

Procedure for Simplifying Contract Search in eMarketplace

From the DGS Procurement web site (www.dgs.state.pa.us/procurement), select the eMarketplace link. You can also get to eMarketplace by entering in the address bar, www.emarketplace.state.pa.us.

Address: <http://www.portal.state.pa.us/portal/server.pt?open=512&objID=1271&&SortOrder=100&level=28&parentid=1231&css=L28mode=2>

pennsylvania
DEPARTMENT OF GENERAL SERVICES

PA STATE AGENCIES ONLINE SERVICES --search PA-- +90
Procurement | Real Estate | Construction and Public Works | Facilities

Home > Doing Business with the Commonwealth > Procurement

PA e Marketplace

PA e Marketplace is a one stop shop for suppliers to view upcoming and current solicitations, solicitation tabulations, award information and statewide contracts. Previously this information was available through several different individual links within the DGS website. Now you can view all of this information in one central location.

Bidding, Awards & Other Contract Information

SUPPLIERS HOW DO I ?	AGENCIES HOW DO I ?	COSTARS HOW DO I ?
Register to do business with the Commonwealth of Pennsylvania?	Request to Advertise?	Register our Organization to become a COSTARS member?
Search for Bid opportunities issued by various agencies?	Search for Contracts?	Register my company to participate as a COSTARS supplier?
View awarded contracts?	Access the Debarment list?	Know what to bid on?
Review recent bid awards?	Access the Procurement Handbook?	

EDWARD G. RENDELL
GOVERNOR
Jeffrey I. Mandel
Chief Procurement Officer, Bureau of Procurement

CONTACT INFO:

(717) 787-5733 (main)
gs-procure@state.pa.us

QUICK LINKS:

- PROCUREMENT HOME
- PA SUPPLIER PORTAL
- POINTS OF CONTACT SE
- FORMS
- FAQ's
- BID OPENING PROCEDU

Once in the eMarketplace website, select Search Contracts from the top navigation.

Welcome to the official site of the Pennsylvania eMarketplace portal. This is your one-stop shop for Bidding, Awards and other Contract information. Please explore our site and feel free to [contact us](#) with your questions and any suggestions you may have.

Fallingwater - Mill Run, Pa

Solicitations **Solicitation Tabulations** **Awards** **Search Contracts** **Sole Source Procurement** **Emergency Procurement**

