



Crown
Commercial
Service

Technology Catalogue (New Marketplace) User Guide

Prior to accessing the Marketplace you must have access to the Government eMarketplace. You can find out how to register [here](#). Alternatively if you do not have this login information or need to check if your organisation has been set up for the Government eMarketplace, please contact the Crown Commercial Service on 0345 4102222 or via email to info@ccs.gsi.gov.uk.

Please note: You may require internal approval before an order can be submitted to the supplier, dependent upon your Organisation policy and system rules.



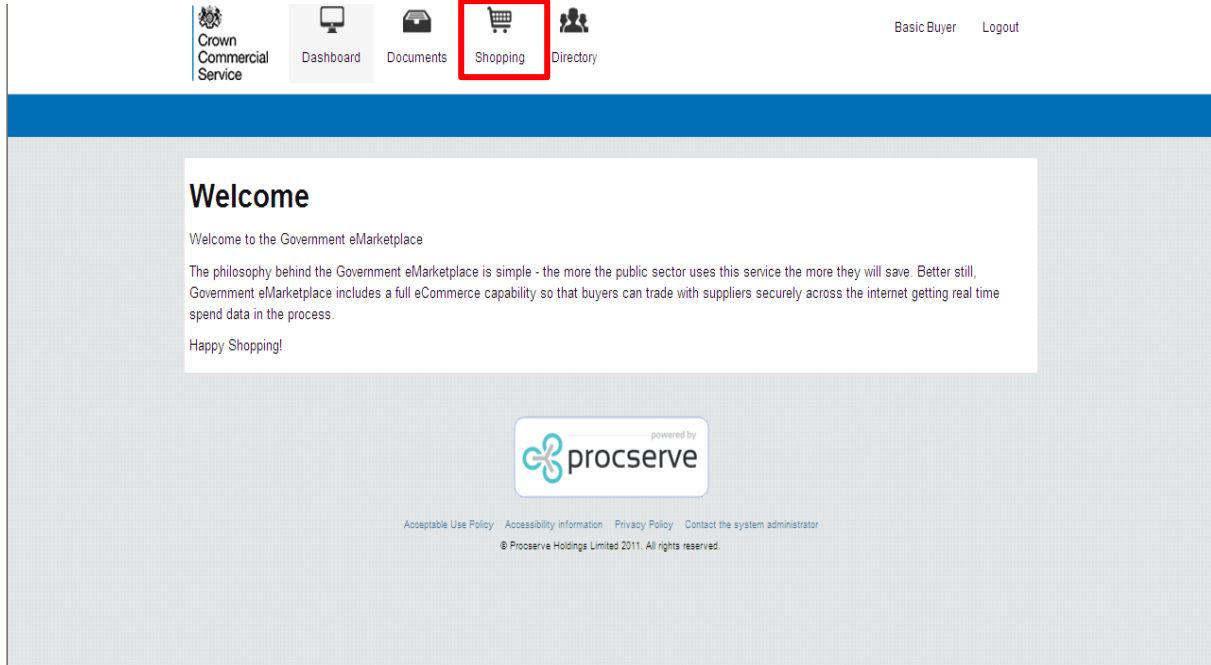
1. Access the Government eMarketplace via the link
<https://buyers.procserveonline.com/otis/login.html?marketplace=gem>

2. Log into the Government eMarketplace by entering your username and password in the appropriate fields and clicking on the Login button.

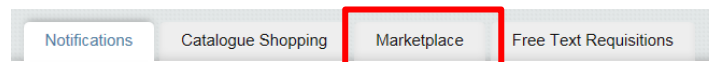
If you have forgotten your username, click on the “Forgotten your username?” link. Enter the email address used to register your user account and your username will be emailed to you. If you have forgotten your password, click on the “Forgotten your password?” link. Enter your username and a new password will be emailed to you.



The Government eMarketplace Homepage will be displayed.

