

How to Post Bid Tabs on eMarketplace

Note: Steps 1 – 10 may have already been completed as part of your bid evaluation. If so, skip to page 4 which provides the steps to place the bid tabulation on eMarketplace.

Commodity Specialist:

1. Log into SRM.
2. From the left navigation menu, select the RFX button. The Search Criteria screen appears.

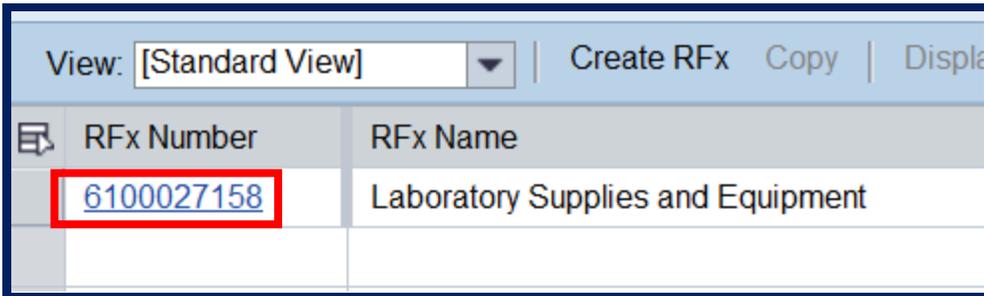
The screenshot shows the 'Search Criteria' section of the SRM interface. It includes fields for Solicitation Number, RFX Type, Name of RFX, Solicitation Status, Processed Since, Purchasing Organization, Product Category, Submission Deadline, My RFX, Purchase Group, Number of RFX responses, Supplier, and Item Product. The 'Solicitation Number' field is currently empty. The 'Apply' button is highlighted in yellow.

3. Enter the solicitation number in the Solicitation Number field. Select the APPLY button.

The screenshot shows the 'Search Criteria' section of the SRM interface. The 'Solicitation Number' field now contains the value '6100027158'. The 'Apply' button is highlighted in yellow.

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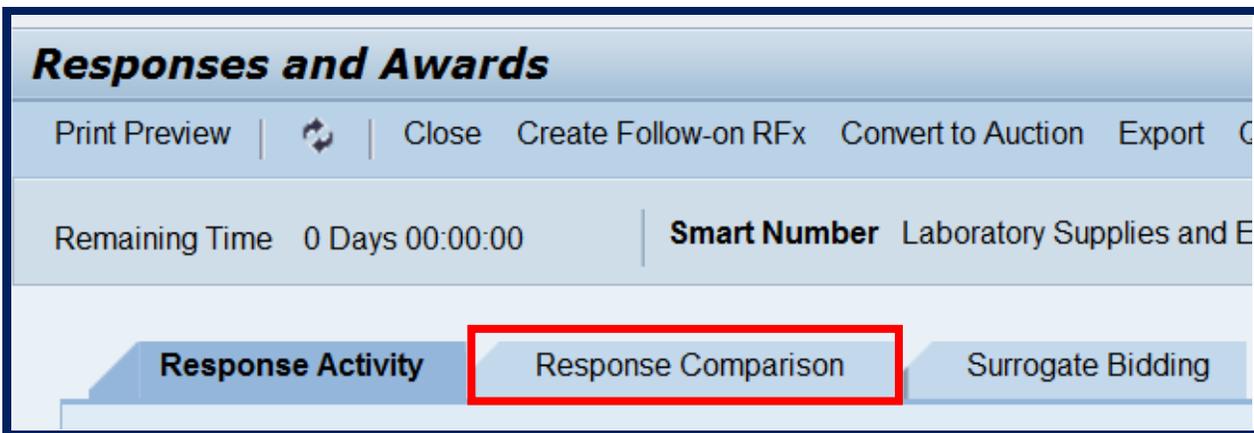
- The search results screen will display with your solicitation number. Select the Solicitation Number link.



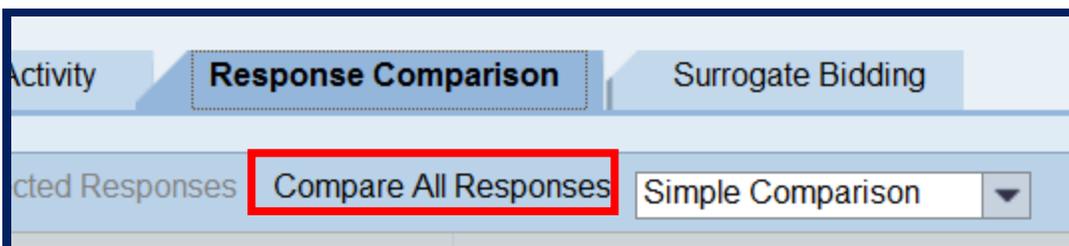
- The Display RFX screen appears. Select RESPONSES AND AWARDS from the top of the screen.



