



# End User Procedures for the **E-Alerts System**

## **Includes**

Accessing the E-Alerts System

Completing E-Alerts Registration

Updating E-mail Addresses

Changing Your E-Alerts Categories

Unsubscribing From E-Alerts

**REVISED MAY 2015**

## Department of General Services eAlerts

### Important Points

- E-Alerts is an e-mail based system that notifies suppliers of new bids issued by the Department of General Services. This program can be accessed through the PA Supplier Portal at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us) (for registered suppliers) or through the [DGS Procurement website](#) (for unregistered suppliers).
- E-Alerts are notifications for solicitations issued only by the Department of General Services - Bureau of Procurement (DGS-BOP). DGS-BOP manages procurements for services in excess of \$250,000 and materials in excess of \$20,000.
- Bidding opportunities under \$10,000 are not posted online, and therefore do not fall under the E-Alerts system. Suppliers interested in bid opportunities through other departments or under \$10,000 must still search [PA E-Marketplace](#) or contact the agency's [purchasing agent](#).
- **We recommend that you still check [PA E-Marketplace](#) website on a daily basis.** These E-Alerts are not meant to be the only notification of bidding opportunities. The Department of General Services assumes no risk or liability for any delays, errors or failures in suppliers' receipt of these E-Alerts.

## Accessing the E-Alerts System - Overview

The E-Alerts system can be accessed two separate ways.

- Suppliers who have not registered at the PA Supplier Portal ([www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us)) may access the E-Alerts system at the [DGS Procurement website](#).  
**NOTE:** Please proceed to page 4 for instructions on how to access the E-Alerts system.
- Suppliers who have registered at the PA Supplier Portal may access the E-Alerts system after logging in to their account ([www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us)).  
**NOTE:** Please proceed to page 5 for instructions on how to access the E-Alerts system.

## Department of General Services eAlerts

# Accessing the E-Alerts System (for unregistered suppliers)

1. Use this link to the DGS Procurement website's [E-Alert subscription form](#).
2. Complete each field as shown and select the "Register" button.

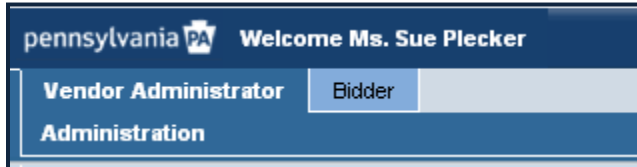
The screenshot shows the "e-Alert Subscription Service" registration form. At the top is the Pennsylvania Department of General Services logo. Below the logo, the text reads "e-Alert Subscription Service". A paragraph explains that the e-Alert system is a notification tool for upcoming solicitations. Below this, it says "Create your e-Alert account by entering your information below and selecting 'Register.'". The form contains several input fields: Username (MSmith), Company (Smith Inc), Contact Name (Mary Smith), Title (President), Address (123 market street), City (Harrisburg), State (PA), Zip (17101), Phone (123-456-7890), E-mail Address (msmith@aol.com), and Confirm (msmith@aol.com). There are also Password and Confirm Password fields, both containing masked characters. At the bottom of the form, there are "Register" and "Cancel" buttons. A green oval highlights the "Register" button, and a green circle highlights the "Cancel" button. Below the form, a "Passwords require:" note specifies requirements: a minimum of 7 characters, including 1 Special Character (e.g., %, ^, &), 1 Uppercase Letter, 1 Lowercase Letter, and 1 Number.

**NOTE:** Please proceed directly to page 7 for instructions on how to complete your E-Alerts registration.

## Department of General Services eAlerts

### Accessing the E-Alerts System (for registered suppliers)

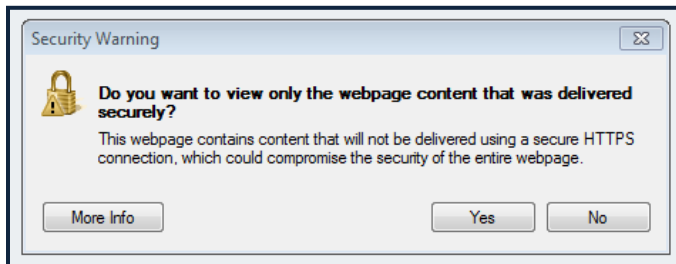
1. Go to [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us) and log in with your user name and password.
2. Select the "Bidder Tab".



3. Select "Enterprise Applications".



4. If a Security Information box pops up, select "No".



5. Select the DGS e-mail Notifications (eAlerts) link.



6. Please enter additional company contact information as requested below.

## Department of General Services eAlerts

Department of General Services  
E-Alert Subscription Service

Please enter the following information before subscribing.

