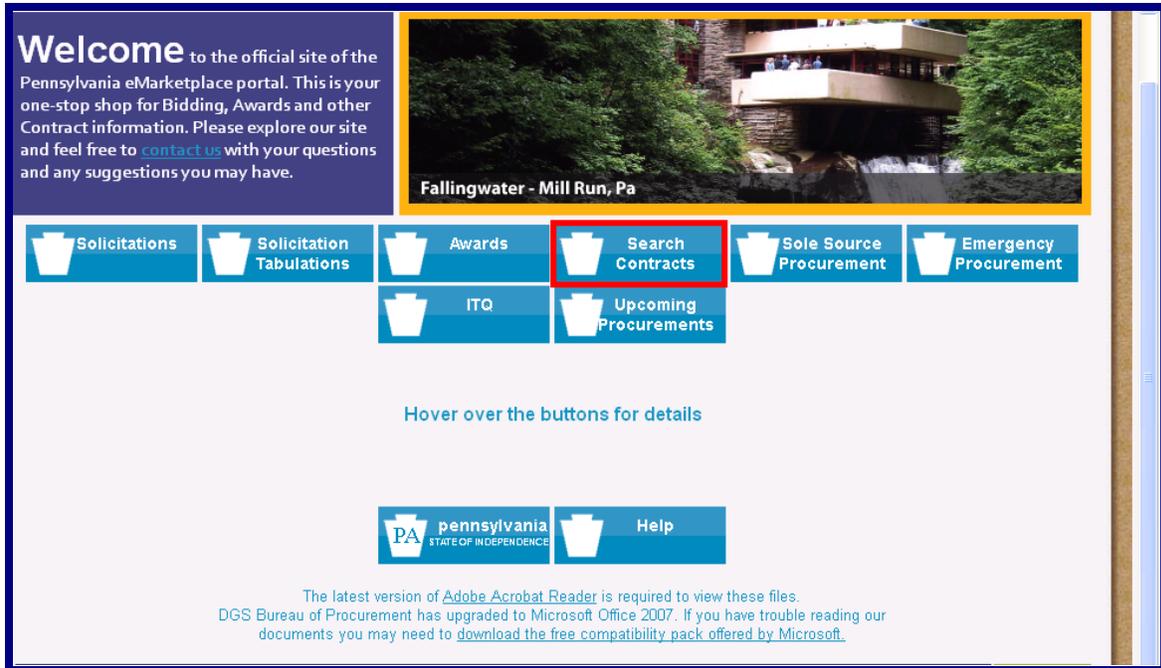
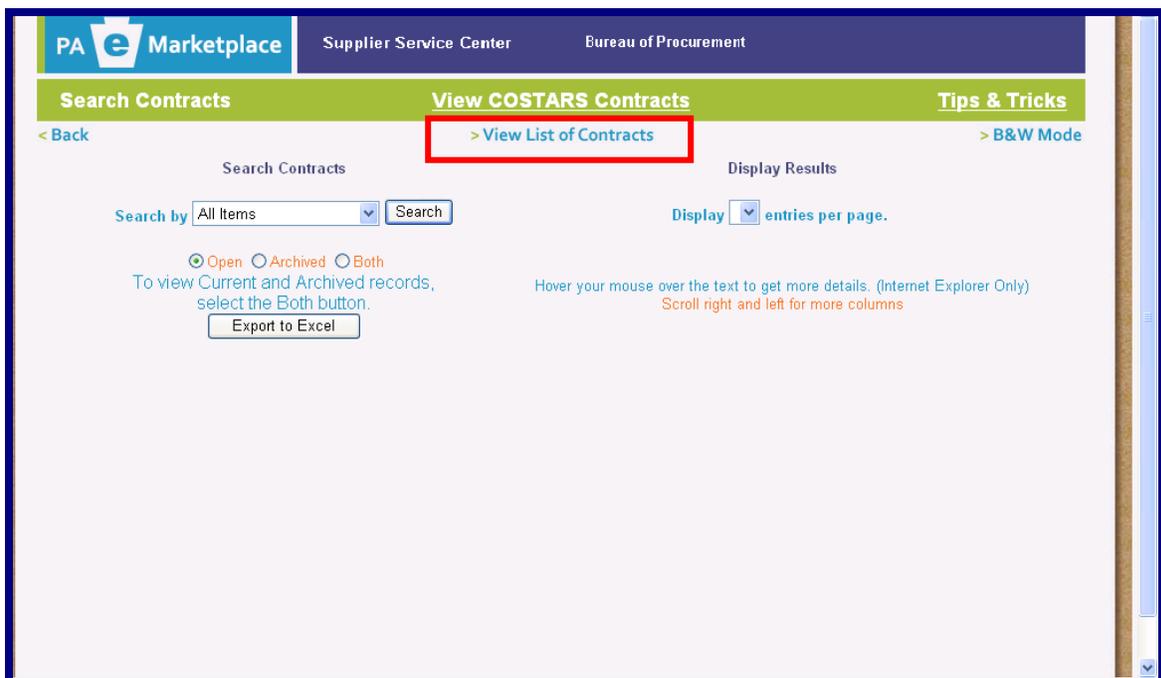


