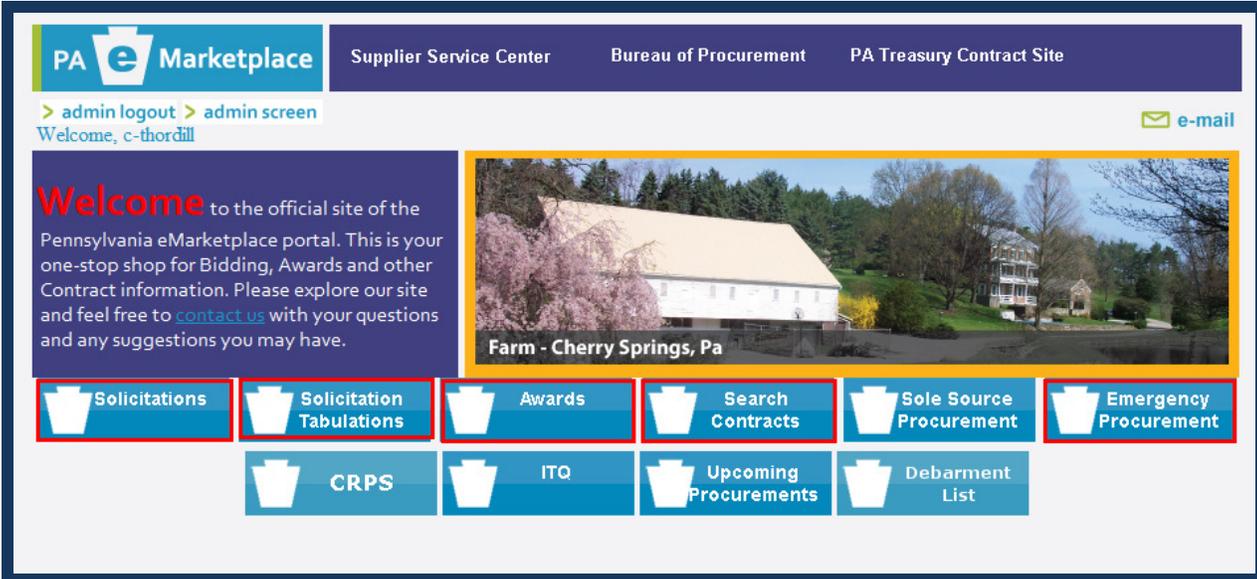


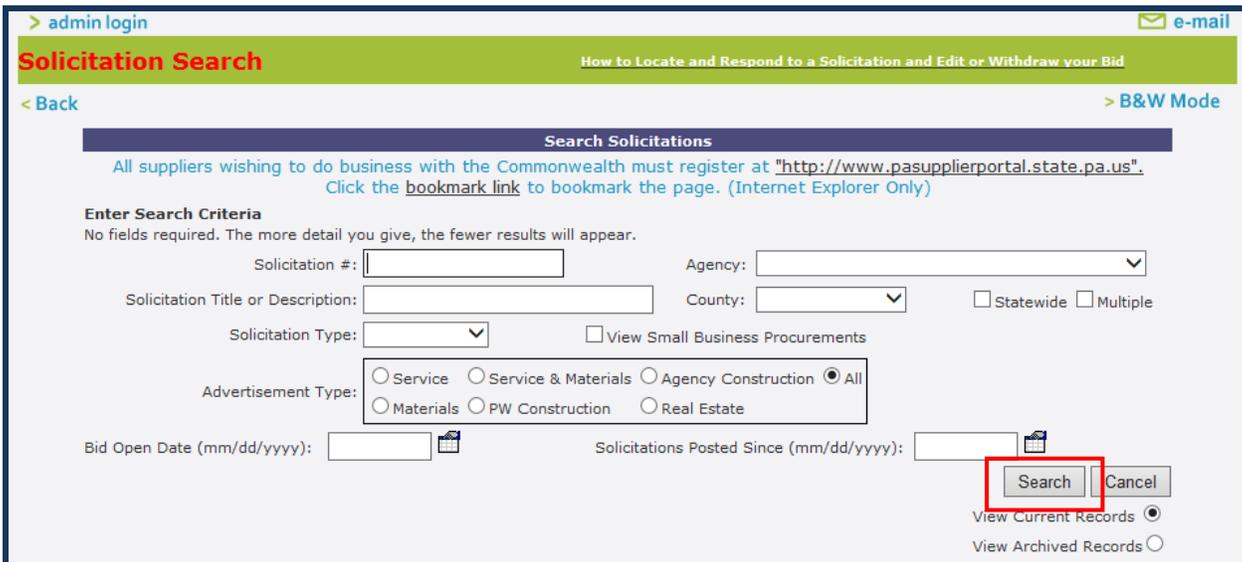
Exporting Search Results to Excel

1. Go to the <http://www.emarketplace.state.pa.us> website.
2. Select any of the search pages highlighted in red below. (Note that you must be logged on as an administrator to export the Emergency Procurement list to excel. Commonwealth employees only.)



