

How to Post Awards to eMarketplace

1. Go to <http://www.emarketplace.state.pa.us/> and select the Admin Login link

PA Marketplace Supplier Service Center Bureau of Procurement PA Treasury Contract Site

> admin login e-mail

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.

Memorial Cannon - Gettysburg, Pa

Solicitations Solicitation Tabulations Awards Search Contracts Sole Source Procurement Emergency Procurement

Hover over the buttons for details

PA pennsylvania STATE OF INDEPENDENCE 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](#).

2. Enter User ID & Password and select Log In

Administration Login

< Back

This login is for **Registered Pennsylvania State Employees only**.
If you are a Registered Pennsylvania State Employee, please login. If you are a Pennsylvania State Employee and not registered yet, please click "Register Here"

Log In

User ID:

Password:

Log In

[Register Here](#)

[Forgotten Password](#)

3. Select Awards

PA Marketplace Supplier Service Center Bureau of Procurement PA Treasury Contract Site

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4. Select Search

Search Awards > B&W Mode

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Search Awards Display Results

Search by All Items Search

Open Archived Both

Display 10 entries per page.

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

Awards will be archived after 90 days.
Hover your mouse over the text to get more details. (Internet Explorer Only)
Scroll right and left for more columns

Export to Excel

- Select the Add New Record button (you do not need to locate your bid number; everything will link automatically behind the scenes).

NOTE: Bid Tabulations should **NOT** be posted to the award section; they should be posted under Solicitation Tabulations.

Purchase Order/ Contract No	Posted Date	Bid No.	Short Description	Agency	Awarded To	Dollar Amount
123456	03/11/2010	321456	Test New Record	Courts	Someone	5000.00
3423	03/05/2010	5667	TEST TEST	Administration		0.00

1

Add New Record

NOTE: For RFPs you must upload the Notice of Contractor Selection memo

NOTE: For IT-ITQ's - Instructions for Public Posting of All Awards for Solicitations Greater Than \$50,000.00. Agencies must post specific documents to the award section of eMarketplace. A list of documents that should be uploaded can be found on the [ITQ Document Library Website](#).

NOTE: You may also upload Purchase Orders not issued against Statewide Contracts.

- Complete all required information and upload applicable documents by selecting the browse button, locate file and select "Upload File" button

Award Details

Contract #: Bid #:

Description:

Agency: Administration

Awarded To: Dollar Amount:

Posted Date:

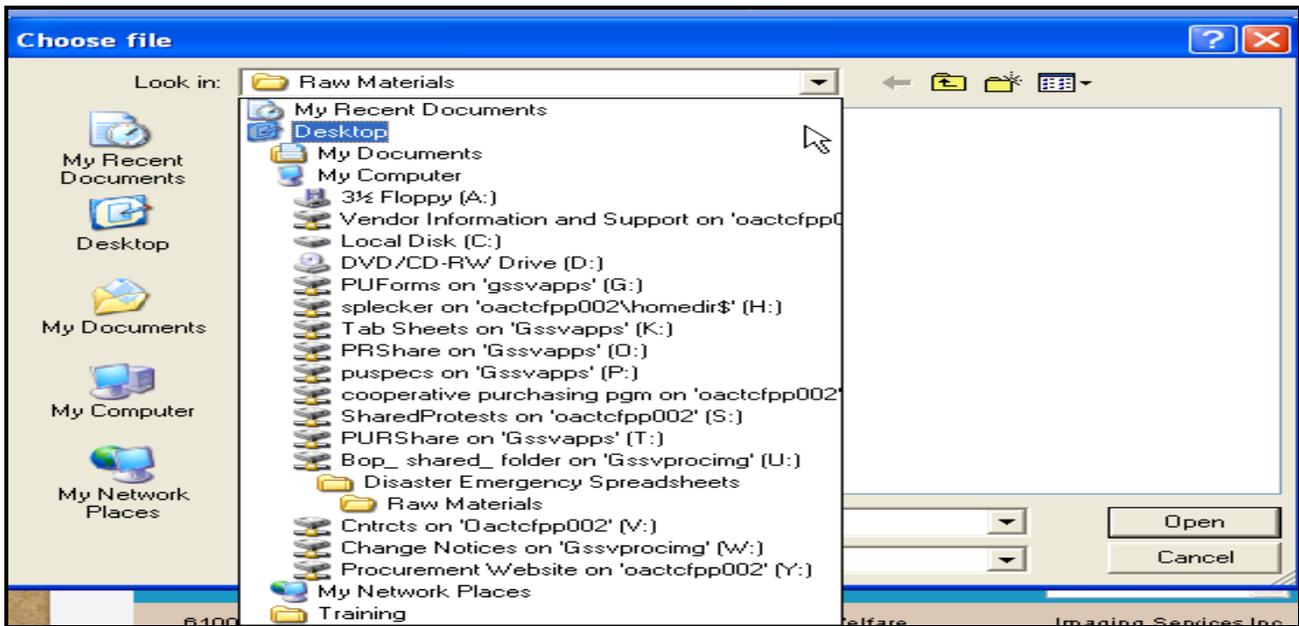
Related Docs: Upload PDF, Microsoft Excel, and Microsoft Word files types here.

Browse...

I verify that these documents will be protected. This statement must be agreed with by checking the box to the left, before uploading any files.

Solicitations: Tabs: Contracts:

7. Locate your file



8. Check the “Verify that the documents are protected checkbox and then select the “Upload File” link

The image shows a web form titled "Award Details". It has several input fields: "Contract #:", "Bid #:", "Description:" (with a scrollable area), "Agency:" (a dropdown menu set to "Administration"), "Awarded To:", "Dollar Amount:", and "Posted Date:". Below these is a section for "Related Docs" with the instruction "Upload PDF, Microsoft Excel, and Microsoft Word files types here." It includes a text input field, a "Browse..." button, and a red-bordered "Upload File" button. A checkbox is checked, and the text next to it reads: "I verify that these documents will be protected. This statement must be agreed with by checking the box to the left, before uploading any files." Below this is a "Delete Selected Files" button. At the bottom of the form, there are three tabs: "Solicitations:", "Tabs:", and "Contracts:". An "Update" button is located at the bottom left.

9. You should see the file name in the upload file box. Then select Update

Award Details			
Contract #:	test	Bid #:	test
Description:	test		
Agency:	Administration		
Awarded To:	test	Dollar Amount:	
Posted Date:	06/29/12		
Related Docs:	Upload PDF, Microsoft Excel, and Microsoft Word files types here.		
	U:\Training Team\Addition	Browse...	Upload File
	<input checked="" type="checkbox"/> I verify that these documents will be protected. This statement must be agreed with by checking the box to the left, before uploading any files.		
	Delete Selected Files		
Solicitations:	Tabs:	Contracts:	
Update			

10. Your record will be updated. If information is completed correctly, you should be able to view the link back to your original advertisement and solicitation tabulation if you uploaded one.

Award Details			
Contract #:	4300182822	Bid #:	6100012494
Description:	Laboratory Equipment		
Agency:	General Services		
Awarded To:	Agilent Technologies Inc	Dollar Amount:	737454.00
Posted Date:	08/18/2009		
Related Docs:			
Solicitations:	<input checked="" type="checkbox"/>	Tabs:	<input checked="" type="checkbox"/>
		Contracts:	N/A
Edit			

End