eProcurement Exchange Guidelines

Pennsylvania's State System of Higher Education utilizes ProcureWare, a centralized software platform used for supplier and bid management. Centralized posting of the State System's 14 university bid opportunities are available at the State System's eProcurement Exchange.

To submit a bid or proposal, suppliers must first register at the State System's eProcurement Exchange. Contact the university issuing officer if you are unable to register correctly, or if you experience difficulty in uploading or downloading documents.

Sealed Bid Confidentiality—The confidentiality of the sealed bid system is a cornerstone of the ProcureWare software. At no time before bid opening can anyone see another supplier's electronic bid.

Confidentiality of Bidder Identity—When questions are asked and answered, bidder identity is not disclosed to other bidders.

Being added to the Bidders List—By downloading a bid document, or asking a clarifying question, the supplier is automatically added to the list of bidders for that solicitation.

Questions—By clicking on the Questions tab, suppliers can see all questions that have been asked and answered related to the solicitation. Suppliers may also post questions directly at this tab.

Submitting and Updating Bids—Suppliers may submit and update bids anytime up until to the bid due date and time.

FAQs

How do I reset my password?
Why am I not receiving notifications via ProcureWare?
How do I submit a bid as a company?
What if I cannot find a category related to the company I am registering?
How do I register my company?

Additional guides are available at the State System's eProcurement Exchange.