

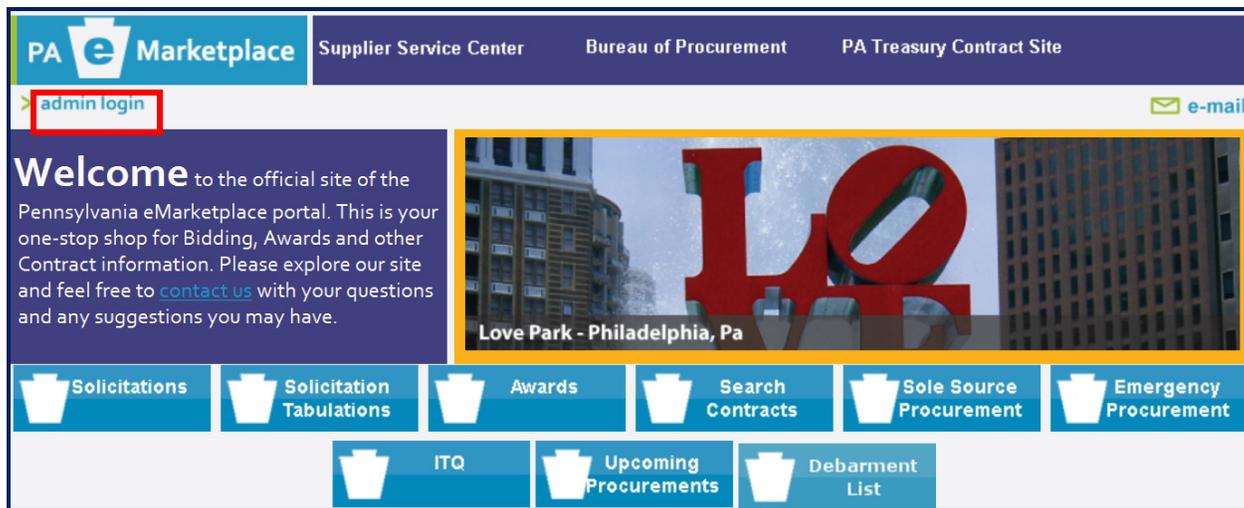
Bid Contract Details Changes

The bid contract details page has undergone the following two changes:

- When modifying a contract that has other child contracts, the system will prompt you to select the children that you would like to also update.
- Automatic Transfer of new /changed contract information to Treasury. Three new fields were added to the contracts screen (Begin Date, Execution Date and Contract Amount). These fields are required to send eMarketplace-posted contracts to the PA Treasury e-Contracts Library.

This document will detail the changes implemented January 11, 2016.

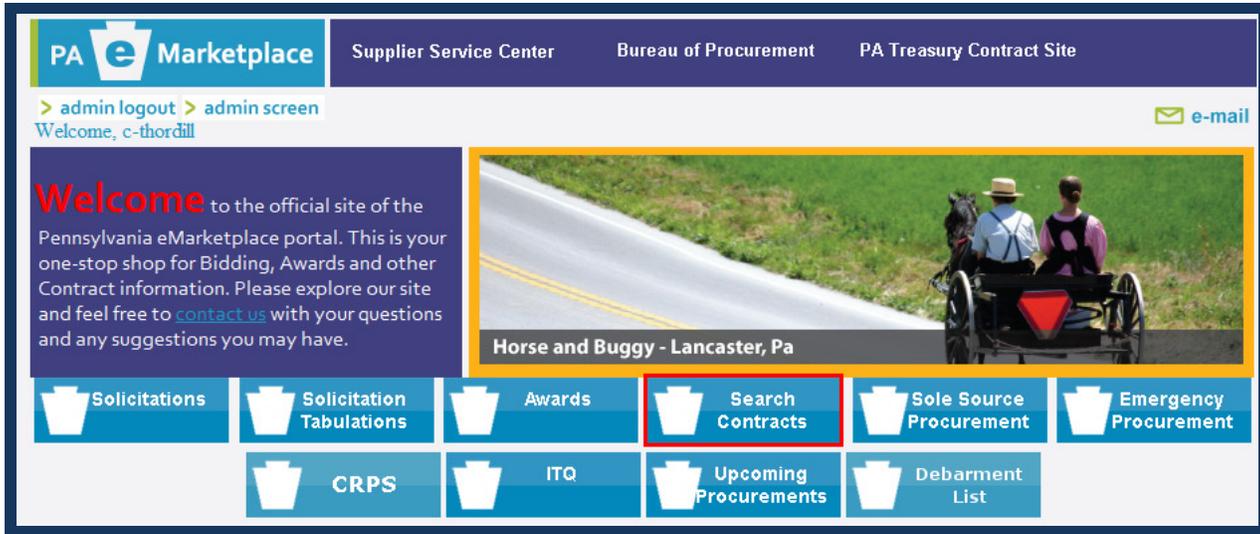
1. Go to the <http://www.emarketplace.state.pa.us> website and select the **admin login** link.



