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 <u>here</u>. 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.
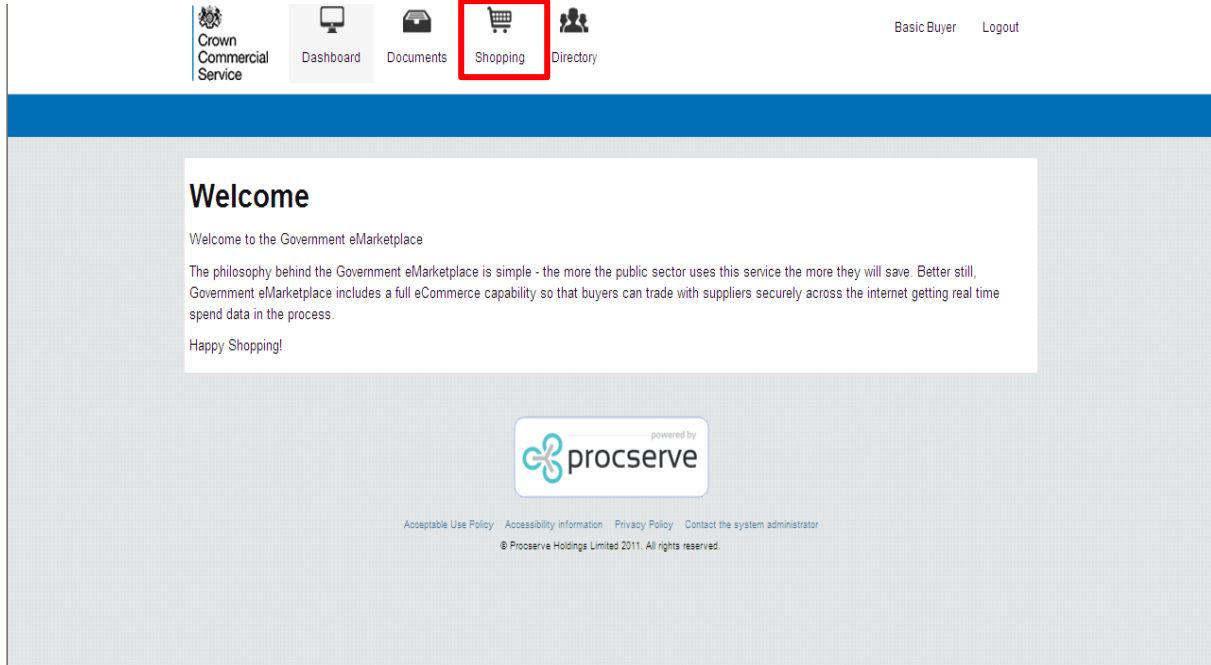
3. Select the **Shopping** icon and then select the **Marketplace** tab.
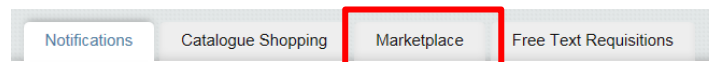
NB. Other CCS framework content can still be found within the existing catalogue function. If you are not looking for Technology content you should follow existing guidance, or for further assistance contact Crown Commercial Service at 0345 4102222 or via email to info@ccs.gsi.gov.uk.

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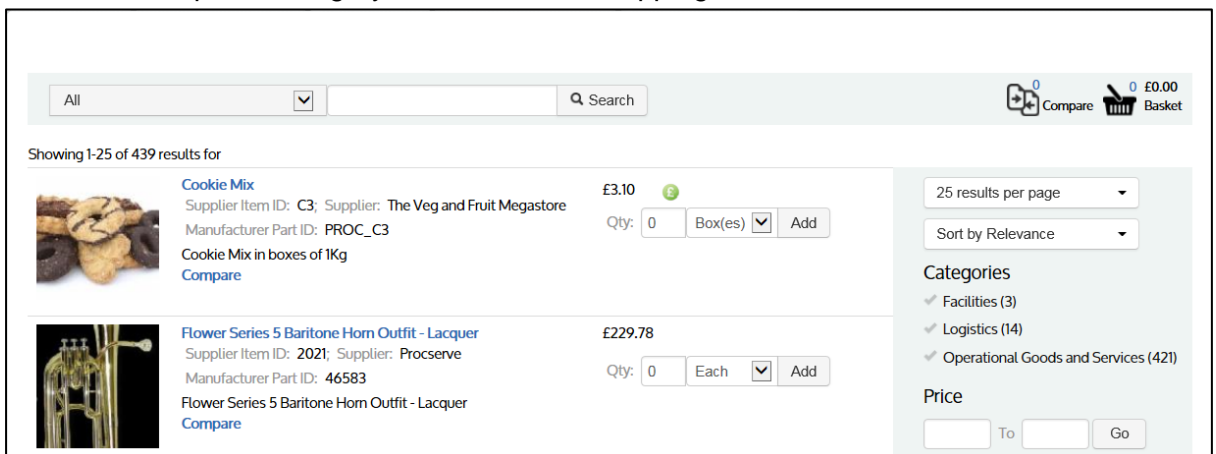
5. Each item that is displayed has a synopsis, a quantity box and the price filter.

