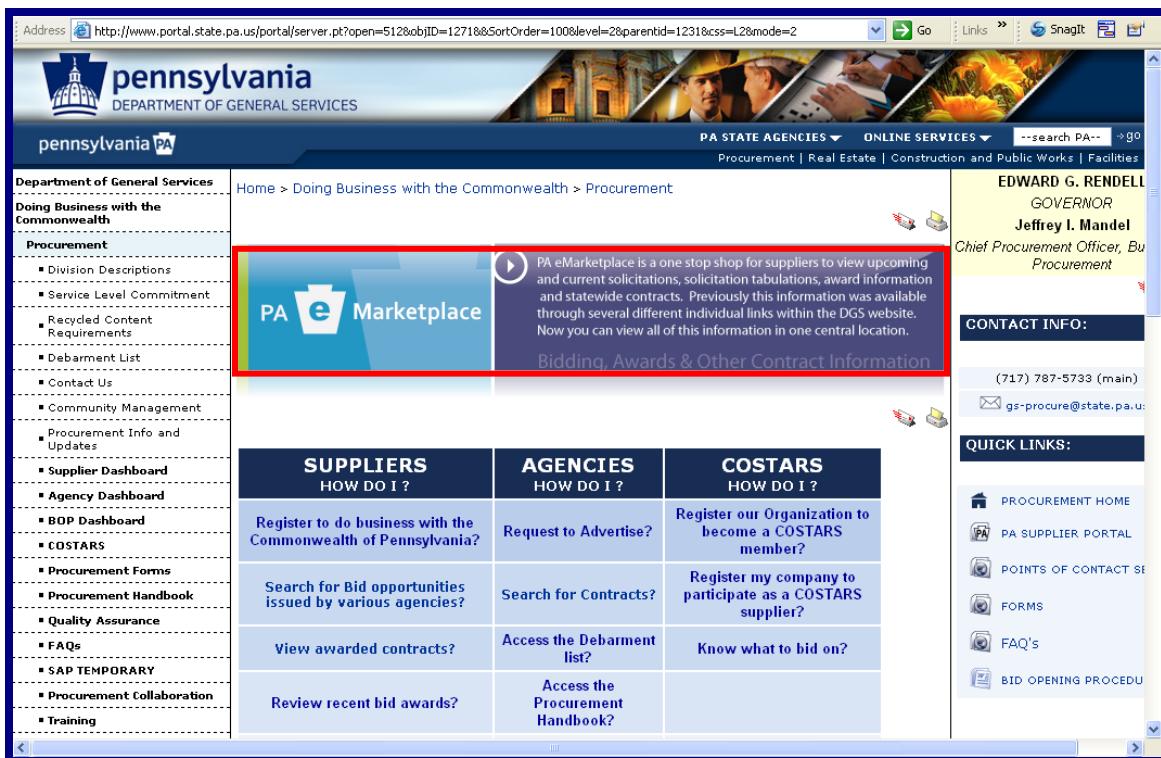


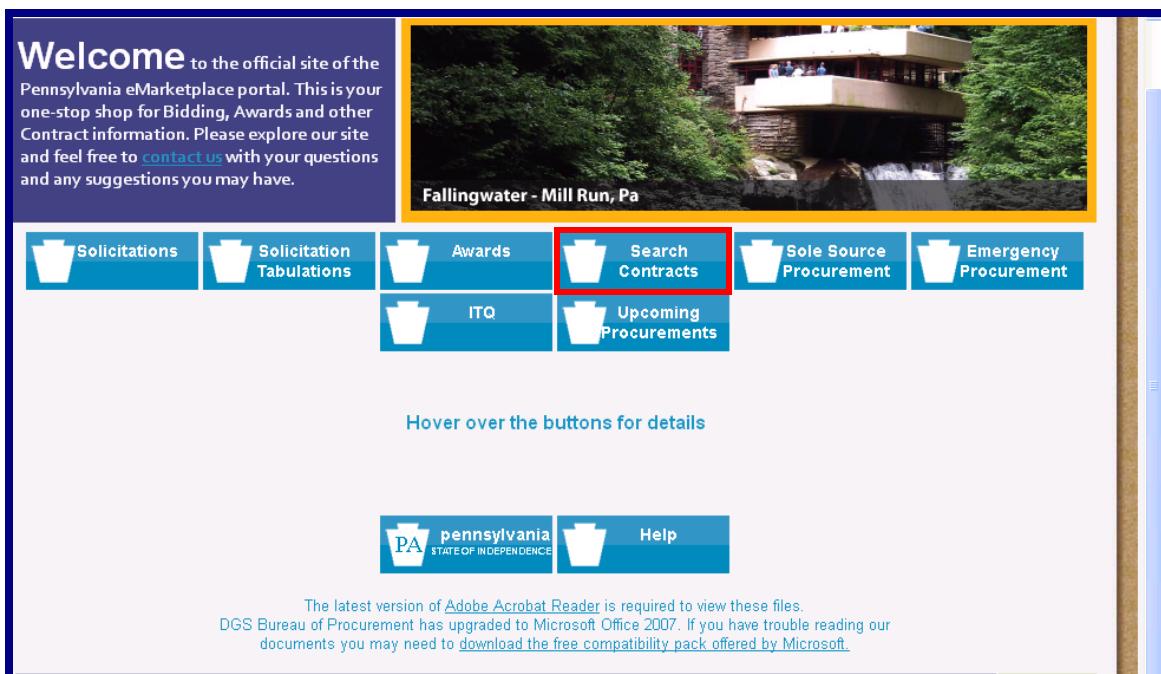
Procedure for Simplifying Contract Search in eMarketplace

