

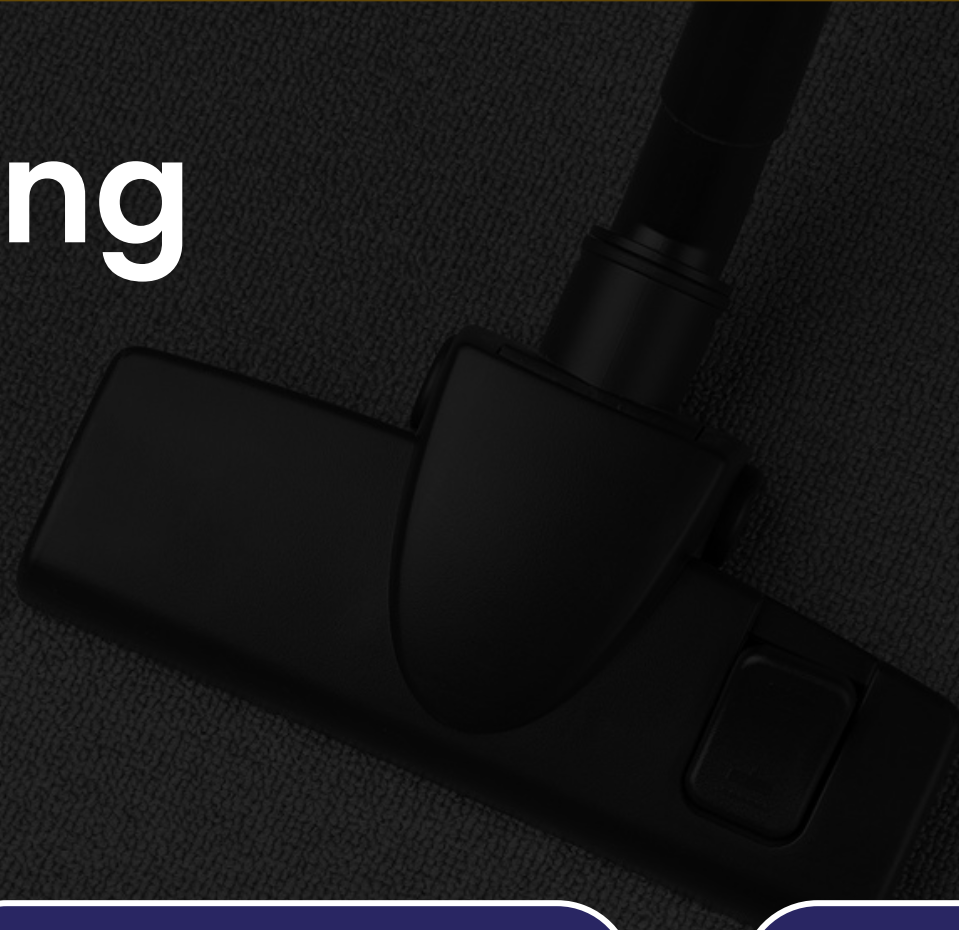
EMPIREPROCURE *A NYS Cooperative Procurement Alliance* CONNECT

Onboarding Webinar

We'll get
started soon...



Housekeeping



MICROPHONE / CAMERA



Disabled for Attendees

QUESTIONS



Chat is Disabled
Use Q&A Feature

RECORDING



This Webinar Is Being
Recorded



Agenda

Program Overview

Onboarding Process

Marketplace Implementation

Reporting & Compliance

Next Steps

Questions

EPC



Program Overview



What is Empire Procure Connect?

Empire Procure Connect (EPC) is an innovative online e-procurement platform and marketplace designed exclusively for local governments, school districts, BOCES, and special districts located in NYS

Sponsored by Rockland, Ulster and Chemung counties, this revolutionary web-based hub streamlines the purchasing process by offering a wide range of products and services, all sourced from preferred suppliers, pre-negotiated pricing, and current contracts.

ABOUT EMPIRE STATE COOPERATIVE PROCUREMENT ALLIANCE

The Counties of Chemung, Rockland, and Ulster, all being municipal corporations in the State of New York, have organized the Empire State Cooperative Procurement Alliance (“Alliance”) to serve all Public Participating Entities through the creation of a procurement cooperative to issue cooperative bids, operate and maintain Empire Procure Connect and enable Alliance members to be in compliance with New York State bidding requirements, in identifying suppliers of commodities, good and services, and to realize the potential economies, including administrative cost savings.

The Alliance have acted in accordance with section 119-o of the New York State General Municipal Law to cooperatively create the Alliance to fulfill their respective public and governmental purposes, needs, objectives and programs, and have additionally determined that Eligible Entities qualified shall be permitted to join the Alliance.

