



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

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REVISED February 2023

Department of General Services eAlerts

Important Points

- E-Alerts is an email-based system that notifies suppliers of new bids issued by the Commonwealth of Pennsylvania. This program can be accessed through the PA Supplier Portal at www.pasupplierportal.state.pa.us (for registered suppliers) or through the [DGS Supplier Services website](#) (for unregistered suppliers).
- **We recommend that you still check [PA E-Marketplace](#) website daily.** 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) may access the E-Alerts system at the [DGS Supplier Service Center 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).

NOTE: Please proceed to [page 5](#) for instructions on how to access the E-Alerts system.

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.

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DEPARTMENT OF GENERAL SERVICES

e-Alert Subscription Service

The e-Alert system is a notification tool that emails information about upcoming solicitations or changes to posted solicitations. This tool is available to both registered Commonwealth Suppliers and the general public.

Create your e-Alert account by entering your information below and selecting "Register."

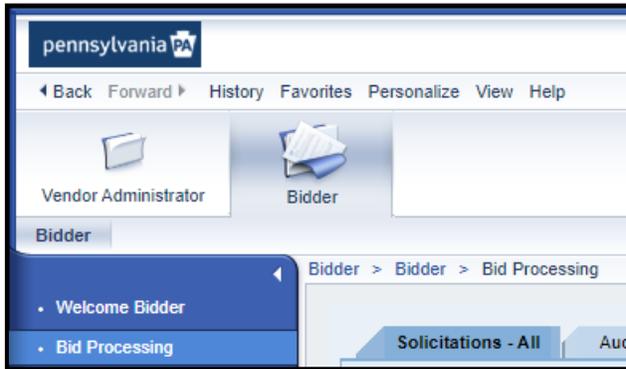
Username: MSmith Company: Smith Inc
Contact Name: Mary Smith Title: President
Address: 123 market street
City: Harrisburg State: PA Zip: 17101
Phone: 123-456-7890
E-mail Address: msmith@aol.com Confirm: msmith@aol.com
Password: ***** Confirm: *****

Passwords require: a minimum of 7 characters, including 1 Special Character (pressing shift and a number key simultaneously, e.g. %, ^, &), 1 Uppercase Letter, 1 Lowercase Letter, and 1 Number.

NOTE: Please proceed directly to [page 6](#) for instructions on how to complete your E-Alerts registration.

Accessing the E-Alerts System (for registered suppliers)

1. Go to www.pasupplierportal.state.pa.us and log in with your username and password.
2. Select the "Bidder Tab".



3. Select "Enterprise Applications".



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

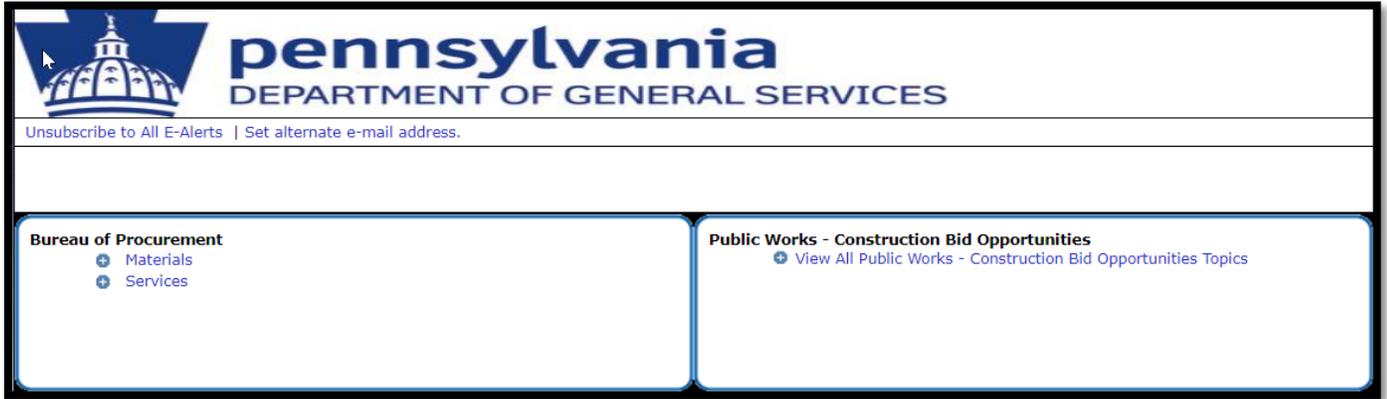
DGS e-mail notifications (eAlerts)	Sign up here to be notified of new bids issued by the Department of General Services.
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NOTE: Please continue to [page 6](#) for instructions on how to complete your E-Alerts registration.