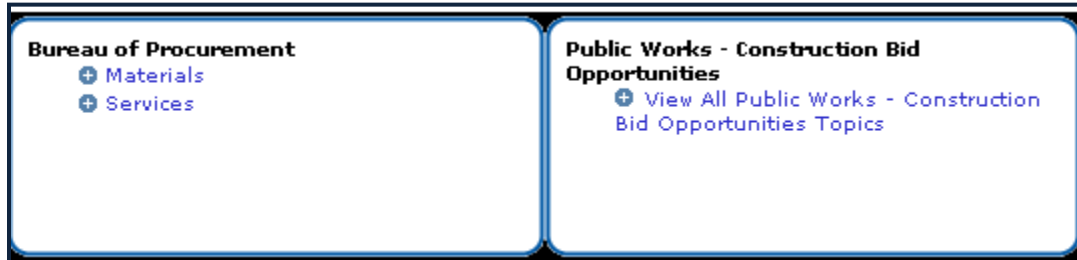
|              |                      |                |  |
|--------------|----------------------|----------------|--|
| <b>Name</b>  | <input type="text"/> | <b>Address</b> | <input type="text"/>   |
| <b>Title</b> | <input type="text"/> |                | <input type="text"/>   |
| <b>Phone</b> | <input type="text"/> | <b>City</b>    | <input type="text"/> <b>State</b> <input type="text"/> <b>ZIP</b> <input type="text"/> |

**NOTE:** Please continue on to page 7 for instructions on how to complete your E-Alerts registration.

# Department of General Services eAlerts

## Completing E-Alerts Registration

1. Upon reaching the E-Alerts welcome page, please choose one of the following options below to select your categories (Materials or Services). **If you wish to select categories for both, you must open each link to select your categories.**



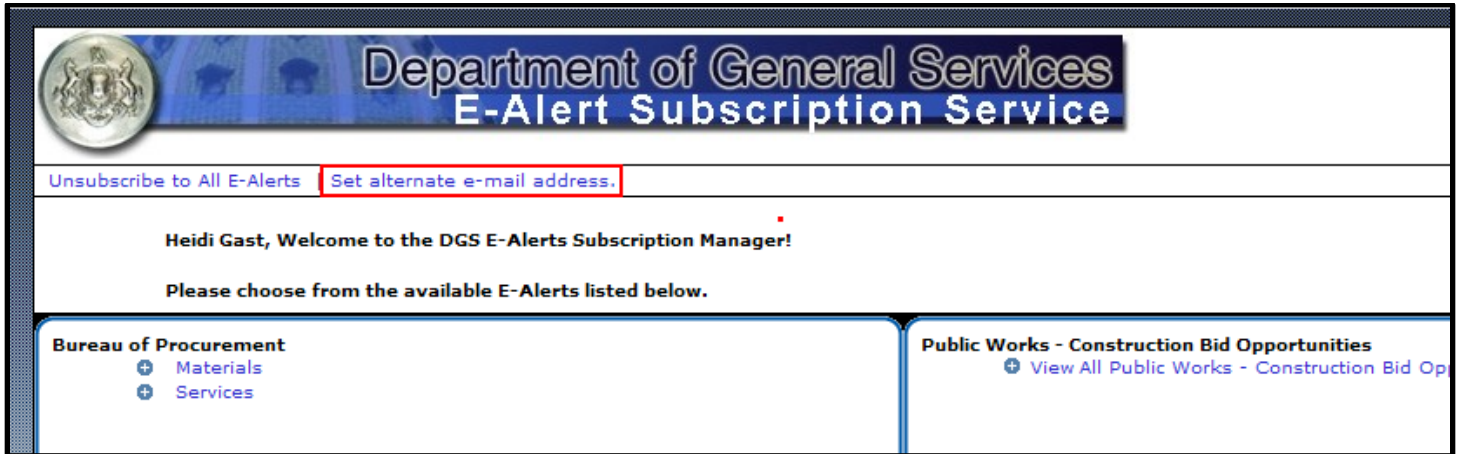
2. Select your categories by placing a checkmark in the appropriate boxes or by clicking on "Select All" and click submit. **If you do not select any categories, you will not receive any E-Alerts.**

The screenshot shows the "Department of General Services E-Alert Subscription Service" registration page. It features a header with the department logo and title. Below the header, the page is titled "Bureau of Procurement - Services" and includes instructions: "Select the E-Alert topics you wish to receive emails about and then click the 'Submit' button at the bottom of the page to save your selections." There are two buttons: "Select All" and "Clear All". Below these buttons is a table of service categories, each with a description and a checkmark in a box.