Program Introductions

Empire State Purchasing Alliance

Paul J. Brennan

Director of Purchasing - Rockland County
FNIGP, CPPO, NIGP-CPP

Tricia Wise

Purchasing Director - Chemung County

Ed Jordan

Director of Purchasing - Ulster County

The SOVRA Team Supporting EPC



Who Can Utilize Your Contract?

New York State political subdivisions and others authorized by New York State law may participate in the Empire Procure Connect Program. These include, but are not limited to:

- Local Governments
- Public Authorities
- Boards of Cooperative Educational Services (BOCES)
- Public School and Fire Districts
- Public and Nonprofit libraries
- Certain other nonpublic/nonprofit organizations administered by the alliance



EPC



Onboarding Process

Onboarding Process

After you have a fully executed contract, these simple steps will ensure your participation in Empire Procure Connect is as successful as possible.



Step 1 Onboarding Webinar

Understand Empire Procure Connect and prepare to take advantage of the benefits it has to offer



Step 2 Marketplace Implementation

Your dedicated Marketplace Implementation Specialist will work with you to build a presence for your contract in the Empire Procure Connect Marketplace.

What is Empire Procure Connect?

EPC Software:

SOVRAPro

eProcurement Software

- Buyer Registration & Contract Management

Marketplace

Shopping Experience for
Government & Cooperative
Contracts

- Create visibility
- Instruct buyers how to purchase from your contract

EPC



Marketplace Implementation

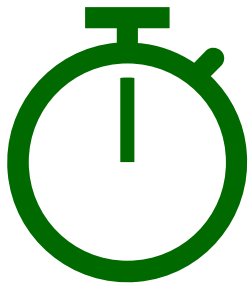
Marketplace Implementation

Supplier Marketplace Presence

Your Marketplace Implementation Specialist will create a Marketplace Presence for you to approve or enhance.

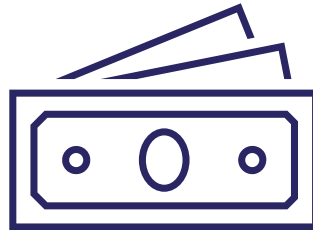
What is a Marketplace Presence?

A Marketplace Presence is how your contract/company is represented in the Empire Procure Connect Marketplace. It is how you promote your business to Government Buyers.



Fast

Active in <30 days



Free

No additional cost



Easy

Our team does 90% of the work

WE CAN ACCOMMODATE ANY TYPE OF CONTRACT

EPC



Marketplace Demo

Supplier Presence In Marketplace

Available Formats

Informational

- General Contract Information
- How to purchase from the contract
- Who to contact in order to purchase

[Click Here For Checklist](#)

Itemized

- Individual Items w/ details (photos, pricing, etc.)
- Buyers can add to cart / export cart

[Click Here For Checklist](#)

Punchout

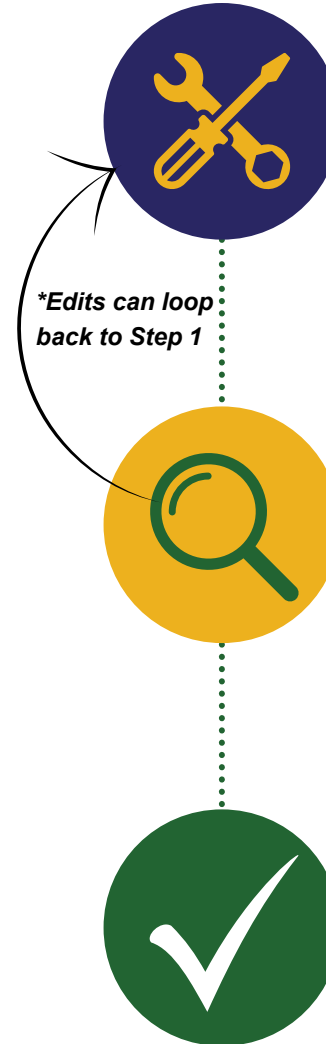
- Connect to Supplier's 3rd-Party e-commerce site
- Products and Services specific to your contract
- **Additional Requirements May Apply**

[Click Here For Checklist](#)

*All information provided must be relevant to the specific contract. Marketing or promoting off contract products or services or other offers is forbidden. Any pricing referenced must align with the contract.

Marketplace Implementation

3 Steps to Build your Marketplace Presence



1. We Build Your Marketplace Presence Proof

Your Implementation Specialist will create a draft Marketplace Presence based on your contract.

***Timeframe: ~2 weeks**

2. You Review & Approve (or Request Changes)

Review the draft and request changes or approve. Prefer a different format? Just let us know.

3. We Submit for Final Approval

Once approved, we'll submit your Marketplace Presence to the appropriate County Administrator. When accepted, it will go live in Empire Procure Connect.

***Live upon final State approval**

EPC



Reporting & Compliance

Compliance Reporting Process

Here is the specific link: [Reporting and Payment Guide](#)



Email Reporting template

Send your report to
reconciler@mdfcommerce.com



Report will be reviewed

Your report will be reviewed, and we will let you know if any changes are needed.