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.



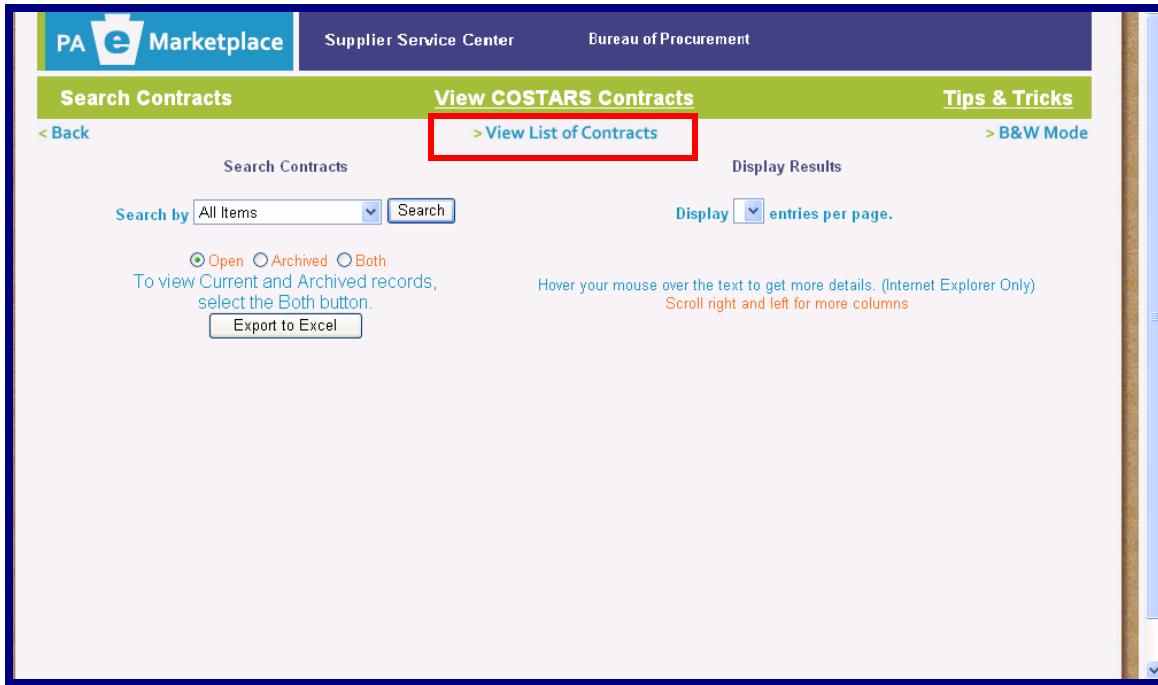
The screenshot shows the Pennsylvania Department of General Services website. The left sidebar contains a navigation menu for 'Department of General Services' with various links like 'Division Descriptions', 'Service Level Commitment', 'Recycled Content Requirements', 'Debarment List', 'Contact Us', 'Community Management', 'Procurement Info and Updates', 'Supplier Dashboard', 'Agency Dashboard', 'BOP Dashboard', 'COSTARS', 'Procurement Forms', 'Procurement Handbook', 'Quality Assurance', 'FAQs', 'SAP TEMPORARY', 'Procurement Collaboration', and 'Training'. The main content area features a 'PA e Marketplace' section with a video player and text explaining the eMarketplace as a one-stop shop for suppliers. Below this are three tables: 'SUPPLIERS HOW DO I ?', 'AGENCIES HOW DO I ?', and 'COSTARS HOW DO I ?'. The 'Search for Contracts?' button in the 'AGENCIES' table is highlighted with a red box. The right sidebar includes contact information for Governor Edward G. Rendell and Chief Procurement Officer Jeffrey I. Mandel, and a 'QUICK LINKS' section with links to Procurement Home, PA Supplier Portal, Points of Contact, Forms, FAQ's, and Bid Opening Procedure.