|   |                                     |
|---|-------------------------------------|
| 70000000- <b>Farming and Fishing and Forestry and Wildlife Contracting Services:</b> This segment includes services associated with the production, management and protection of plants, soil and land resources as well as those related to the breeding of animals and services related to wildlife.  | <input checked="" type="checkbox"/> |
| 71000000- <b>Mining and oil and gas services:</b> Services provided to the mining and oil and gas industries.   | <input checked="" type="checkbox"/> |
| 72000000- <b>Building and Construction and Maintenance Services:</b> This segment includes services associated with the construction and maintenance of buildings, structures and roads. This segment also includes trades such as general contractors, electricians, plumbers, carpenters, painters, and roofing, landscaping, gardening and pest control. | <input checked="" type="checkbox"/> |
| 73000000- <b>Industrial Production and Manufacturing Services:</b> This segment includes contracted services associated with industrial and manufacturing processes.  | <input checked="" type="checkbox"/> |
| 76000000- <b>Industrial Cleaning Services:</b> This segment includes services associated with wastewater management. This segment also includes industrial cleaning services such as building site cleanup or janitorial services.  | <input checked="" type="checkbox"/> |
| 77000000- <b>Environmental Services:</b> This segment includes services associated with environmental protection and management as well as environmental science and technology. This segment also includes pollution control.  | <input checked="" type="checkbox"/> |
| 78000000- <b>Transportation and Storage and Mail Services:</b> This segment includes services associated with cargo and personal transportation.  | <input checked="" type="checkbox"/> |
| 80000000- <b>Management and Business Professionals and Administrative Services:</b> This segment includes services associated with the management and administrative functions of an organization or business. This segment also includes business administration, human resources, marketing, management consulting, legal, and real estate services.      | <input checked="" type="checkbox"/> |
| 81000000- <b>Engineering and Research and Technology Based Services:</b> This segment includes services associated with professional engineering, information and computer technology, economic analysis, and manufacturing production planning and control as well as cartographic, weather forecasting, and other earth science services.                 | <input checked="" type="checkbox"/> |

## Department of General Services eAlerts

3. The e-mail address used upon Supplier Registration will automatically receive notifications. You may update your company's default e-mail by following the instructions on the next page.



The screenshot shows the 'Department of General Services E-Alert Subscription Service' interface. At the top left is the state seal. The main header reads 'Department of General Services E-Alert Subscription Service'. Below the header, there are two links: 'Unsubscribe to All E-Alerts' and 'Set alternate e-mail address.' (the latter is highlighted with a red box). A personalized welcome message follows: 'Heidi Gast, Welcome to the DGS E-Alerts Subscription Manager!' with a small red dot above the 'i' in 'Gast'. Below this, it says 'Please choose from the available E-Alerts listed below.' The interface is divided into two columns. The left column is titled 'Bureau of Procurement' and contains two expandable items: 'Materials' and 'Services', each with a plus sign icon. The right column is titled 'Public Works - Construction Bid Opportunities' and contains one expandable item: 'View All Public Works - Construction Bid Op', also with a plus sign icon.



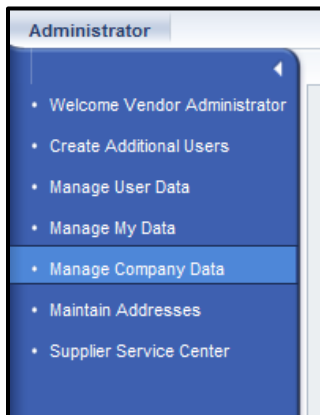
## Updating Company E-mail Addresses (registered suppliers only)

To change your company e-mail address, you must go back into the PA Supplier Portal at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us).

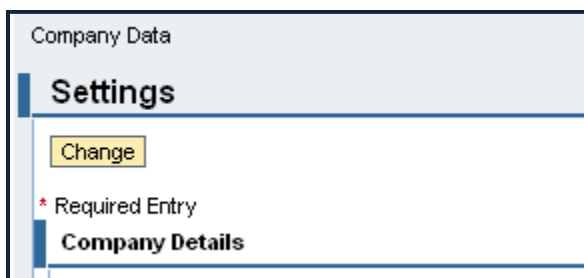
1. Log in using your PA Supplier Portal registration information.



