



Department of General Services Procurement Division

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

RE: eMarketplace Go-Live and Training Courses Available

Purpose Notify state entities that eMarketplace is now available for use and provide information on required use, training, and support resources.

Policy Purchases made using Department of General Services (DGS) Leveraged Procurement Agreements (LPAs) continue to be governed by State Contracting Manual (SCM), Vol. 2.

Use of eMarketplace is required to shop for goods and services available on DGS LPAs and must be accessed 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 (*effective August 31, 2026*) allows buyers to request offers and make DGS LPA purchases using eMarketplace.

Procedure/Process Access eMarketplace through the FI\$Cal Requisition Module.

Use eMarketplace to shop for goods and services available on DGS LPAs, with the following exceptions:

- All Pharmacy related contracts
- LPA #: 1-22-89-15A – Miscellaneous Food – US Food

DGS continues to work with these LPA vendors and will provide an update when the contracts are ready for use in eMarketplace.

Explore eMarketplace training, resources and support services.

- On-Demand training courses can be accessed through the [Statewide Procurement Training Learning Management System \(LMS\)](#).
- Instructor-led webinars are available for registration through the [LMS](#).
 - “[Welcome to eMarketplace](#)” – An introduction to eMarketplace, with a focus on how to navigate the system, how to search for items and contracts, and how to manage a catalog.
 - “[How to Request Prices or Offers in eMarketplace](#)” – An introduction to launching a request in eMarketplace, how to communicate with vendors, and how to evaluate multiple offers and award in eMarketplace.

Courses must be taken in sequential order, with the “Welcome to eMarketplace” as the first course. Webinars begin September 1 and run through October 2, 2026.

- Personalized assistance is available by calling (916) 375-2000 or emailing eMarketplace@dgs.ca.gov.
- Additional resources, including frequently asked questions (FAQs), and job aids are available on the [DGS eMarketplace webpage](#).

Questions

For additional information or questions, please contact:

- FiscalServiceCenter@fiscal.ca.gov for *FI\$Cal* functionality
- eMarketplace@dgs.ca.gov or at (916) 375-2000 for *eMarketplace* functionality
- procurementtraining@dgs.ca.gov for *LMS* functionality