

6100044829 ATTACHMENT M_ EMARKETPLACE SUPPLIER NOTIFICATION, 43RD SWGJ

IFB No.	6100044829
IFB Description	14, SERVICE, COURT REPORTING, 43 RD SWGJ
IFB Start Date & Time	02/08/2018 @ 1400 (02:00pm)
IFB End Date & Time	02/28/2018 @ 1015 (10:15am)
IFB Opening & Time	02/28/2018 @ 1030 (10:30am)
OAG Contact	Constance Williamson, Purchasing Agent Email: cwilliamson@attorneygeneral.gov

Please be advised that the above IFB is currently open for bid via the PA Supplier Portal website (www.pasupplierportal.state.pa.us). If you are interested in bidding in the above listed IFB, please complete the following steps to ensure that your bid is properly received:

1. SUPPLIER REGISTRATION - In order to do business with the Commonwealth of Pennsylvania, all Suppliers must be registered in the Supplier Relationship Management (SRM) web-based system. Even if you already are an approved Commonwealth Supplier and have been assigned an SAP Supplier Number, you must re-register within the new Commonwealth of PA SRM system in order to submit a bid in the SRM system. Please click on the above link and follow the instructions for registration either as a new Supplier or an Existing Supplier in order to be eligible to bid. **NOTE: SUPPLIERS NOT REGISTERED IN THE COMMONWEALTH OF PA SRM SYSTEM WILL BE UNABLE TO ACCESS THE IFB.**
2. BID INSTRUCTIONS - Once you are registered in SRM, you may access the IFB via the PA Supplier portal website (link above). Detailed bid instructions are available through the website. If you have any questions or problems accessing the SRM system, please contact the SRM Customer Services Center at 717.346.2676 (Harrisburg Area) or 877.435.7363 (Toll Free). **Please be advised that all bids will be received and processed electronically through the SRM website. Also, please ensure that all bid requirement attachments are completed in full, such as “Attributes” and “Mandatory Bid Requirements” , etc. FAILURE TO SUBMIT YOUR BID BY THE ABOVE BID END DATE AND/OR NON-COMPLIANCE OF ANY BID REQUIREMENT MAY RESULT IN THE DISQUALIFICATION OF YOUR BID FOR AWARD BY THE OFFICE OF ATTORNEY GENERAL.**

Please direct all IFB inquiries to my attention with the above IFB Description subjected. Thank you for your interest in bidding services for the Pennsylvania Office of Attorney General.