2. Select the "Manage Company Data" tab.



3. Select the "Change" button.



## Department of General Services eAlerts

4. Scroll down to the email address section. Click in the 1st box on the left and delete the listed e-mail address.

| E-Mail Addresses                    |                                  |                      |
|-------------------------------------|----------------------------------|----------------------|
|                                     | Standard Address *               | E-Mail Address       |
| <input checked="" type="checkbox"/> | <input checked="" type="radio"/> | splecker@state.pa.us |
| <input type="checkbox"/>            | <input type="radio"/>            | pchapman@state.pa.us |
| <input type="checkbox"/>            | <input type="radio"/>            |                      |

5. Scroll back to top of page and click "Save".

Company Data

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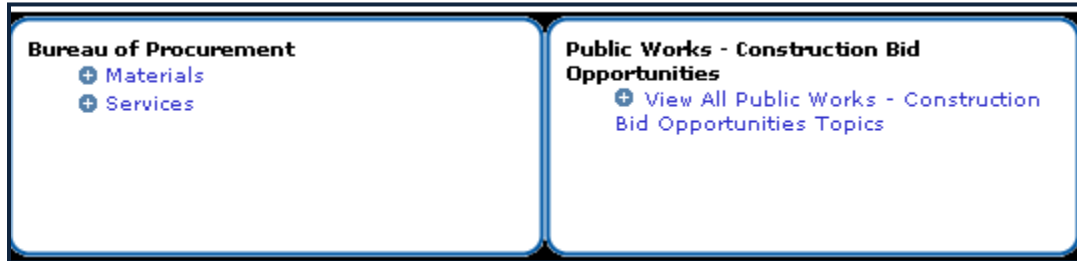
**Settings**

\* Required Entry

## Department of General Services eAlerts

# Updating Your E-Alerts Categories

1. Return to the E-Alerts welcome page via [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us) (registered suppliers) or [www.dgs.state.pa.us](http://www.dgs.state.pa.us) (unregistered suppliers).
2. Select the "Materials" or "Services" sections, seen below.



3. Select your categories by placing/removing a check mark on each one and click "Submit".

The screenshot shows the "Department of General Services E-Alert Subscription Service" interface. At the top, there is a header with the department logo and name. Below the header, the section is titled "Bureau of Procurement - Services" and includes the instruction: "Select the E-Alert topics you wish to receive emails about and then click the 'Submit' button at the bottom of the page to save your selections." Below this instruction are two buttons: "Select All" and "Clear All". The main content is a table with 10 rows, each representing a service category. Each row has a description and a checkbox on the right, all of which are checked.

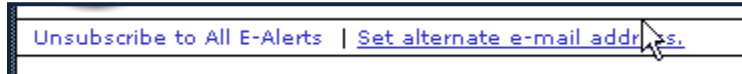
| Service Category   | Description  | Selected                            |
|--|--|-------------------------------------|
| 70000000- <b>Farming and Fishing and Forestry and Wildlife Contracting Services:</b> | This segment includes services associated with the production, management and protection of plants, soil and land resources as well as those related to the breeding of animals and services related to wildlife.  | <input checked="" type="checkbox"/> |
| 71000000- <b>Mining and oil and gas services:</b>                                    | Services provided to the mining and oil and gas industries.  | <input checked="" type="checkbox"/> |
| 72000000- <b>Building and Construction and Maintenance Services:</b>                 | This segment includes services associated with the construction and maintenance of buildings, structures and roads. This segment also includes trades such as general contractors, electricians, plumbers, carpenters, painters, and roofing, landscaping, gardening and pest control. | <input checked="" type="checkbox"/> |
| 73000000- <b>Industrial Production and Manufacturing Services:</b>                   | This segment includes contracted services associated with industrial and manufacturing processes.  | <input checked="" type="checkbox"/> |
| 76000000- <b>Industrial Cleaning Services:</b>                                       | This segment includes services associated with wastewater management. This segment also includes industrial cleaning services such as building site cleanup or janitorial services.  | <input checked="" type="checkbox"/> |
| 77000000- <b>Environmental Services:</b>   | This segment includes services associated with environmental protection and management as well as environmental science and technology. This segment also includes pollution control.  | <input checked="" type="checkbox"/> |
| 78000000- <b>Transportation and Storage and Mail Services:</b>                       | This segment includes services associated with cargo and personal transportation.  | <input checked="" type="checkbox"/> |
| 80000000- <b>Management and Business Professionals and Administrative Services:</b>  | This segment includes services associated with the management and administrative functions of an organization or business. This segment also includes business administration, human resources, marketing, management consulting, legal, and real estate services.                     | <input checked="" type="checkbox"/> |
| 81000000- <b>Engineering and Research and Technology Based Services:</b>             | This segment includes services associated with professional engineering, information and computer technology, economic analysis, and manufacturing production planning and control as well as cartographic, weather forecasting, and other earth science services.                     | <input checked="" type="checkbox"/> |

## Department of General Services eAlerts

# Unsubscribing From E-Alerts

1. Return to the E-Alerts welcome page via [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us) (registered suppliers) or [www.dgs.state.pa.us](http://www.dgs.state.pa.us) (unregistered suppliers).

2. Select "Unsubscribe to all E-Alerts".



2. Select the "Unsubscribe" button.