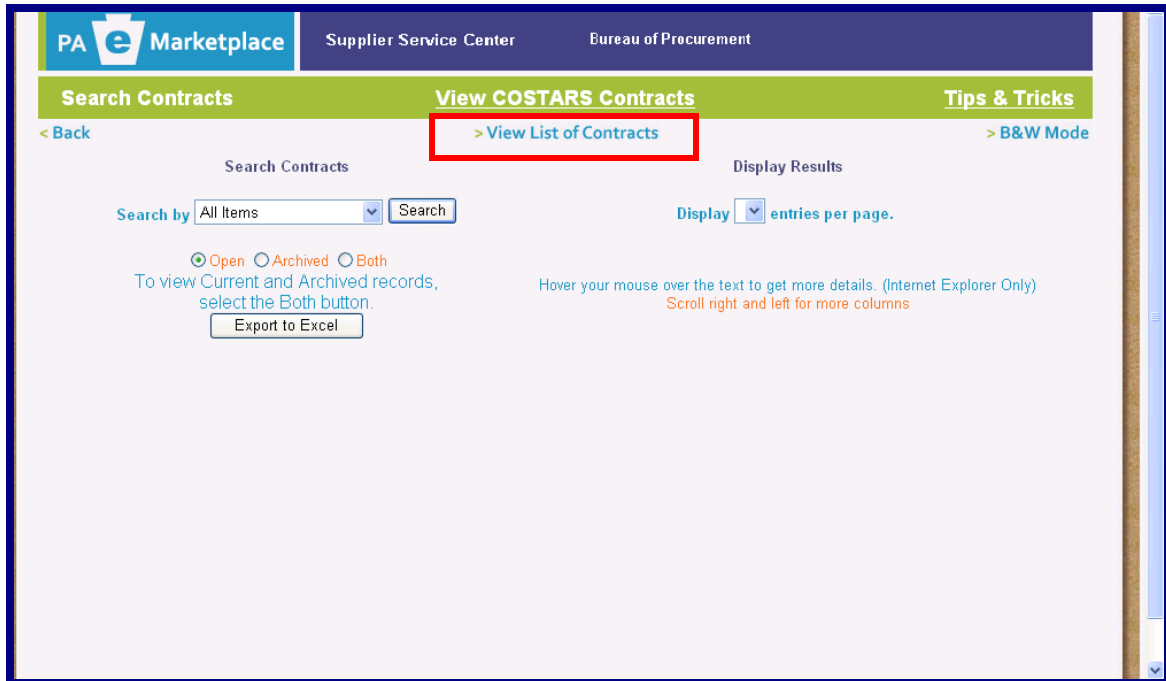
ITO **Upcoming Procurements**

Hover over the buttons for details

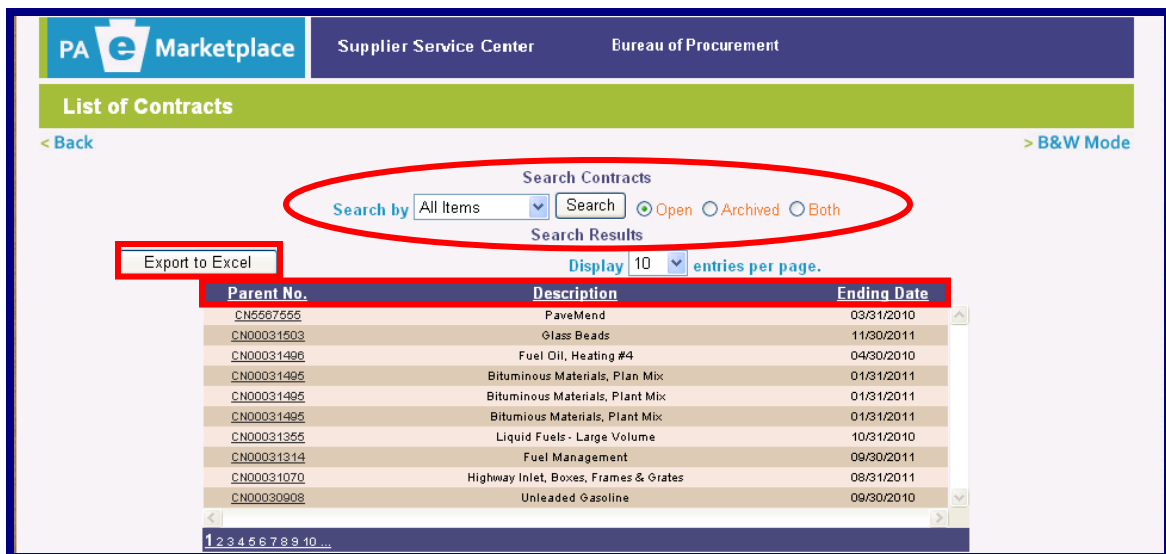
Help

The latest version of [Adobe Acrobat Reader](#) is required to view these files. DGS Bureau of Procurement has upgraded to Microsoft Office 2007. If you have trouble reading our documents you may need to [download the free compatibility pack offered by Microsoft](#).

In the Search Contracts screen, select the View List of Contracts link at the top of the page.



A list of all contracts will display by Parent Number, Description, and Ending Date. You can sort by any of these fields by selecting the word at the top of the column. You can search for your contracts here, or Export to Excel for easier sorting and searching capabilities.



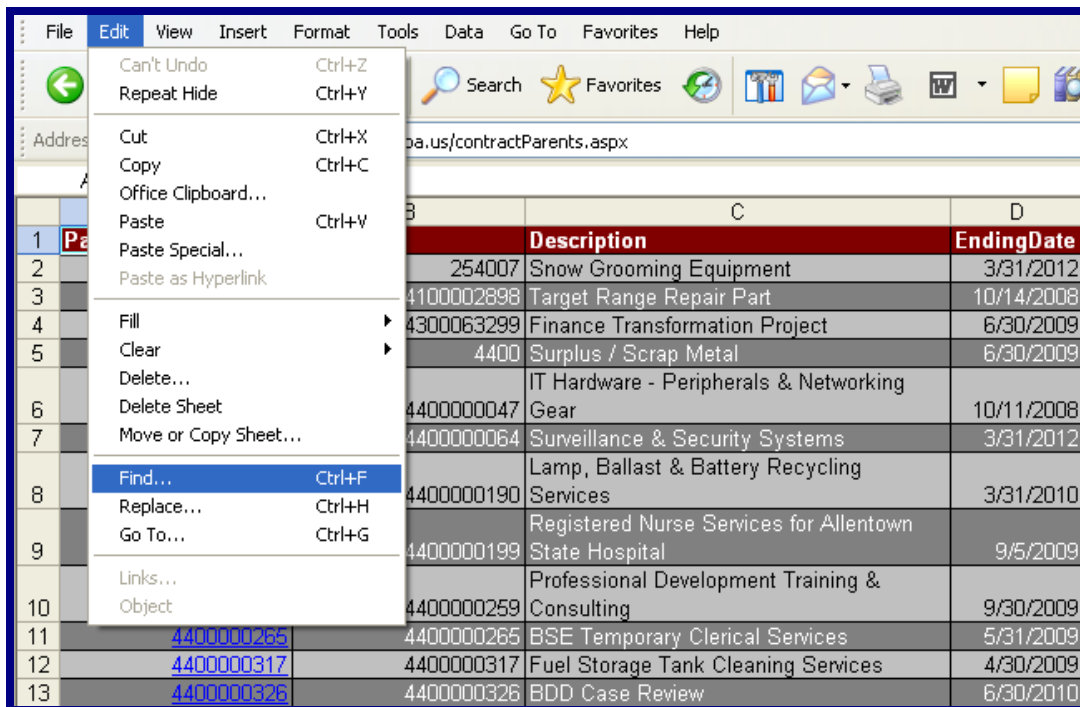
If you Export to Excel, a dialog box will appear. Select Open.