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



The screenshot shows the Pennsylvania eMarketplace portal. The top left features a welcome message: '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.' To the right is a large image of the Fallingwater house. Below the welcome message are several buttons: 'Solicitations', 'Solicitation Tabulations', 'Awards', 'Search Contracts' (which is highlighted with a red box), 'ITQ', 'Upcoming Procurements', 'Sole Source Procurement', and 'Emergency Procurement'. A note below these buttons says 'Hover over the buttons for details'. At the bottom, there is a Pennsylvania state logo and a 'Help' link. A footer note states: '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.



PA e 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: All Items Search Display: 10 entries per page.

Open Archived Both

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

Hover your mouse over the text to get more details. (Internet Explorer Only)
Scroll right and left for more columns

Export to Excel

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.



PA e Marketplace | Supplier Service Center | Bureau of Procurement

List of Contracts

< Back > B&W Mode

Search Contracts

Search by: All Items Search Open Archived Both

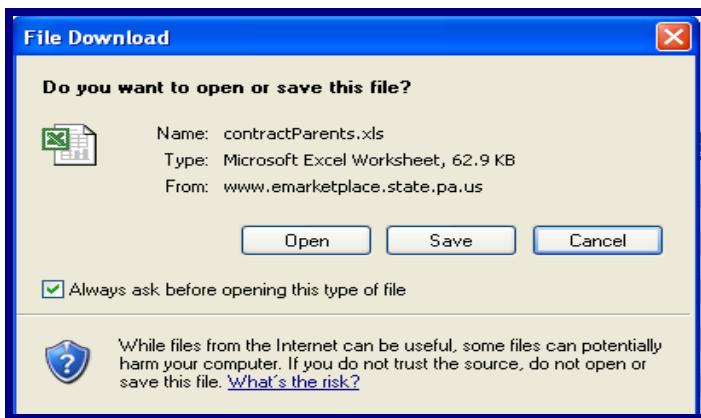
Search Results

Export to Excel Display: 10 entries per page.

Parent No.	Description	Ending Date
CN5567555	PaveMend	03/31/2010
CN00031503	Glass Beads	11/30/2011
CN00031496	Fuel Oil, Heating #4	04/30/2010
CN00031495	Bituminous Materials, Plant Mix	01/31/2011
CN00031495	Bituminous Materials, Plant Mix	01/31/2011
CN00031495	Bituminous Materials, Plant Mix	01/31/2011
CN00031355	Liquid Fuels - Large Volume	10/31/2010
CN00031214	Fuel Management	09/30/2011
CN00031070	Highway Inlet, Boxes, Frames & Grates	09/31/2011
CN00030908	Unleaded Gasoline	09/30/2010

1 2 3 4 5 6 7 8 9 10 ...