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. 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.



3. 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.**



10000000- Live Plant and Animal Material and Accessories and Supplies: This segment includes live, wild and domesticated, seeds and plants and animals. This segment also includes materials and equipment used in the care, containment and feeding of live plants and animals.	<input type="checkbox"/>
11000000- Mineral and Textile and Inedible Plant and Animal Materials: This segment includes unprocessed materials such as stone, soil and ores, refined base or precious metals, inedible plant, forestry and animal materials as well as natural or synthetic fibers and cloth, leather and animal skins, scrap and waste materials.	<input checked="" type="checkbox"/>
12000000- Chemicals including Bio Chemicals and Gas Materials: This segment includes inorganic and organic chemicals and compounds in solid, liquid or gaseous form used in an industrial or manufacturing process.	<input type="checkbox"/>
13000000- Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials: This segment includes rubber and plastic material, including elastomers that are used in manufacturing and construction.	<input type="checkbox"/>
14000000- Paper Materials and Products: This segment includes paper used for commercial printing, forms, envelopes, reprographics, and tablets as well as value-added papers which feature special surface treatments, color, chemicals, or fiber content that meet specific needs.	<input type="checkbox"/>
15000000- Fuels and Fuel Additives and Lubricants and Anti corrosive Materials: This segment includes natural occurring gases and processed materials used to produce heat or power performance enhancing additives, processed materials designed to reduce friction and wear when introduced as a film between solid surfaces. This segment also includes materials used to reduce or prevent corrosion of metallic surfaces, and petroleum- based and synthetic waxes and jellies.	<input type="checkbox"/>
20000000- Mining and Well Drilling Machinery and Accessories: This segment includes the machines and accessories necessary to burrow beneath the earth's surface or related processes for obtaining a natural element.	<input type="checkbox"/>
21000000- Farming and Fishing and Forestry and Wildlife Machinery and Accessories: This segment includes machines and accessories necessary to cultivate and preserve soil, trees, plants as well as those necessary for breeding of animals.	<input type="checkbox"/>
22000000- Building and Construction Machinery and Accessories: This segment includes the machines and accessories used in support of the construction, repair and maintenance of structures and roads.	<input type="checkbox"/>
52000000- Domestic Appliances and Supplies and Consumer Electronic Products: This segment includes floor coverings, bedclothes, table and kitchen linen, towels, window treatments, domestic appliances, consumer electronics and kitchenware.	<input type="checkbox"/>
53000000- Apparel and Luggage and Personal Care Products: This segment includes non-industrial clothing, garments shoes or boots and accessories as well as briefcases, suitcases, trunks and travel accessories. This segment also includes articles or preparations used in personal hygiene and personal care.	<input type="checkbox"/>
54000000- Timepieces and Jewelry and Gemstone Products: This segment includes portable and stand-alone timepieces, cosmetic and fine jewelry (often set with gems) worn for personal adornment as well as and precious, semiprecious, or synthetic stones.	<input type="checkbox"/>
55000000- Published Products: This segment includes published copyright material such as software, music, books, magazines, and newspapers, in print or electronic form.	<input type="checkbox"/>
56000000- Furniture and Furnishings: This Segment includes furniture used in domestic as well as office or business settings. Additionally, furniture of the sort often found in schools or libraries is included here. Last, institutional furniture is included here as well.	<input type="checkbox"/>
60000000- Musical Instruments and Games and Toys and Arts and Crafts and Educational Equipment and Materials and Accessories and Supplies: This Segment includes teaching aids used in both school and home settings; educational items such as decorative supplies seen in school settings; and arts and crafts equipment and supply items. Musical instruments and accessories are also in this Segment, as are puzzles, toys and games.	<input type="checkbox"/>

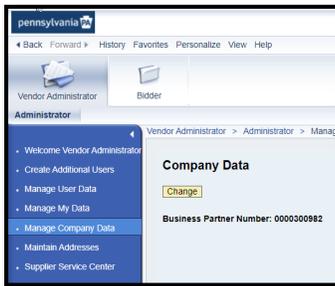
Updating Company E-mail Addresses (Vendor Administrator role only)

To change your company e-mail address, you must go back into the PA Supplier Portal at www.pasupplierportal.state.pa.us.

