

Group 79008 – Award 23217 Purchasing, Travel and NET Card Services (Statewide)

HOW TO USE THE CONTRACT

This document provides information for Authorized Users on how to use the Contract under Award 23217 Purchasing, Travel, and NET Card Services (Statewide). The purpose of Award 23217 is to provide Authorized Users with a means of acquiring Purchasing, Travel and NET Card Services.

Authorized users of this award are strongly encouraged to review the contract document and the relevant State of New York Commercial Card Program guidelines in its entirety to gain an understanding of requirements for both contractor and users.

I. State Agency Authorized Users

JP Morgan will set up the accounts for the New York State Procurement Card program. This will include establishing a unique account number for each card issued. Each agency can define different attributes associated with each card number to collect agency specific purchasing information such as chart field coding.

II. Polisub Authorized Users

Polisubs may reach out to JP Morgan at nys.pcard.contract@jpmchase.com to start the onboarding process. Before reaching out, please have the following information on hand:

- Total number of cards needed;
- Types of cards needed;
- Breakdown of types of cards needed (how many of P-Card, Travel card etc.);
- The total estimate spend for the program;
- Program Administrator contact information; and
- OGS Customer ID. If you do not have your OGS Customer ID or if you do not know what your OGS Customer ID is, please reach out to OGS Customer Services at customer.services@ogs.ny.gov.