

eMarketplace, Multi-Contract Suppliers

If you have ever reviewed the awarded contract listing, you may have noticed that a vendor can hold more than one contract. For GSS contracts, you might be wondering how that impacts the new eMarketplace. Each awarded contract is loaded into the marketplace independently, as they have differing contract dates, specifications, and terms. Let's take a look at a couple of examples:

Corporate Interiors currently holds contracts for both Furniture and Interior Flooring. Both of these contracts are loaded into the marketplace as RFQ contracts. If you are looking for a furniture item, you can:

1. Click the Create button and select Request for Quote.
2. Fill in the required and pertinent information.
3. For the invite, click Browse Suppliers:
 - a) Use the search to filter for "furniture".
 - b) Add all vendors.
 - c) Close.
4. Verify your request is complete and click Save and Submit.

Once your quotes are back, you can make your selection, add the quote to a cart, and checkout. Similarly, if you need flooring, follow the same process, replacing "furniture" with "flooring."

Staples currently holds contracts for Office Supplies and Furniture. While Furniture is loaded into the marketplace as an RFQ contract (similar to Corporate Interiors), the Office Supplies contract is loaded as a catalog. If you are looking for an office supply item, like post-its, simply type "post-its" in the Shop at the Top search bar and make your selection from any awarded vendor.

Reminder: While a vendor may hold a contract, that does not mean they can provide everything they offer. The award is restricted to the goods, services, and categories listed in the solicitation and resulting award.

Additional eMarketplace resources can be found online at:

<https://mymarketplace.delaware.gov/agencies/emarketplace.shtml>

Contract Question? Submit an [Agency Contracting Help Request](#)