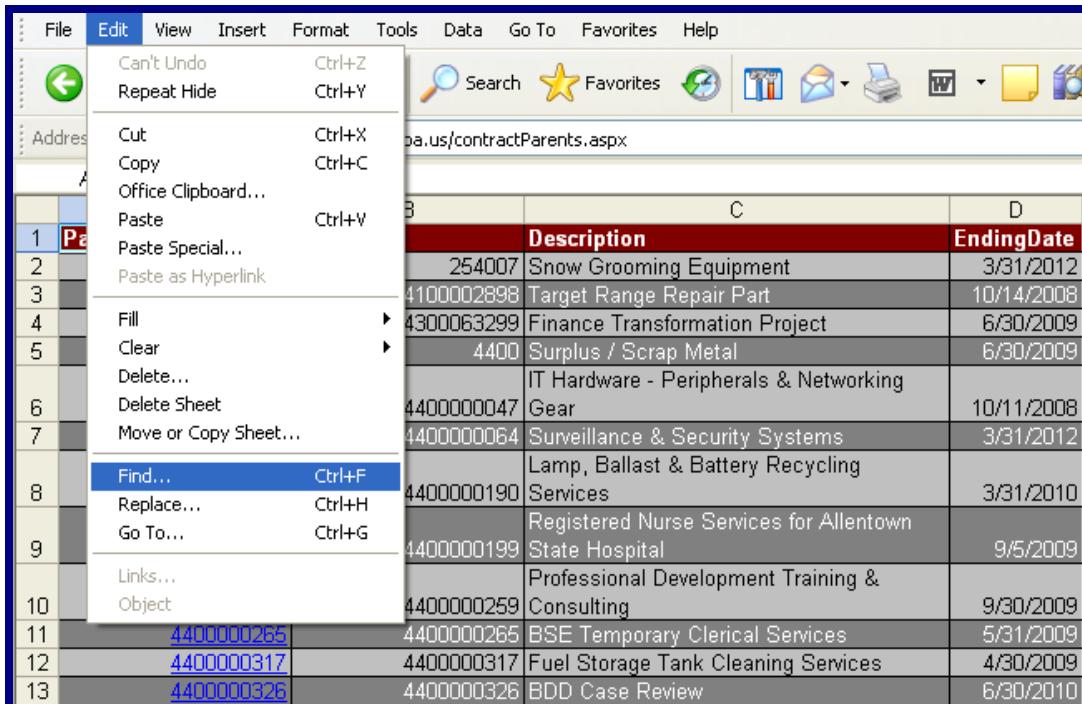
If you Export to Excel, a dialog box will appear. Select Open.



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

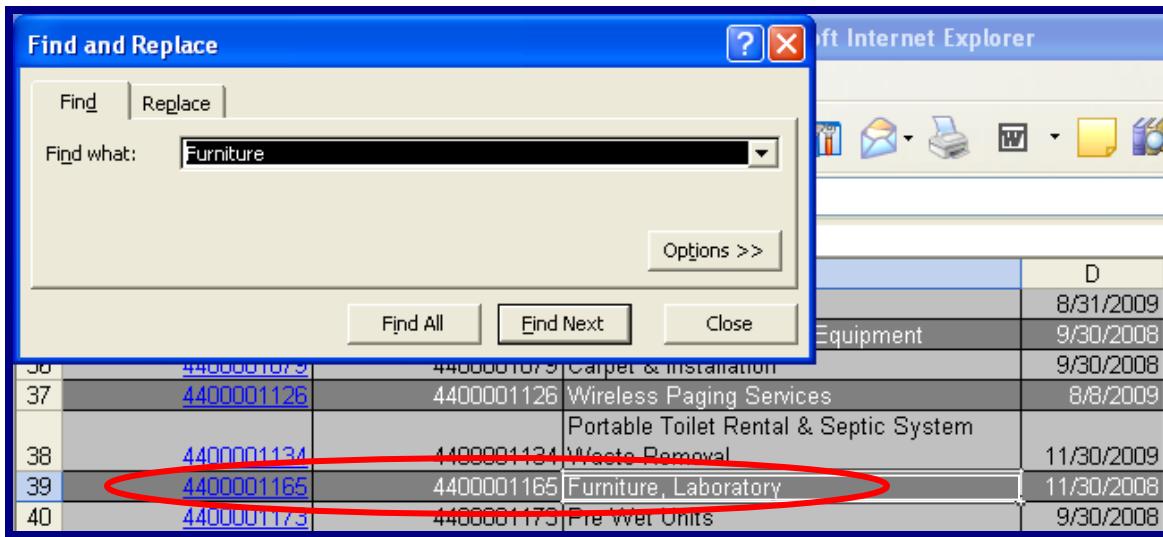
Go to edit, and find to search for specific contracts.



A screenshot of an Excel spreadsheet showing a list of contracts. The spreadsheet has columns: A (row 1), B, C, and D. The data starts from row 2. A context menu is open on the first row (row 1). The menu items are: File, Edit, View, Insert, Format, Tools, Data, Go To, Favorites, Help. Under the 'Edit' menu, the 'Find...' option is highlighted. The 'Find...' option is also highlighted in the main spreadsheet area. The spreadsheet content is identical to the one in the previous table.

	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

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.



