



STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION

*Purchasing Division*

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March 13, 2014

**MEMORANDUM**

To: All State Agencies, the Nevada System of Higher Education, the Court System, the Legislative Counsel Bureau and all Political Subdivisions within the State of Nevada

From: Greg Smith, Administrator

Subject: Online eMarket Center Training

The Purchasing Division has established an online eMarket Center for use by all State agencies. The eMarket Center is an eCommerce website that hosts certain catalogs from vendors that have a Master Service Agreement (MSA) in place with the State; this website allows agencies to electronically access catalogs online and complete purchases under \$5,000. Use of the eMarket Center is mandatory for State agencies purchasing items from the following MSAs:

- Office Supplies;
- Facility MRO and
- Wireless Accessories

We will be providing training to State agencies on how to shop and purchase via the eMarket Center. The training will be held at the Controller's Office Computer Lab, 727 E. Fairview Drive, Carson City, April 21st-25<sup>th</sup> on the following dates and times:

Monday, April 21<sup>st</sup> 1:30pm – 4:30pm  
Tuesday, April 22<sup>nd</sup> 9:00am – 12:00pm  
Tuesday, April 22<sup>nd</sup> 1:30pm – 4:30pm  
Wednesday, April 23<sup>rd</sup> 9:00am – 12:00pm  
Wednesday, April 23<sup>rd</sup> 1:30pm – 4:30pm  
Thursday, April 24<sup>th</sup> 9:00am – 12:00pm  
Thursday, April 24<sup>th</sup> 1:30pm – 4:30pm  
Friday, April 25<sup>th</sup> 9:00am – 12:00pm

Please register early in NEATS to ensure class availability. In an effort to provide training to all State agencies, we ask that you limit attendance from your agency to no more than two (2) staff members during the initial set of training classes. Additional training classes will be provided over the next several months.

There will be a training webinar for the Las Vegas and rural agencies on April 29<sup>th</sup> from 9:00am – 12:00pm. In order to be included in this webinar, please email Keli Hardcastle at [khardcastle@admin.nv.gov](mailto:khardcastle@admin.nv.gov) with staff contact information.