registered as an authorized user, please contact customer services at [customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov) or 518.474-6717.

eMarketplace Registration Form Go →

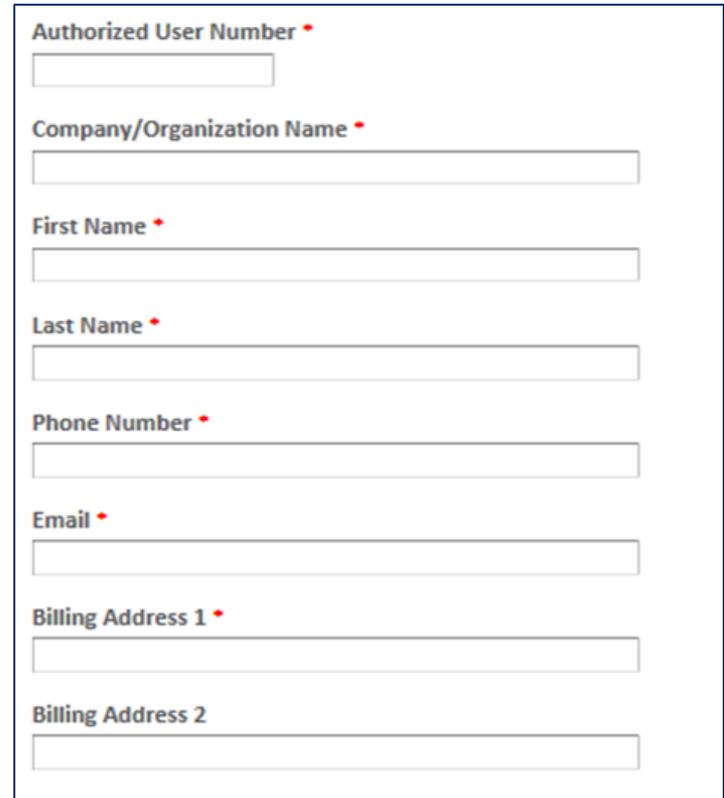


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# How to Create Your eMarketplace Account

eMarketplace Registration Form [Go →](#)

- From the Procurement Services website, click on the eMarketplace registration form.
- Complete the form and click submit.
- Your User ID and Password will be emailed to you within 1 business day.
- Don't know your authorized user number? Contact OGS Customer Services for assistance.
  - Email [customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)



The screenshot shows a registration form with the following fields:

- Authorized User Number \*
- Company/Organization Name \*
- First Name \*
- Last Name \*
- Phone Number \*
- Email \*
- Billing Address 1 \*
- Billing Address 2

# Searching in the eMarketplace

The screenshot shows the eMarketplace interface with the search term 'hard hat' entered. The search results are displayed in a table format, showing two items from the manufacturer Bullard. Each item is a 'Delectric Classic Cap-Style Hard Hat' with a price of 195.30 USD per case. The interface includes a search bar, a 'Search' button, and a 'View All Catalogs' link. The search results are filtered by 'Relevance' and show 12 products found in 14 ms.

**Search Results:**

Item Description	Lead Time	Order quantity	Price/PU	Buy
Delectric Classic Cap-Style Hard Hat, No Logo NYSID Product ID: A1563-0000-000 Manufacturer Name: Bullard Manufacturer PN: C30R	4	1.00	195.30 USD	Add to cart
Delectric Classic Cap-Style Hard Hat, DOT Logo NYSID Product ID: A1563-LOGO-00T Manufacturer Name: Bullard Manufacturer PN: C30R	4	1.00	195.30 USD	Add to cart

## It's easy!

- Search results can be filtered by the following:
  - Supplier
  - Manufacturer
  - Price Range
  - Attributes
- More specific searches can be done by using the 'Advanced Search' option next to the search bar.

# eMarketplace Demo

# Let's Take a Closer Look...

## Welcome to the NYS eMarketplace

This is New York State's new online shopping site. State agencies and authorized users are just a click away from a quick and easy way to buy items from Preferred Sources and OGS centralized contracts.



[Go to the NYS eMarketplace](#) →

## Miss something?

No problem. This class being recorded and the presentation will be on the event website. Also, you can get videos from our February demo of the eMarketplace online at: <https://nyspro.ogs.ny.gov/roadshow>.



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# Helpful Resources

# Helpful Websites

- OGS Procurement Services | [www.nyspro.ogs.ny.gov](http://www.nyspro.ogs.ny.gov)
- eMarketplace | [www.nyspro.ogs.ny.gov/content/nys-emarketplace-1](http://www.nyspro.ogs.ny.gov/content/nys-emarketplace-1)
  - Find user guides, quick reference guides, and FAQs
- Statewide Learning Management System | [www.nyslearn.ny.gov](http://www.nyslearn.ny.gov)
  - Find SFS and BSC trainings
- OSC Guide to Financial Operations | [www.osc.state.ny.us/agencies/guide/MyWebHelp](http://www.osc.state.ny.us/agencies/guide/MyWebHelp)



# Find Procurement Training Online

- Today's class presentation and class video on the website.
- Get procurement training year-round.
- Class presentations and videos are posted from the 2014 and 2015 Forums.



[www.purchasingforum.ogs.ny.gov](http://www.purchasingforum.ogs.ny.gov)

# Can't Find Something? Got a question? We are here to help!

**Contact us today**

(518) 474-6717

[customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)



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# Questions?