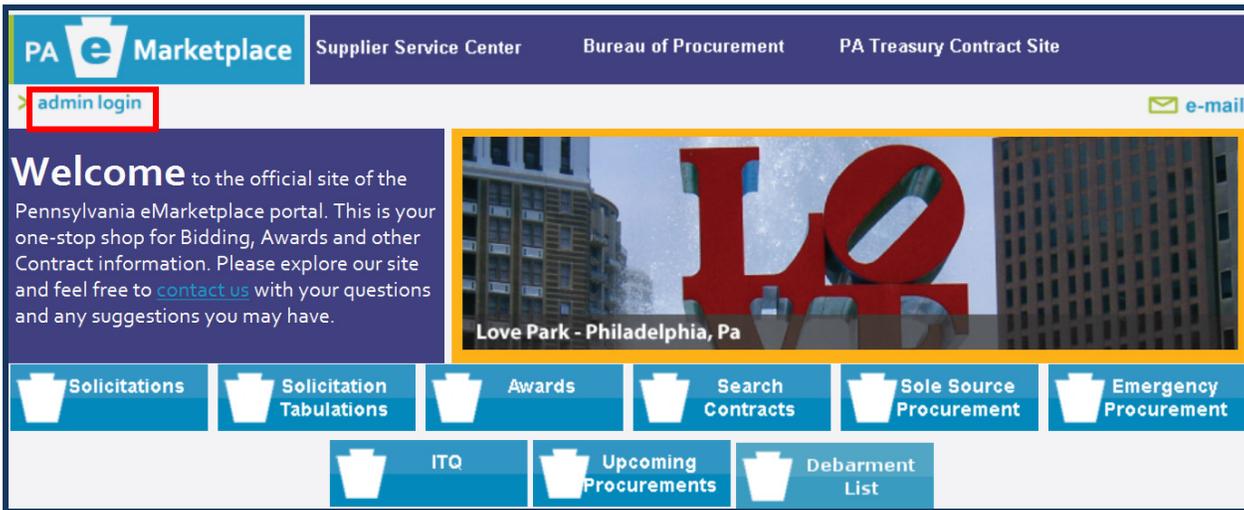
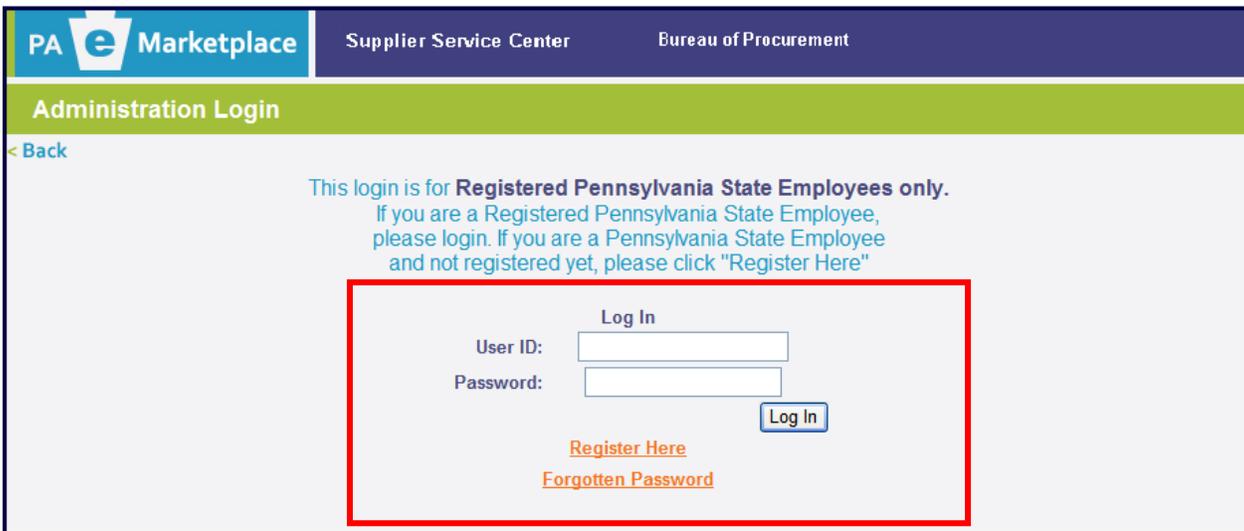


Deleting a Bid Tab

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 **SOLICITATION TABLUATIONS** button.