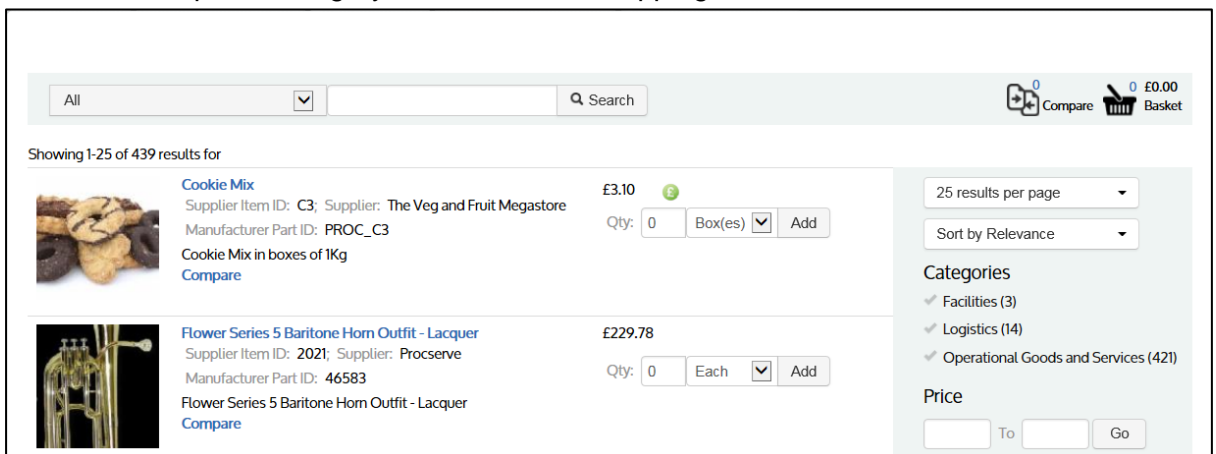


3. Select the **Shopping** icon and then select the **Marketplace** tab.



NB. Other CCS framework content can still be found within the existing catalogue function. If you are not looking for Technology content you should follow existing guidance, or for further assistance contact Crown Commercial Service at 0345 4102222 or via email to info@ccs.gsi.gov.uk.


4. You'll be greeted by the items you can shop for, search for via search bar, compare items, filter on price, category and add to the shopping basket.





- Each item that is displayed has a synopsis, a quantity box and the price filter.

The screenshot shows a product card for 'Pen'. On the left is an image of several pens. To the right of the image, the word 'Pen' is written in blue. Below it, the text 'Item Code: DUBD001; Supplier: Supply the World LTD' is displayed. Underneath that is a blue 'Compare' link. To the right of the text, the price '£0.50' is shown with a green pound sign icon. Below the price is a quantity box containing '0', a unit dropdown menu set to 'Each', and an 'Add' button.

- You can update the quantity at any time and any item that has a price break will be displayed by a green pound sign icon. 

- You can drill in to an item by clicking the item name

The screenshot shows a product page for 'Cookie Mix'. At the top, there is a navigation bar with 'All' and a search box. The product name 'Cookie Mix' is prominently displayed. Below the name is a quantity box with '0', a unit dropdown menu set to 'Box(es)', and an 'Add' button. A 'Price Breaks' section shows two entries: '1 or more - Box(es) £3.10' and '1 or more - Box(es) £31.00'. Below this is a 'Product Details' section with fields for 'Short Description: Cookie Mix in boxes of 1Kg', 'Supplier Item ID: C3', 'Manufacturer Part ID: PROC_C3', and 'Description: Cookie Mix in boxes of 1Kg'. On the right side, there is a large image of various cookies and a smaller thumbnail below it. In the top right corner, there are icons for 'Compare' and 'Basket' with a price of '£0.00'.

- From this display, you can see any price breaks associated with this item, product details and media attached.
- At any point you can choose to add this item to your shopping basket.

A close-up of the quantity and add button area. It shows a quantity box with the number '0', a unit dropdown menu set to 'Each', and an 'Add' button.



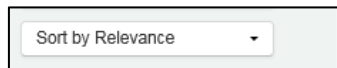
10. If you're looking for a specific item, the search bar enables you to find that item. You can also search by framework number, i.e. RM123.