Pen
Item Code: DUBD001; Supplier: Supply the World LTD
Compare

£0.50

Qty: 0   Each   Add

6. 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.

7. You can drill in to an item by clicking the item name

All   Q Search   Compare   £0.00 Basket

Cookie Mix

Qty: 0   Box(es)   Add

Price Breaks

1 or more - Box(es)   £3.10
1 or more - Box(es)   £31.00

Product Details

Short Description: Cookie Mix in boxes of 1Kg
Supplier Item ID: C3
Manufacturer Part ID: PROC_C3
Description: Cookie Mix in boxes of 1Kg

8. From this display, you can you can see any price breaks associated with this item, product details and media attached.

9. At any point you can choose to add this item to your shopping basket.

Qty: 0   Each   Add

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.

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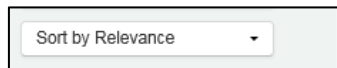
11. You can also compare items by clicking the compare option.

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

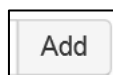| Plastic Chair 003	Chair 002
Remove	Remove
£0.10	£0.50
Qty: 0 Each Add	Qty: 0 Each Add
Price Breaks	**Price Breaks**
1 - Each £0.10	1 - Each £0.50
1 - Box(es) - (50 * Each) £4.50	
Item Code: **DEV003**	Item Code: **DEV002**
Manufacturer Part ID:	Manufacturer Part ID:
In Stock: **Yes**	In Stock: **Yes**

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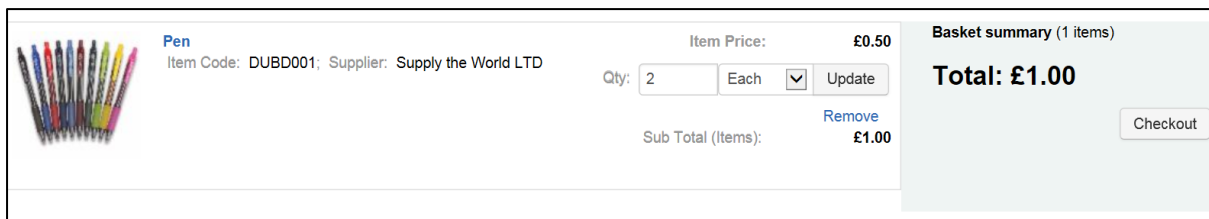
15. A confirmation message will display and the shopping basket will be updated with the amount of items you have selected
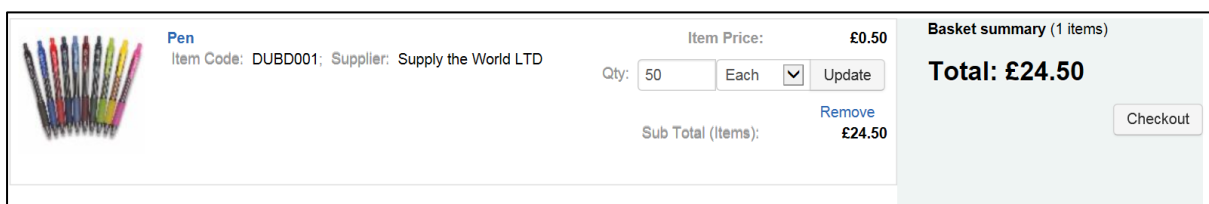

Item added to shopping basket

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.

	Pen				
	Item Code: DUBD001; Supplier: Supply the World LTD	Item Price: £0.50			Basket summary (1 items)
		Qty: 2 Each ▾ Update			**Total: £1.00**
		Remove			Checkout
		Sub Total (Items): £1.00			

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

	Pen				
	Item Code: DUBD001; Supplier: Supply the World LTD	Item Price: £0.50			Basket summary (1 items)
		Qty: 50 Each ▾ Update			**Total: £24.50**
		Remove			Checkout
		Sub Total (Items): £24.50			

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.

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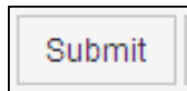
If your organisation has enabled approvals, the Authorisation page will be displayed. You should select an approver from the drop down list; all approvers within your organisation will be available in this list.

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.

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 ▾	Change
	Invoice	
	Credit / Debit Card	

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.