

Office of General Services Procurement Services

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How to Participate in the NYS Vehicle Marketplace

Go to the Negometrix eProcurement Platform at https://platform-us.negometrix.com/ and click on 1. "Register Company" link on the right hand side of the page, to register your Public company profile company with Negometrix. For assistance please contact Negometrix at 724-888-5294 or select the following link. https://support-us.negometrix.com/support/home Buyer 2. Go to the public page on the eProcurement Platform to view the Solicitation Office of Once there click on the OGS Solicitation 23166: Vehicles, Class 1-8 а General Solicitation hyperlink. This will provide more information to Services determine if your company is eligible to participate. OGS Solicitation 23166: Vehicles, Class 3. Once the Bidder has determined their eligibility to participate in the NYS Vehicle Participa 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 Dealer (Supplier) for the NYS Vehicle Marketplace. 4. Once this is done it will automatically bring 3 Information 2 Fill out & submit (1) 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 Groups of questions new window will appear with groups of questions that need Bidder Information 1.A. Bid Documents for OGS Solicitation 23166 to be filled out. This can be saved in increments and completed at a later time if needed. 1.B. Mandatory Forms b. **Please Note:** Before the application can be submitted, the Bidder will need to complete the Select Qualification section. If this is 1.C. General Questions not selected a window will pop up with an alert stating this Must be completed before the application can be Ouestionnaires submitted. i. This is located under the Qualifications 1 G Bid Documents for OGS Solicitation 23166 heading below the Questionnaires. Click on Qualifications the hyperlink and choose the Class 1-8 Class 1-8 gualification. Then click on the blue Select Oualifications button in the bottom right-hand corner of the Select qualification new screen. Once everything is filled out and the qualification is С selected the application can now be submitted. When the Submit/Unsubmit Submit button is selected there will be a prompt to enter a password. After successful submission, a green time stamp will Please enter your password for confirmation: appear on your screen above the Submit button and a system generated email will be sent. Submission Status: Submitted on Aug 20 2019 9:10:28 AM

Unsubmit

Questionnaires