The screenshot shows a search results page for the term 'chair'. At the top, there is a search bar containing 'chair' and a 'Search' button. To the right of the search bar are icons for 'Compare' and 'Basket'. Below the search bar, it says 'Showing 1-2 of 2 results for chair'. There are two results listed:

- Chair 002**: Item Code: DEV002; Supplier: Supply the World LTD. Price: £0.50. Quantity: 0. Unit: Each. Add button.
- Plastic Chair 003**: Item Code: DEV003; Supplier: Supply the World LTD. Price: £0.10. Quantity: 0. Unit: Each. Add button.

On the right side of the results, there are filters: '25 results per page', 'Sort by Relevance', 'Categories', and 'Price' (with input fields for 'To' and 'Go').

*N.B. You should **always sort by price** once you have completed your search to ensure you select the best price/value available. You can do so using the filter, shown below.*



11. You can also compare items by clicking the compare option.

The screenshot shows the same search results page for 'chair' as above, but with a green checkmark and the word 'Compare' next to each item, indicating that the items have been added to the compare list.



- Chair 002**: Item Code: DEV002; Supplier: Supply the World LTD. Price: £0.50. Quantity: 0. Unit: Each. Add button. **Compare** (with green checkmark).
- Plastic Chair 003**: Item Code: DEV003; Supplier: Supply the World LTD. Price: £0.10. Quantity: 0. Unit: Each. Add button. **Compare** (with green checkmark).



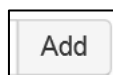
12. When you have selected all the items you wish to compare, select the **compare** icon.



13. In the compare option you will be able to see both items side by side with the price and any price breaks. If you wish to remove the items you comparing, click the remove option

Plastic Chair 003  £0.10 Qty: <input type="text" value="0"/> Each <input type="button" value="Add"/> Price Breaks 1 - Each £0.10 1 - Box(es) - (50 * Each) £4.50 Item Code: DEV003 Manufacturer Part ID: In Stock: Yes	Chair 002  £0.50 Qty: <input type="text" value="0"/> Each <input type="button" value="Add"/> Price Breaks 1 - Each £0.50 Item Code: DEV002 Manufacturer Part ID: In Stock: Yes
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14. Once you have selected the items you wish to purchase click the **Add** button



NB. The quantity can be added and amended from the main shopping page, shopping basket or comparison feature.



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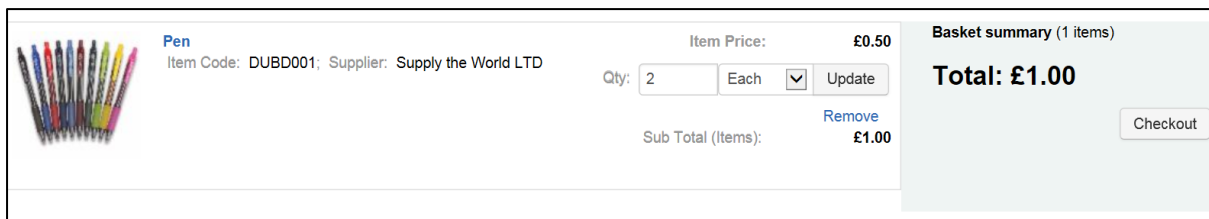
15. A confirmation message will display and the shopping basket will be updated with the amount of items you have selected

Item added to shopping basket

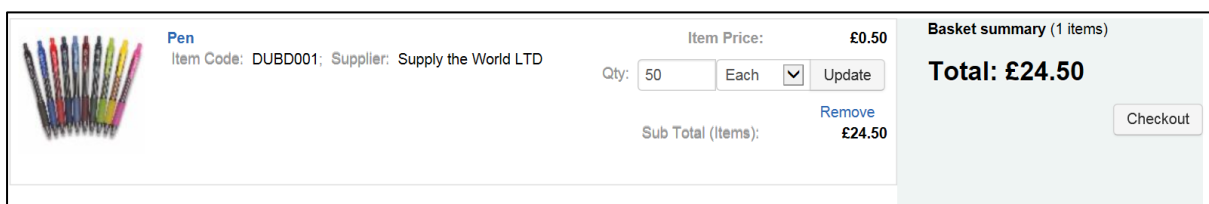
16. Once all items have been added to the shopping basket select the **basket** icon.



The Shopping Basket will be displayed and will automatically include any delivery charges that apply. You cannot remove delivery charges at this stage however items can still be amended.