As an example, we have chosen the **SOLICITATIONS** button.

3. Enter your applicable search criteria and select the **SEARCH** button.



4. When the results display, select the **EXPORT SEARCH RESULTS** button.

Search Cancel

View Current Records
View Archived Records

Search Result - Hover your mouse over the Description or Title text to get more details. (Internet Explorer Only)
Click on Solicitation Title for details

No. of records per page: 10

List of Current Solicitations

Solicitation #	Types	Solicitation Title	Description	Agency	County	Amended Date	Solicitation Start Date	Solicitation Due Date	Bid Opening Date	Status	Contact Person
2015-001-PT-EAST	RFP	Physical Occupational And Speech Therapy Services	The Department Of Military And Vet ...	Military and Veterans Affairs	Multiple	11/9/2015	11/9/2015	1/18/2016 2:00:00 PM	1/18/2016 2:01:00 PM	Open	Christine Bomgardner
2015-002-PT-WEST	RFP	Pt Ot St Services West	The Department Of Military And Vet ...	Military and Veterans Affairs	Multiple	11/9/2015	11/9/2015	1/18/2016 2:00:00 PM	1/18/2016 2:01:00 PM	Open	Christine Bomgardner
BL-1071	IFB	Boiler Plant Steam Upgrade	Work Consists Of Heating Plant Upg ...	State System of Higher Education	Columbia	11/3/2015	11/3/2015	1/5/2016 1:00:00 PM	1/5/2016 1:00:00 PM	Open	Diann Shamburg
4400013746	ITQ	Security Surveillance Fire Systems Maintenance	The Department Of General Services ...	All Using Agencies	Statewide	10/22/2015	10/22/2015	11/1/2020 3:00:00 PM	11/1/2020 3:01:00 PM	Open	Jeff Henry
94752	SFP	Lob Retail Store Montgomery County	Leasing Retail Space To The Common ...	General Services	Montgomery	10/19/2015	8/5/2015	12/31/2015 3:00:00 PM	1/4/2016 8:00:00 AM	Open	Steven Krayeski
94764	SFP	Sunbury Armory	The Department Of General Services ...	General Services	Northumberland	10/2/2015	10/2/2015	2/3/2016 3:00:00 PM	2/3/2016 3:01:00 PM	Open	Jeffrey Higgins
CN00030482	ITQ	Bridge And Highway Maintenance Materials	Bridge Highway Maintenance Mater ...	All Using Agencies	Statewide	10/2/2015	4/15/2009	12/15/2018 12:00:00 AM	12/15/2018 1:30:00 PM	Open	Michelle Scott
ITQ 3514T02	ITQ	Traffic Engineering Data Count Services	The Pennsylvania Department Of Tra ...	Transportation	Statewide	9/25/2015	9/8/2015	9/8/2019 3:00:00 PM	9/8/2019 3:00:00 PM	Open	Dave Weaver
COSTARS 03 Rebid	COSTARS	It Hardware	This It Hardware Contract Is For E ...	General Services	Statewide	9/17/2015	6/17/2010	12/31/2020 12:00:00 AM	12/31/2020 1:30:00 PM	Open	Roxann Macavoy
COSTARS 8 Rebid	COSTARS	Mro	Maintenance Repair Operation Eq ...	General Services	Statewide	9/8/2015	3/29/2011	12/31/2020 12:00:00 AM	12/31/2020 1:30:00 PM	Open	Tera Akpan

1 2 3 4 5 6 7 8

5. You will notice a message at the bottom of the screen in Internet Explorer. Other browsers may show the download differently.

6. Choose either the **OPEN** or **SAVE** button. Note: If you want to save the file to another location on your machine, select the dropdown next to the **SAVE** button and choose **SAVE AS**.

OSM 37(6255) P3 Abandoned Mine Abandoned Mine Environmental 12/17/2015 12/17/2015

Do you want to open or save **Solicitations-2015-12-15-14-25-46.csv** (55.8 KB) from **emarketplace.beta.state.pa.us**?