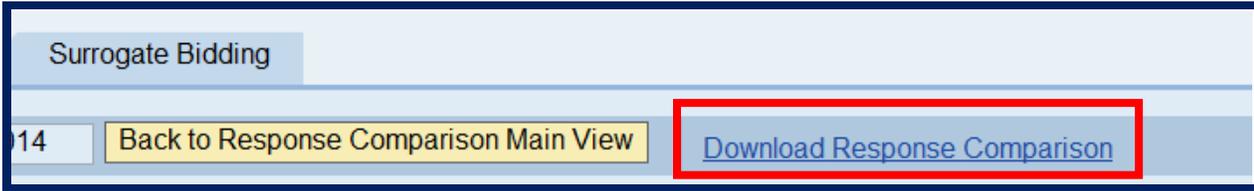
- The Responses and Awards screen appears. Select the RESPONSE COMPARISON tab.



- Select the COMPARE ALL RESPONSES tab.



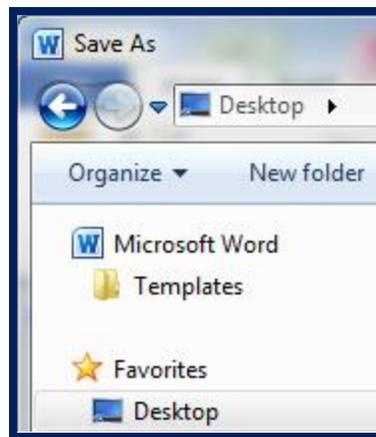
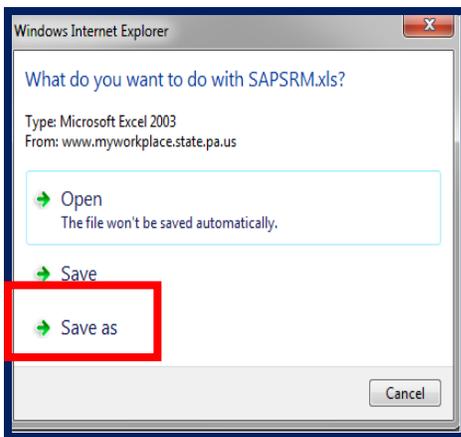
- 8. Select the DOWNLOAD RESPOSE COMPARISON link.



- 9. Format the spreadsheet as desired, but **Include the Bid Number, Bid Description, Agency Bid END Date and Time at the top** then select File, SAVE AS...

A	B	C	D	E	F	G	H	I	J	K
	Rfx Number	6100027158								
			MANSCI INC	BIOEXPRESS LLC	ENVIRONMENTAL EXPRESS INC	SHIMADZU SCIENTIFIC INSTRUMENTS INC				
			6500070568	6500070697	6500070702	6500070827				
	Header Data									
	Status		Accepted	Accepted	Accepted	Accepted				
	Version Number		4	4	3	4				
	Net value		0 USD	0 USD	0 USD	0				
	Is the offer in accordance with th Y			Y	Y	Y			Y	
	Has the submitter read, and does Y			Y	Y				Y	
	1 Laboratory Supplies and Equipment									
	1 Net price	1 EA	0 USD	0 USD	0 USD	0				
	1 Net value		0 USD	0 USD	0 USD	0				

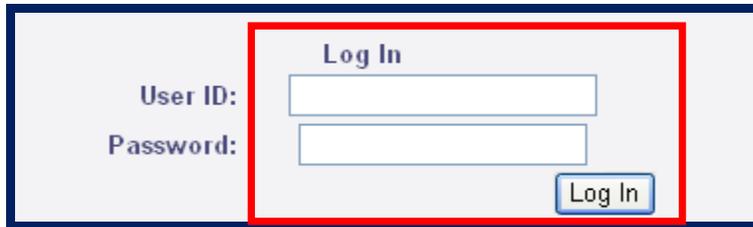
- 10. Name the spreadsheet and select a folder that you would like to save it into.



11. Go to <http://www.emarketplace.state.pa.us>
12. Select ADMIN LOGIN link



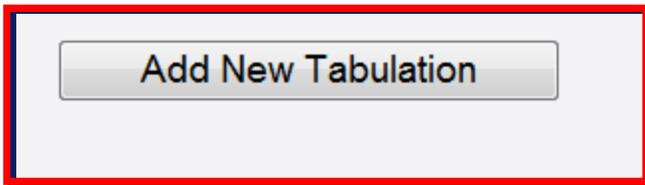
13. Enter User ID & Password and select the Log In button.



14. Select the SOLICITATION TABULATIONS button.



15. Select the ADD NEW TABULATION button at the bottom of the page.



16. Enter required information and select the BROWSE button to upload the bid comparisons Excel Spreadsheet.

The screenshot shows the 'Bid Tabulation Details' form. At the top is a green header with the title 'Bid Tabulation Details' and a '< Back' link. Below the header is a dark blue bar with the text 'Tabulation Details'. The form contains several fields: 'Bid #' (text input), 'Opening Date:' (calendar icon), 'Agency:' (dropdown menu with 'Administration' selected), and 'Description:' (text area). Below these is a 'View Tabulation:' section with a 'Delete' checkbox and a 'Browse...' button, which is highlighted with a red rectangle. At the bottom of the form are three tabs: 'Solicitations:', 'Awards:', and 'Contracts:'. A blue 'Update' button is located at the bottom left of the form.

17. Select the UPDATE button.

This screenshot is identical to the previous one, showing the 'Bid Tabulation Details' form. In this view, the 'Browse...' button is no longer highlighted. Instead, the blue 'Update' button at the bottom left of the form is highlighted with a red rectangle.

END