Find and Replace

Find Replace

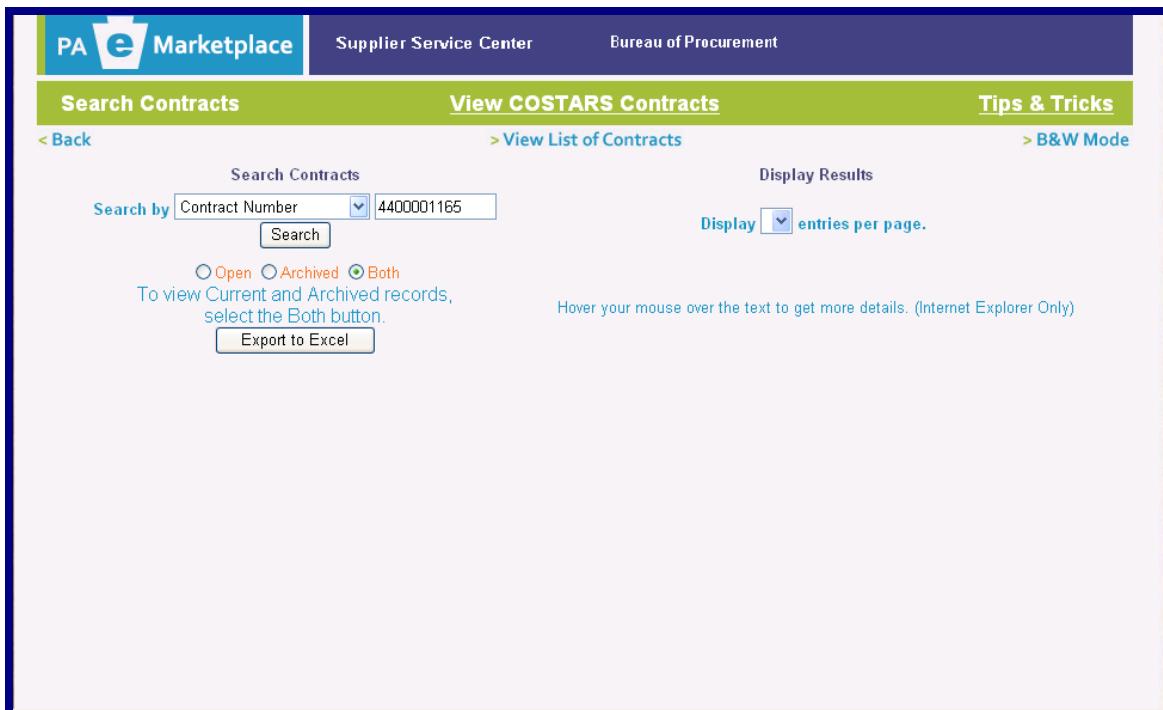
Find what: Furniture

Options >>

Find All Find Next Close

36	4400001073	4400001073 Carpet & Installation	9/30/2008
37	4400001126	4400001126 Wireless Paging Services	8/8/2009
38	4400001134	4400001134 Portable Toilet Rental & Septic System	11/30/2009
39	4400001165	4400001165 Waste Removal	11/30/2009
40	4400001173	4400001173 Furniture, Laboratory	9/30/2008
		4400001173 Fire Wet Units	9/30/2008

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



PA e Marketplace

Supplier Service Center Bureau of Procurement

Search Contracts View COSTARS Contracts Tips & Tricks

< Back > View List of Contracts > B&W Mode

Search Contracts

Search by Contract Number 4400001165

Display Results

Display 10 entries per page.

Open Archived Both

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

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

Export to Excel

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

Display 10 entries per page.

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

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	<input type="radio"/>	<u>Updated Overview</u>	Equipment	11/30/2010	176660 - Biofit Engineered Products Ltd	Yes	Lisa Vega	All Using Agencies	4400001165
4400001169	Furniture, Laboratory	<input type="radio"/>	<u>Change End Date</u>	Equipment	11/30/2010	102604 - Lane Science Equipment Corp	Yes	Lisa Vega	All Using Agencies	4400001165
4400001840	Furniture, Laboratory	<input type="radio"/>	<u>Change End Date</u>	Equipment	11/30/2010	114885 - Longo Associates Inc	Yes	Lisa Vega	All Using Agencies	4400001165
4400001170	Furniture, Laboratory	<input type="radio"/>	<u>Change End Date</u>	Equipment	11/30/2010	182259 - Case Systems Inc	Yes	Lisa Vega	All Using Agencies	4400001165
4400001841	Furniture, Laboratory	<input type="radio"/>	<u>Change End Date</u>	Equipment	11/30/2010	185256 - Thoma Inc	Yes	Lisa Vega	All Using Agencies	4400001165
4400001167	Furniture, Laboratory	<input type="radio"/>	<u>Contract Renewed</u>	Equipment	11/30/2009	143869 - Flex-Y-Plan Industries Inc	Yes	Lisa Vega	All Using Agencies	4400001165