7. The Excel file displays.

	A	B	C	D	E	F	G	H	I	J	K	L
	Bid No	Bid Type	Title	Descriptio	Agency	County	Bid Start D	Bid End D	Bid Open	Status	Buyer Nar	Updated Date
2	OSM 37(6	R3-RFQ	Abandoned	Abandoned	Environm	Lawrence	#####	#####	#####	Open	Joel Mille	#####
3	3515R05	RFP	Co-Locate	PennDOT	Transport	Multiple	#####	#####	#####	Open	Dave Wea	#####
4	6.1E+09	IFB	23 WHM P	The Penns	Game Con	Dauphin	#####	#####	#####	Open	Bobbi Mei	#####
5	RFP16-09	RFP	Midtown	The Colleg	Education	Statewide	#####	#####	#####	Open	Michael M	#####
6	2015-001-	RFP	Physical, C	The Depart	Military a	Multiple	#####	#####	#####	Open	Christine I	#####
7	2015-002-	RFP	PT OT ST S	The Depart	Military a	Multiple	#####	#####	#####	Open	Christine I	#####
8	6.1E+09	RFP	Emergenc	The Comn	Administr	Statewide	#####	#####	#####	Open	Michael G	#####
9	BL-1071	IFB	Boiler Pla	Work cons	State Syst	Columbia	#####	#####	#####	Open	Diann Sha	#####
0	RFP16-08	RFP	Enterprise	The Colleg	Education	Statewide	#####	#####	#####	Open	Michael M	#####
1	4.4E+09	ITQ	Security, S	The Depart	All Using	Statewide	#####	#####	#####	Open	Jeff Henry	#####
2	94777	SFP	Cumberla	leasing of	General S	Cumberla	#####	#####	#####	Open	Carol Mur	#####
3	RFI DHS M	RFI	Medical A	The Penns	Human Se	Multiple	#####	#####	#####	Open	Daniel Bo	#####
4	94764	SFP	Sunbury A	The Depart	General S	Northumk	#####	#####	#####	Open	Jeffrey Hi	#####
5	ITQ 3514T	ITQ	Traffic Eng	The Penns	Transport	Statewide	9/8/2015	#####	#####	Open	Dave Wea	#####
6	94752	SFP	LCB Retail	Leasing re	General S	Montgom	8/5/2015	#####	#####	Open	Steven Kr	#####

8. Format the spreadsheet by adjusting the column widths, etc., to make it more readable.

	A	B	C	D	E	F	G	H	I	J	K	L
	Bid No	Bid Type	Title	Description	Agency	County	Bid Start Date	Bid End Date	Bid Open Date	Status	Buyer Nar	Updated Date
1	OSM 37(6255)102	R3-RFQ	Abandoned Mine Reclamation	Abandoned Mine Reclam	Environm	Lawrence	11/20/2015	12/17/2015 14:00	12/17/2015 14:00	Open	Joel Mille	11/10/2015 14:00
2	3515R05	RFP	Co-Located Photo License Cen	PennDOT has decided to c	Transport	Multiple	11/12/2015	12/21/2015	12/21/2015 13:00	Open	Dave Wea	11/24/2015 14:00
3	6100036281	IFB	23 WHM PGC-HQ-15-01	The Pennsylvania Game C	Game Con	Dauphin	11/10/2015	12/16/2015 14:00	12/16/2015 14:00	Open	Bobbi Mei	11/9/2015 13:00
4	RFP16-09	RFP	Midtown Telecom Upgrade Pri	The College is seeking a C	Education	Statewide	11/10/2015	12/18/2015 14:00	12/18/2015 14:15	Open	Michael M	11/10/2015 14:00
5	2015-001-PT-EAST	RFP	Physical, Occupational and Spe	The Department of Militar	Military a	Multiple	11/9/2015	1/18/2016 14:00	1/18/2016 14:01	Open	Christine I	11/9/2015 14:00
6	2015-002-PT-WEST	RFP	PT OT ST Services WEST	The Department of Militar	Military a	Multiple	11/9/2015	1/18/2016 14:00	1/18/2016 14:01	Open	Christine I	11/9/2015 14:00
7	6100035773	RFP	Emergency Notification Soluti	The Commonwealth of PA Administr	Statewide		11/9/2015	12/21/2015	12/22/2015 13:30	Open	Michael G	11/24/2015 14:00
8	BL-1071	IFB	Boiler Plant Steam Upgrade	Work consists of Heating f	State Syst	Columbia	11/3/2015	1/5/2016 13:00	1/5/2016 13:00	Open	Diann Sha	11/3/2015 14:00
9	RFP16-08	RFP	Enterprise Backup solution	The College is seeking a c	Education	Statewide	11/3/2015	12/18/2015 14:00	12/18/2015 14:15	Open	Michael M	11/3/2015 14:00

END OF PROCEDURE