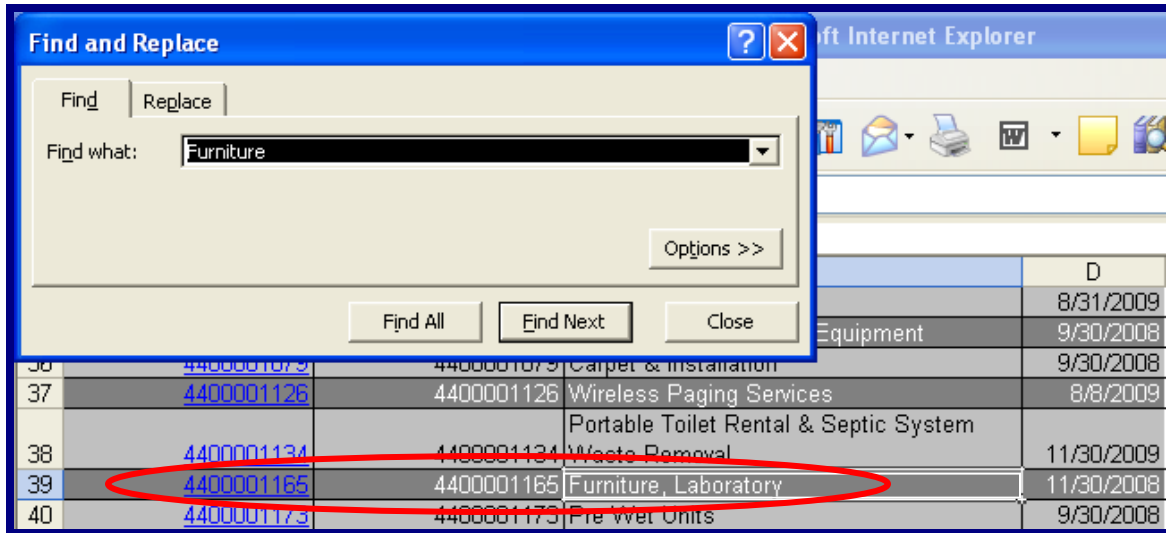
The list of contracts will display in the spreadsheet as shown below.

	A	B	C	D
1	ParentFile	ParentNo	Description	EndingDate
2	254007	254007	Snow Grooming Equipment	3/31/2012
3	4100002898	4100002898	Target Range Repair Part	10/14/2008
4	4300063299	4300063299	Finance Transformation Project	6/30/2009
5	4400	4400	Surplus / Scrap Metal	6/30/2009
6	4400000047	4400000047	IT Hardware - Peripherals & Networking Gear	10/11/2008
7	4400000064	4400000064	Surveillance & Security Systems	3/31/2012
8	4400000190	4400000190	Lamp, Ballast & Battery Recycling Services	3/31/2010
9	4400000199	4400000199	Registered Nurse Services for Allentown State Hospital	9/5/2009
10	4400000259	4400000259	Professional Development Training & Consulting	9/30/2009
11	4400000265	4400000265	BSE Temporary Clerical Services	5/31/2009
12	4400000317	4400000317	Fuel Storage Tank Cleaning Services	4/30/2009
13	4400000326	4400000326	BDD Case Review	6/30/2010