Procedure for Simplifying Contract Search in eMarketplace

1. Enter www.emarketplace.state.pa.us and select the **Search Contracts** button.



2. Select the **View List of Contracts** link at the top of the page.



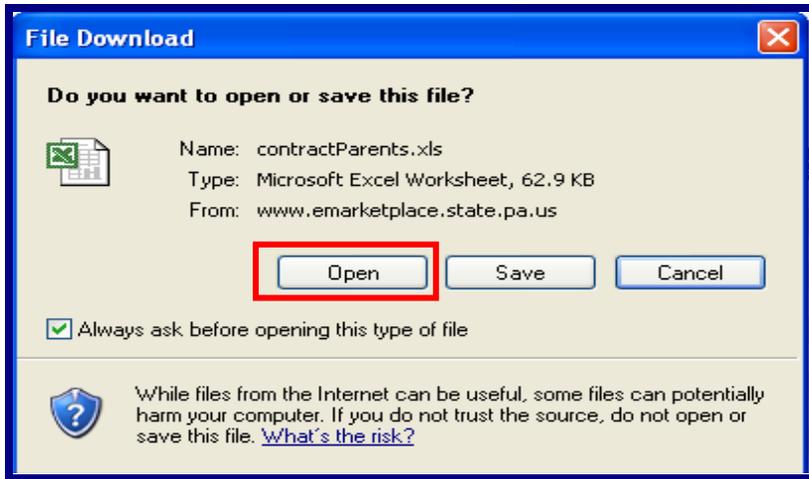
3. A list of all contracts will display by Parent Number, Description, and Ending Date. Select a word from the top of the column to sort by fields.

Parent No.	Description	Ending Date
CN5567555	PaveMend	03/31/2010
CN00031503	Glass Beads	11/30/2011
CN00031496	Fuel Oil, Heating #4	04/30/2010
CN00031495	Bituminous Materials, Plant Mix	01/31/2011
CN00031495	Bituminous Materials, Plant Mix	01/31/2011
CN00031495	Bituminous Materials, Plant Mix	01/31/2011
CN00031355	Liquid Fuels - Large Volume	10/31/2010
CN00031314	Fuel Management	09/30/2011
CN00031070	Highway Inlet, Boxes, Frames & Grates	08/31/2011
CN00030908	Unleaded Gasoline	09/30/2010

4. Select from the dropdown menu next to the **SEARCH BY** field and select the **SEARCH** button to search for contracts or select the **EXPORT TO EXCEL** button to search for easier searching and sorting capabilities.