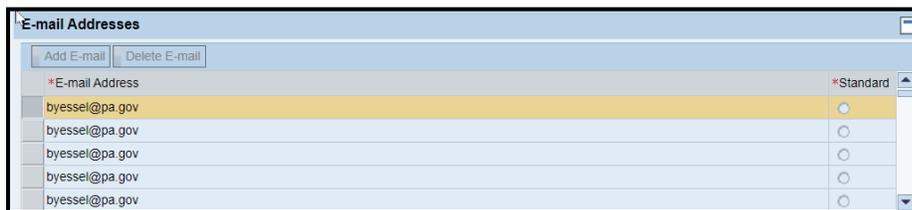
1. Log in using your PA Supplier Portal registration information.



2. Select the "Manage Company Data" tab.
3. Select the "Change" button.



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



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



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Updating Your E-Alerts Categories

1. Return to the E-Alerts welcome page via www.pasupplierportal.state.pa.us (registered suppliers) or 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".



u of Procurement - Materials

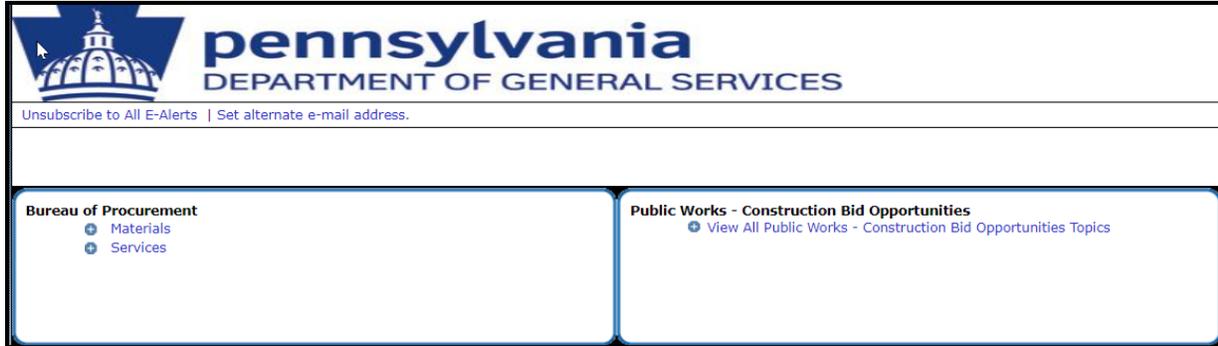
the E-Alert topics you wish to receive emails about and then click the "Submit" button at the bottom of the page to save your selections.

Select All Clear All

10000000- Live Plant and Animal Material and Accessories and Supplies ; This segment includes live, wild and domesticated, seeds and plants and animals. This segment also includes materials and equipment used in the care, containment and feeding of live plants and animals.	<input type="checkbox"/>
11000000- Mineral and Textile and Inedible Plant and Animal Materials ; This segment includes unprocessed materials such as stone, soil and ores, refined base or precious metals, inedible plant, forestry and animal materials as well as natural or synthetic fibers and cloth, leather and animal skins, scrap and waste materials.	<input checked="" type="checkbox"/>
12000000- Chemicals including Bio Chemicals and Gas Materials ; This segment includes inorganic and organic chemicals and compounds in solid, liquid or gaseous form used in an industrial or manufacturing process.	<input type="checkbox"/>
13000000- Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials ; This segment includes rubber and plastic material, including elastomers that are used in manufacturing and construction.	<input type="checkbox"/>
14000000- Paper Materials and Products ; This segment includes paper used for commercial printing, forms, envelopes, reprographics, and tablets as well as value-added papers which feature special surface treatments, color, chemicals, or fiber content that meet specific needs.	<input type="checkbox"/>
15000000- Fuels and Fuel Additives and Lubricants and Anti corrosive Materials ; This segment includes natural occurring gases and processed materials used to produce heat or power performance enhancing additives, processed materials designed to reduce friction and wear when introduced as a film between solid surfaces. This segment also includes materials used to reduce or prevent corrosion of metallic surfaces, and petroleum- based and synthetic waxes and jellies.	<input type="checkbox"/>
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22000000- Building and Construction Machinery and Accessories ; This segment includes the machines and accessories used in support of the construction, repair and maintenance of structures and roads.	<input type="checkbox"/>

Unsubscribing From E-Alerts

1. Return to the E-Alerts welcome page via www.pasupplierportal.state.pa.us (registered suppliers) or www.dgs.state.pa.us (unregistered suppliers).
2. Select "Unsubscribe to all E-Alerts".



3. Select the "Unsubscribe" button.

