



Department of General Services Procurement Division

707 Third Street, Second Floor, West Sacramento, CA

95605 (916) 375-400 (800) 559-5529

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**TO: Purchasing Authority Contacts (PACs)
Procurement and Contracting Officers (PCOs)**

RE: eMarketplace Go-Live and Required FI\$Cal User Requisition Processor Role

Purpose	To announce the eMarketplace go-live date and communicate access requirements.
Policy	Purchases made using Department of General Services (DGS) Leveraged Procurement Agreements (LPAs) continue to be governed by State Contracting Manual (SCM), Vol. 2. Effective August 31, 2026, use of eMarketplace is required to shop for goods and services available on DGS LPAs. Departments will access eMarketplace through the FI\$Cal Requisition Module.
Background	eMarketplace allows a streamlined shopping experience across all DGS LPAs and improves procurement processing time. Phase 1 (launched in November 2025) introduced public search functionality for goods and services offered through DGS LPAs. Phase 2 (goes live August 31, 2026) will allow department buyers to make DGS LPA purchases and request offers using eMarketplace.
Procedure/Process	Starting August 31, 2026, eMarketplace will only be accessible through the “web” link from the FI\$Cal Requisition Module. To prepare for go-live and before August 31, 2026, all departments must use the FI\$Cal Identity Self-Service portal to request the “Requisition Processor” role for buyers to ensure access to all eMarketplace mandatory functionality. Additional resources, including frequently asked questions (FAQs), job aids,

and training videos, are available on the [DGS eMarketplace](#) webpage.

Questions

Contact FiscalServiceCenter@fiscal.ca.gov for *FI\$Cal functionality*

Contact eMarketplace@dgs.ca.gov for *eMarketplace functionality*