17. Because this item has price breaks the quantity can be updated, to get the discount.



NB. In order for the price to update you will need to click the update button

18. Once completed select the **Checkout** button

Checkout



The details of your order will be displayed.

Crown Commercial Service | Dashboard | Documents | Shopping | Directory | Basic Buyer | Logout

Notifications | Catalogue Shopping | Request for Quotation | Free Text Requisitions

Catalogue Shopping 0000002257 (Draft)

Details

Your Reference*	Target Delivery Date*	Deliver To*
<input type="text"/>	<input type="text" value="dd-MM-yyyy"/>	<input type="text" value="Basic Buyer"/>
Special Instructions		Address*
<input type="text"/>		<input type="text" value="9th floor, Capital Buildings"/>
		City / Town*
		<input type="text" value="Liverpool"/>
		County
		<input type="text"/>
		Country
		<input type="text" value="United Kingdom"/>
		Post Code*
		<input type="text" value="L3 9PP"/>
		Phone Number
		<input type="text" value="01234 567890"/>

Lines

Supplier	Item Name	Item Description	Quantity	Target Unit Price
LogicLine Group Limited	SD3	System Desk 3	1.0 Each	£118.00

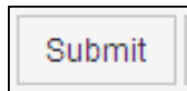
NB. All delivery information will be pre-populated with the information provided during the set-up of your Government eMarketplace account. This can be changed by overtyping the relevant field.



19. Complete Details for supplier by selecting the Target Delivery Date field. A calendar will appear to select the relevant date.

NB. Although this must be completed this is not a guaranteed delivery date as the lead time is displayed in the catalogue.

20. Enter any special instructions if required, this field is not mandatory and therefore does not need to be completed but any information entered will be visible to suppliers when they receive an electronic copy of the approved Purchase Order.
21. Select the Submit button to confirm the requisition details. The order can still be cancelled at this point if there are any errors and the shopping process can be restarted.



If your organisation has enabled approvals, the Authorisation page will be displayed. You should select an approver from the drop down list; all approvers within your organisation will be available in this list.



22. Select the Send button to submit the requisition for approval. The requisition can still be cancelled at this point by selecting the Cancel button.



Once the requisition has been sent to the approver, they will receive an email to notify them of outstanding action.

If your organisation has not enabled approvals, the Invoice Page will be displayed.

The screenshot shows the 'Invoice Details' page in the Crown Commercial Service system. The page has a header with the Crown Commercial Service logo, navigation links (Dashboard, Documents, Shopping, Directory), and user information (Advanced Buyer, Logout). Below the header, there are tabs for 'My Notifications' and 'My Transactions'. The main content area is titled 'Invoice Details' and contains several form fields:

- Invoice To*: Basic Buyer
- Address*: 9th floor, Capital Bui
- City / Town*: Liverpool
- County: (empty)
- Country: United Kingdom (dropdown menu)
- Post Code*: L3 9PP
- Phone Number: 01234 567890

Below these fields, there is a table with two columns: 'Supplier Name' and 'Payment Method'. The table contains one row with a checkbox, 'LogicLine Group Limited', and 'Invoice'. Below the table, there is a section titled 'Change the payment method for the selected suppliers to :'. This section includes a dropdown menu with 'Invoice' selected and a 'Change' button. At the bottom right of the form, there are 'Send' and 'Cancel' buttons.

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Suppliers can choose to accept payment by alternate means within the system, other than the traditional order and invoice route. If your supplier has done this you can select payment by GPC or Lodged Card from this screen, but only where relevant to your organisation. The GPC option, will allow any type of approved payment card, such as a Business Credit Card.

If you wish to pay by card but your chosen supplier does not have this option enabled you can ask the supplier to update their profile before you place the order.

The method of payment decision should be made prior to raising the order, please refer to your organisations guidance for further information.

23. Select the relevant Method of Payment from the drop down list and select the Change button to confirm.

Change the payment method for the selected suppliers to:

Invoice
Invoice
Credit / Debit Card

Change

24. Select the Send button to create the Purchase Order and issue to supplier.

Send Cancel

The Purchase Order is instantaneously sent, electronically, to the supplier.