## Department of General Services

**Request to Advertise Instructions** 

#### **Registration Process**

- Current STD-179 users must register to use the new "Request to Advertise" Form.
- Go to our website at http://www.dgsweb.state.pa. us/RTA/Default.aspx
- 1<sup>st</sup> time users, select notregistered, complete information and submit.







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You will receive an e-mail with the subject stating "Your request to access to advertise is approved"

You can now log in and use the online Request to Advertise Form".



#### Creating an Advertisement

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# QUICK TIPS

- Bid must complete approval process within SRM before completing the DGS online Request to Advertise.
- Once registered go to http://www.dgsweb.state.pa.us/RTA/De fault.aspx to create advertisement.
- Select "New Solicitation" to create new advertisement.
- Select "SRM Check Box" if bid is in SRM
- Delivery Location where materials/services are to be provided.

- Select County, or Statewide or Multiple
- End Date and Bid Opening Date must be same date.
- Can only upload PDF, Word & Excel Documents
- PRINT COPY OF ADVERTISEMENT FOR YOUR RECORDS.
- Edit/Update DGS online advertisement when making changes to documents in SRM

# **CONTACT INFORMATION**

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