Parent No.	Description	Ending Date
CN5567555	PaveMend	03/31/2010
CN00031503	Glass Beads	11/30/2011
CN00031496	Fuel Oil, Heating #4	04/30/2010
CN00031495	Bituminous Materials, Plant Mix	01/31/2011
CN00031495	Bituminous Materials, Plant Mix	01/31/2011
CN00031495	Bituminous Materials, Plant Mix	01/31/2011
CN00031355	Liquid Fuels - Large Volume	10/31/2010
CN00031314	Fuel Management	09/30/2011
CN00031070	Highway Inlet, Boxes, Frames & Grates	08/31/2011
CN00030908	Unleaded Gasoline	09/30/2010

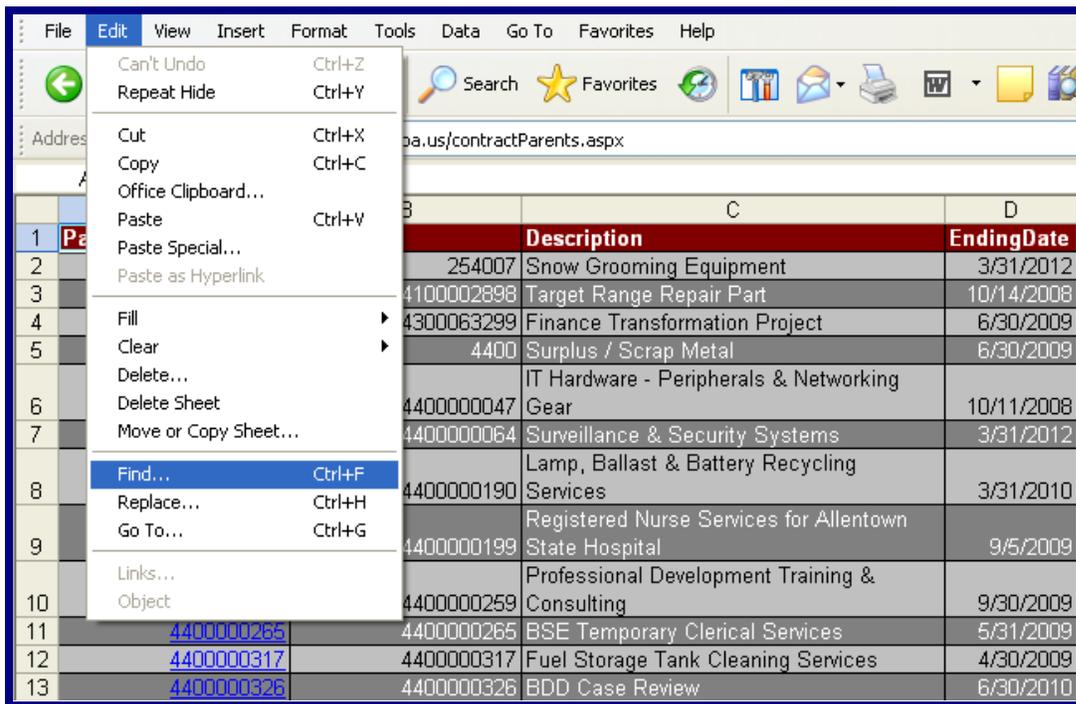
- If you Export to Excel, a dialog box will appear. Select the **OPEN** button.