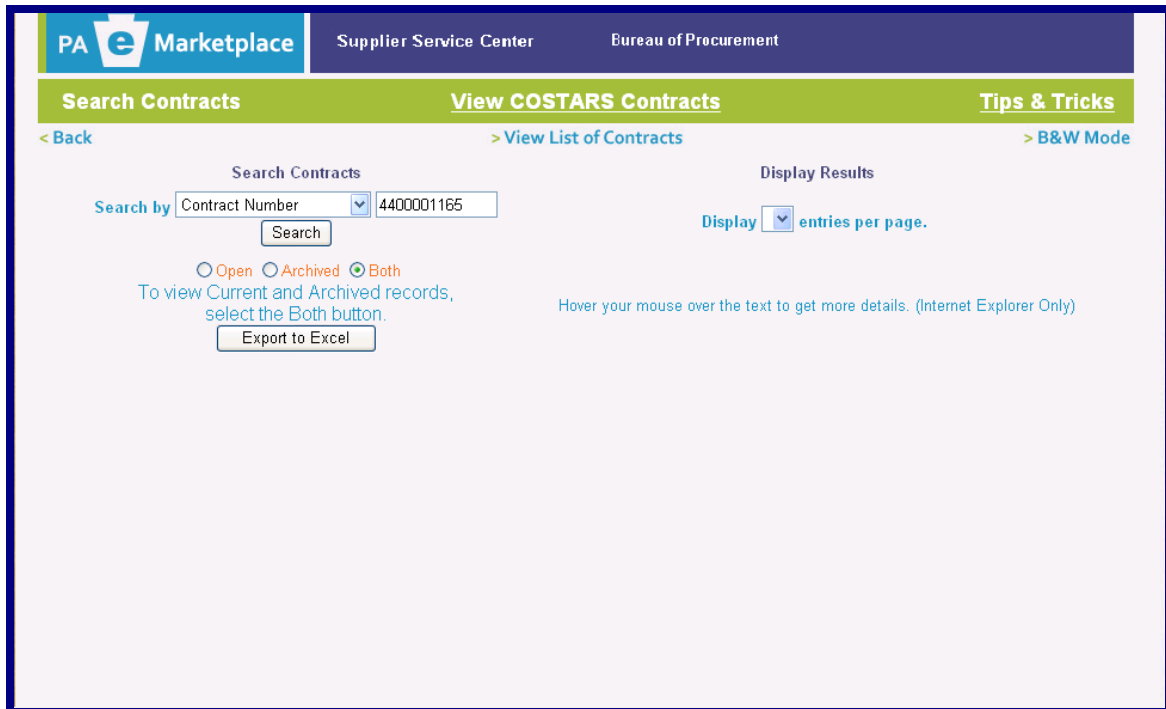
Go to edit, and find to search for specific contracts.



Enter your search criteria in the Find what space and select the Find Next button. Contracts fitting your criteria will be highlighted on the spreadsheet as shown below. To view the vendor's contracts for that parent contract, select the "blue" highlighted numbers under the Parent column.



This will take you back into eMarketplace displaying the Parent contract.



Select the Search button and display a list of contracts that belong to the Parent contract you selected.

PA
Marketplace
Supplier Service Center
Bureau of Procurement

Search Contracts
View COSTARS Contracts
Tips & Tricks

[< Back](#)
[> View List of Contracts](#)
[> B&W Mode](#)

Search Contracts

Display Results

Search by
Contract Number
4400001165
Search

Display
10
entries per page.

☐ Open
☐ Archived
☒ Both

To view Current and Archived records, select the Both button.

Export to Excel

Hover your mouse over the text to get more details. (Internet Explorer Only)

Contract No.	Description	Overview Change-Notice	Reason for Change	Category	Ending Date	Supplier	COSTARS	Commodity Specialist	Agency	Parent No.
4400001166	Furniture, Laboratory		Updated Overview	Equipment	11/30/2010	176660 - Biofit Engineered Products Ltd	Yes	Lisa Vega	All Using Agencies	4400001165
4400001169	Furniture, Laboratory		Change End Date	Equipment	11/30/2010	102604 - Lane Science Equipment Corp	Yes	Lisa Vega	All Using Agencies	4400001165
4400001840	Furniture, Laboratory		Change End Date	Equipment	11/30/2010	114895 - Longo Associates Inc	Yes	Lisa Vega	All Using Agencies	4400001165
4400001170	Furniture, Laboratory		Change End Date	Equipment	11/30/2010	182259 - Case Systems Inc	Yes	Lisa Vega	All Using Agencies	4400001165
4400001841	Furniture, Laboratory		Change End Date	Equipment	11/30/2010	185256 - Thoma Inc	Yes	Lisa Vega	All Using Agencies	4400001165
4400001167	Furniture, Laboratory		Contract Renewed	Equipment	11/30/2009	143959 - Flex-Y-Plan Industries Inc	Yes	Lisa Vega	All Using Agencies	4400001165