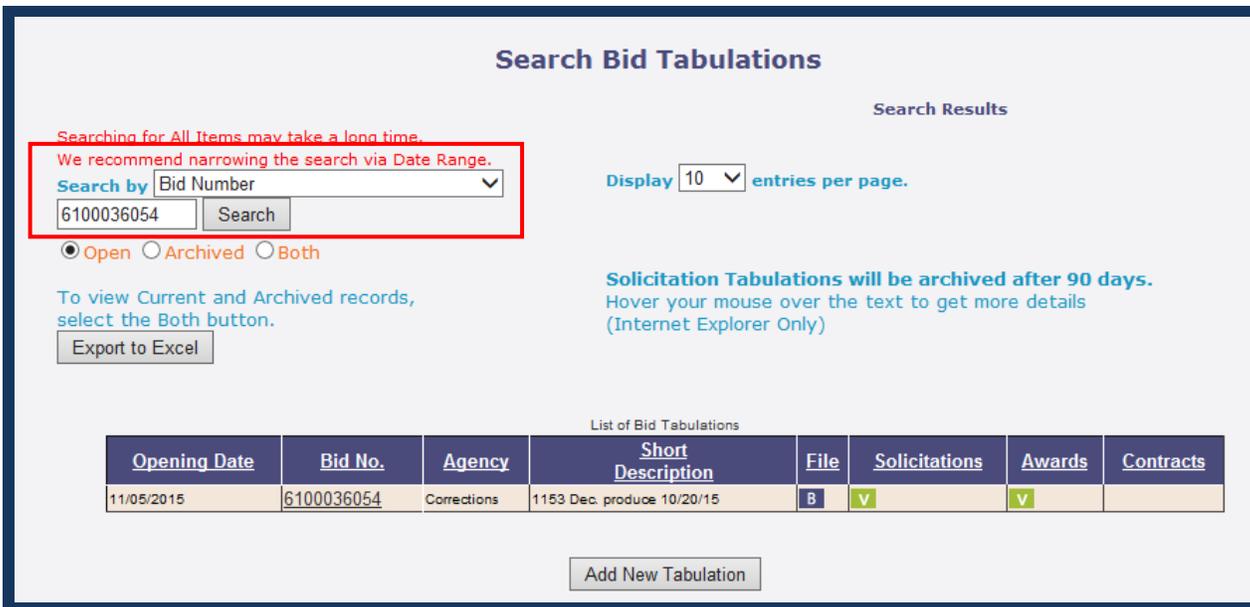


4. The *Search Bid Tabulation* screen displays.

5. Choose **Bid Number** from the Search By dropdown menu.

6. Enter the applicable solicitation number.

7. Select the **SEARCH** button and the results display.



8. Select the **Bid #** link.

List of Bid Tabulations

Opening Date	Bid No.	Agency	Short Description	File	Solicitations	Awards	Contracts
11/05/2015	6100036054	Corrections	1153 Dec. produce 10/20/15	B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Add New Tabulation

9. Click the Edit button.

Tabulation Details

Bid #: 6100036054 **Opening Date:** 11/05/2015

Agency: Corrections

Description: 1153 Dec. produce 10/20/15

View Tabulation:

Solicitations: **Awards:** **Contracts:** N/A

Edit Delete

10. Place a checkmark in the **Delete** box.

Tabulation Details

Bid #: 6100036054 **Opening Date:** 11/05/2015

Agency: Corrections ▼

Description: 1153 Dec. produce 10/20/15

View Tabulation: Delete
 Choose File

Solicitations: **Awards:** **Contracts:** N/A

Cancel Update Delete

11. Select the **UPDATE** button.

12. The tabulation document is now deleted and no longer available for viewing.

Tabulation Details		
Bid #: 6100036054	Opening Date:	11/05/2015
Agency: Corrections		
Description: 1153 Dec. produce 10/20/15		
View Tabulation:		
Solicitations: <input checked="" type="checkbox"/>	Awards: <input checked="" type="checkbox"/>	Contracts: N/A

END OF PROCEDURE