2. Enter your User ID & Password and select the **Log In** button.

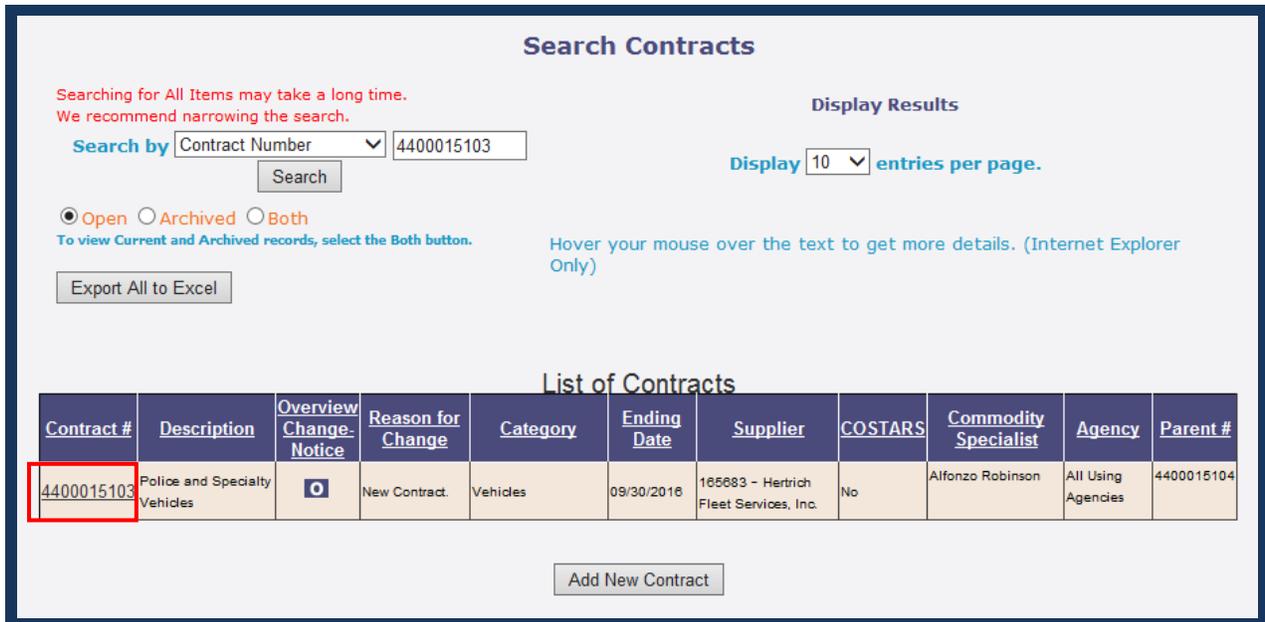


3. Select the **Search Contracts** button.



4. Search for and locate an existing contract that has a Parent.

5. Select the **Contract #** link.



The Contract Details display.

6. Select the **EDIT** button.

7. Enter the applicable revised information, including information in the three new fields.

Contract Details		
Contract #: 4400015103	Parent #:	4400015104
Description: Police and Specialty Vehicles		
View Overview: <input checked="" type="radio"/>	View Contract File:	<input checked="" type="radio"/>
View Change Notice:	Reason For Change:	New Contract.
Category: Vehicles		
Begin Date:	<input type="text"/>	
End Date:	09/30/2016	
Execution Date:	<input type="text"/>	
Contract Amount:	<input type="text"/>	
Supplier Name:	Hertrich Fleet Services, Inc.	Supplier Number: 165683
Commodity Specialist: Alfonzo Robinson		
Agency: All Using Agencies		
Keywords: Police Vehicles, Specialty Vehicles		
Last Updated: 11/12/2015		
COSTARS: No	MSCC: <input type="checkbox"/>	PCard: N/A
Solicitations: <input checked="" type="checkbox"/>	Tabs: <input checked="" type="checkbox"/>	Awards: <input checked="" type="checkbox"/>

- After the fields are completed, select the **UPDATE** button. If the contract has children, you will be prompted to also update the other children.

Contract Details

Contract #: 4400015103 Parent #: 4400015104

Description: Police and Specialty Vehicles

View: Overview: Delete View Contract File: Delete

View Change Notice: Reason For Change: New Contract.

Category: Vehicles

Begin Date: 12/01/2015

End Date: 09/30/2016

Execution Date: 12/31/2015

Contract Amount: 2,333.00 * Enter numeric values, no symbols.

Supplier Name: Hertrich Fleet Services, Inc. Supplier Number: 165683

Commodity Specialist: Alfonzo Robinson

Agency: All Using Agencies

Keywords: Police Vehicles, Specialty Vehicles

Last Updated: 12/15/2015

COSTARS: No MSCC: PCard: N/A

Solicitations: Tabs: Awards:

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- Select the checkboxes next to the records that you would like to update. You also have the option to choose the **Check All / Uncheck All** buttons.

Parent 4400015104 has 5 other children. Place a check next to the children you would like to update.

4400015103 - Hertrich Fleet Services, Inc.

4400015105 - Apple Nissan, Inc.,

4400015106 - Westgate Chevrolet, Inc., dba Apple Chevrolet

4400015107 - Whitmoyer Buick-Chevrolet, Inc.

4400015108 - Whitmoyer Ford, Inc.

4400015109 - Apple Motors, Inc., dba Apple Honda

- Select the **Update** button again if any of the children are checked.

- The changes are saved in eMarketplace.

END OF PROCEDURE