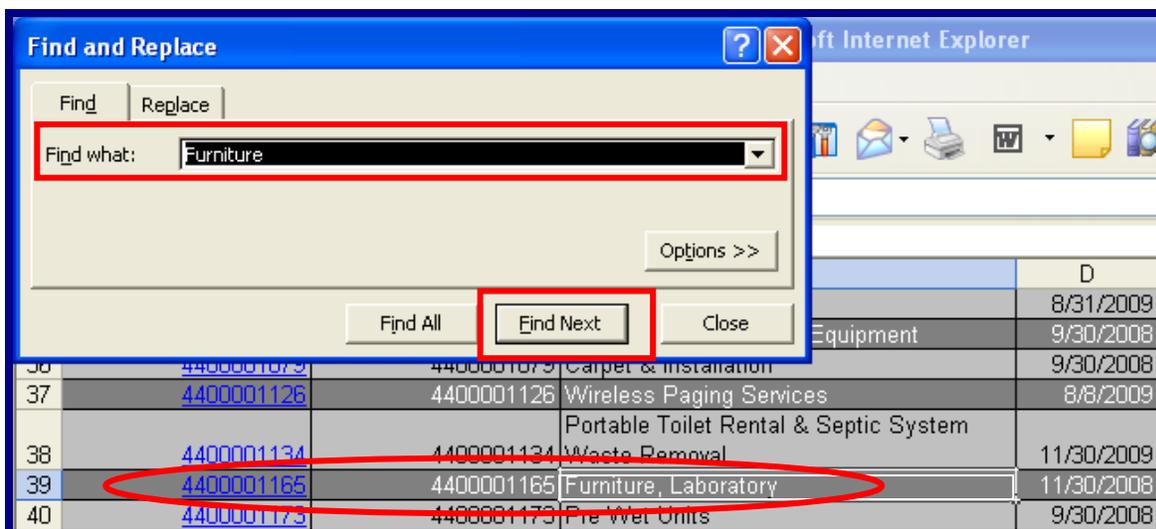
- The list of contracts will display in a spreadsheet as shown below.

	A	B	C	D
1	ParentFile	ParentNo	Description	EndingDate
2	254007	254007	Snow Grooming Equipment	3/31/2012
3	4100002898	4100002898	Target Range Repair Part	10/14/2008
4	4300063299	4300063299	Finance Transformation Project	6/30/2009
5	4400	4400	Surplus / Scrap Metal	6/30/2009
6	4400000047	4400000047	IT Hardware - Peripherals & Networking Gear	10/11/2008
7	4400000064	4400000064	Surveillance & Security Systems	3/31/2012
8	4400000190	4400000190	Lamp, Ballast & Battery Recycling Services	3/31/2010
9	4400000199	4400000199	Registered Nurse Services for Allentown State Hospital	9/5/2009
10	4400000259	4400000259	Professional Development Training & Consulting	9/30/2009
11	4400000265	4400000265	BSE Temporary Clerical Services	5/31/2009
12	4400000317	4400000317	Fuel Storage Tank Cleaning Services	4/30/2009
13	4400000326	4400000326	BDD Case Review	6/30/2010

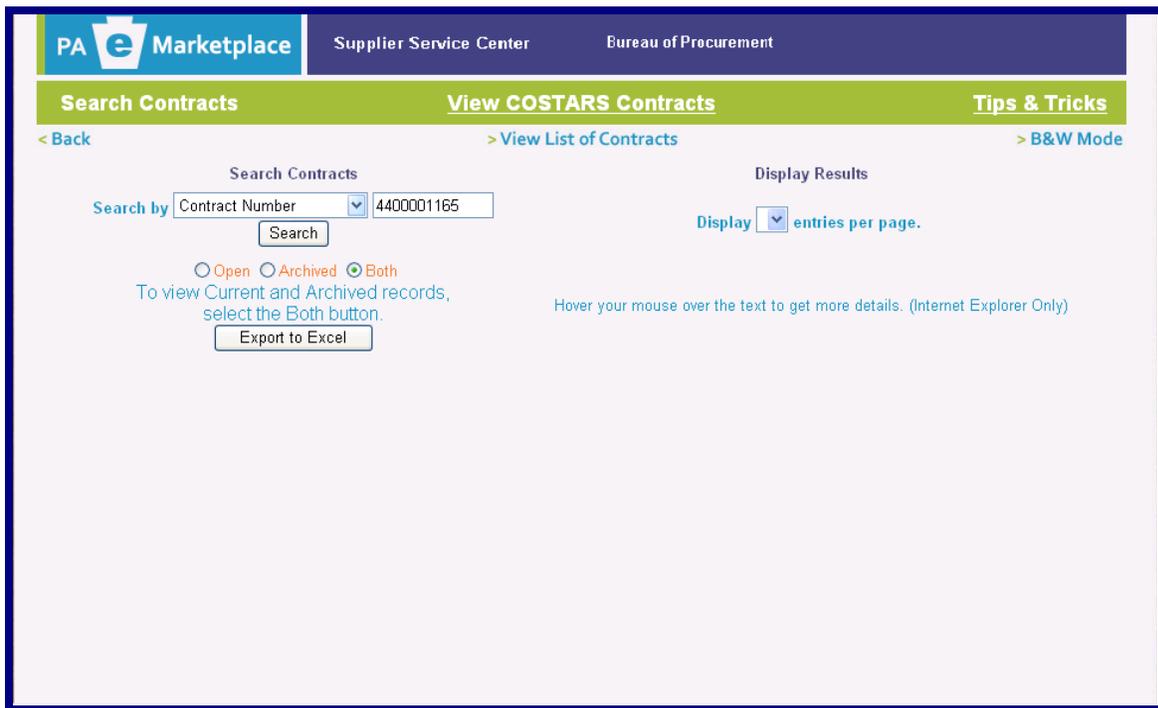
- Under the Edit header, select the FIND button to search for specific contracts.