Report will be processed

You will receive a confirmation once your report is processed.



Payment

Your point of contact will be Traci Boucher.
3 payment options:
ACH
First Class Mail
Overnight Mail

Reporting Template

A	B	C	D	E	F	G	H	I	J	K	L	M	N
			*CONTRACT NAME										
			*CONTRACT NUMBER										
			*REPORT DATE										
*Local or County	*Organization	*State	*Department	*Item Description	PO Date	PO Number	*Invoice Number	*Payment Date	Line Item Number	*Unit Price	*Quantity	*Sale Amount	Admin Fee
													0.0175
													0

Reporting Reminders:

1. Fill out the top part and anything that is green
2. Column A: Type the word local or county- you do not need to specify which county
3. Column I: Payment Date- Must fall within the quarter you are reporting for
4. The Supplier Convenience fee is 1.75% - A standard admin fee used across cooperative procurement programs. It supports the Empire Procure Connect platform, contract management, and the purchasing network. In return, suppliers get greater market reach, marketplace visibility, and support to sell to a wide range of public sector buyers.

Quarterly Sales Reporting Deadlines

Quarter	Date Range	Due No Later Than
Q1	January 1 – March 31	April 30
Q2	April 1 – June 30	July 31
Q3	July 1 – September 30	October 31
Q4	October 1 –December 31	January 31

Important Guidelines

Most important note: Sales should be reported in the quarter where **payment** is received.

Example:

Q2 2026 payment dates will fall within April 1st- June 30th (anything in July would go on your next Q3 report)

EPC



Next Steps

What's next?



TODAY

You will receive an email with:

- Webinar Recording
- PDF of this Presentation



< 2 WEEKS

You will receive an email with:

- Proof of your Marketplace Presence for approval

Supplier Resource Page

Resources Include:

Supplier Benefits Packet
Program Logos
Marketing Templates
Print-Ready Conference Signage
Upcoming Events
Guides, Videos and FAQ's

Link: <https://empireprocureconnect.info/empire-procure-connect-vendor-resources>

Password: EPCSupplierSupport!

Supplier Resources

Welcome to the Empire Procure Connect Supplier Resource Page

Explore a curated collection of resources, including detailed guides, customizable templates, and branding assets, designed to enhance your engagement and visibility with Empire Procure Connect buyers. Dive in to discover how you can maximize your impact in the Empire Procure Connect Marketplace and drive success today!



Empire Procure Connect Supplier Benefits Package

This PDF will provide you with an overview of Empire Procure Connect and the benefits of being a registered supplier within the program.

[Download](#)



Empire Procure Connect Logos

Download Empire Procure Connect logos in various formats here! NOTE: Once you click DOWNLOAD it will take a few minutes for it to appear in your Downloads section of your device.

[Download](#)



Marketing Communications Templates

Here you will find templates to be used for letters and Signature Lines, Empire Procure Connect Contract badges, PPT Template and more! Note: Once you click DOWNLOAD it will take a few minutes for it to appear in your Downloads section of your device.

[Download](#)



Supplier Reporting and Payment Guide

This document will provide guidance to suppliers in providing quarterly sales reporting and fee remittance for the Empire Procure Connect supplier program.

[Download](#)



FAQ

Access our FAQs for helpful information about Empire Procure Connect on the page linked below.

[View Here](#)



Print-ready Table Top Signage (11 x 17)

Access to print-ready table top signage that you could use at your upcoming events and conferences. It includes a QR Code so that people can easily access your contracts. Be sure to read the instructions that allow you to customize it even further.

[Download](#)



Marketplace Demo

View this video to get an overview of the Empire Procure Connect Marketplace.

[Watch Now](#)



View our latest Empire Procure Connect Supplier Onboarding Webinar

COMING SOON! This 30-minute video will provide you with an overview of our Supplier Onboarding sessions for Empire Procure Connect.

[Watch Now](#)



Upcoming Events

COMING SOON! Use this link for a list of all upcoming events for Empire Procure Connect.

[COMING SOON](#)

Resources

General

[Empire Procure Connect Login](#)

EmpireProcureConnect.info

Registration

If you aren't already registered for the Empire State Purchasing Group, go to:
bidnetdirect.com/new-york

If you have questions, contact:
support@bidnet.com

Marketplace Implementation

[Informational Format Checklist](#)

[Itemized Format Checklist](#)

[Punchout Format Checklist](#)

Reporting

[Reporting and Payment Guide](#)

Support

Reporting and Payment Support

reconciler@mdfcommerce.com

Registration Support

support@bidnet.com

Questions?

For general questions, contact:
suppliers@empireprocureconnect.info

FAQ's:

<https://empireprocureconnect.info>