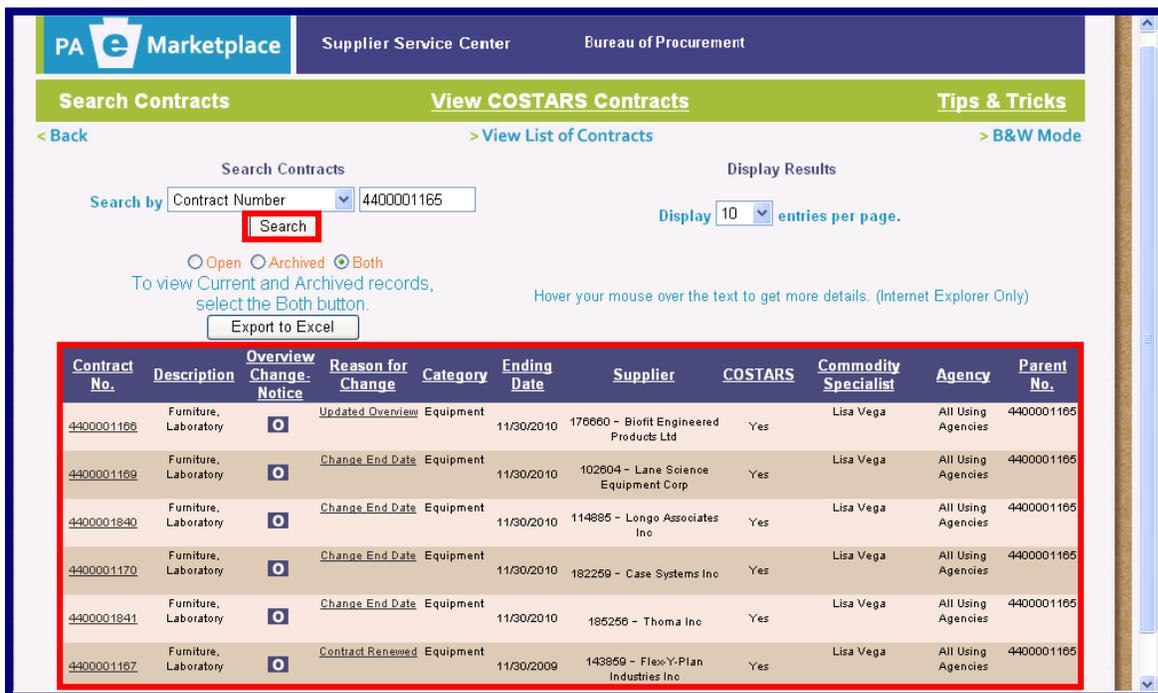
- Enter the search criteria in the **FIND WHAT** space and select the **FIND NEXT** button. Contracts fitting the criteria will be highlighted on the spreadsheet as shown below. To view the vendor's contracts for that parent contract, select the "blue" highlighted numbers under the Parent column.



9. This will take you back into eMarketplace displaying the Parent contract.



10. Select the **SEARCH** button to display a list of contracts that belong to the Parent contract selected.



END