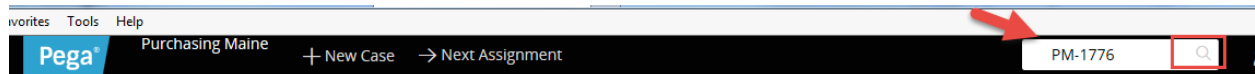


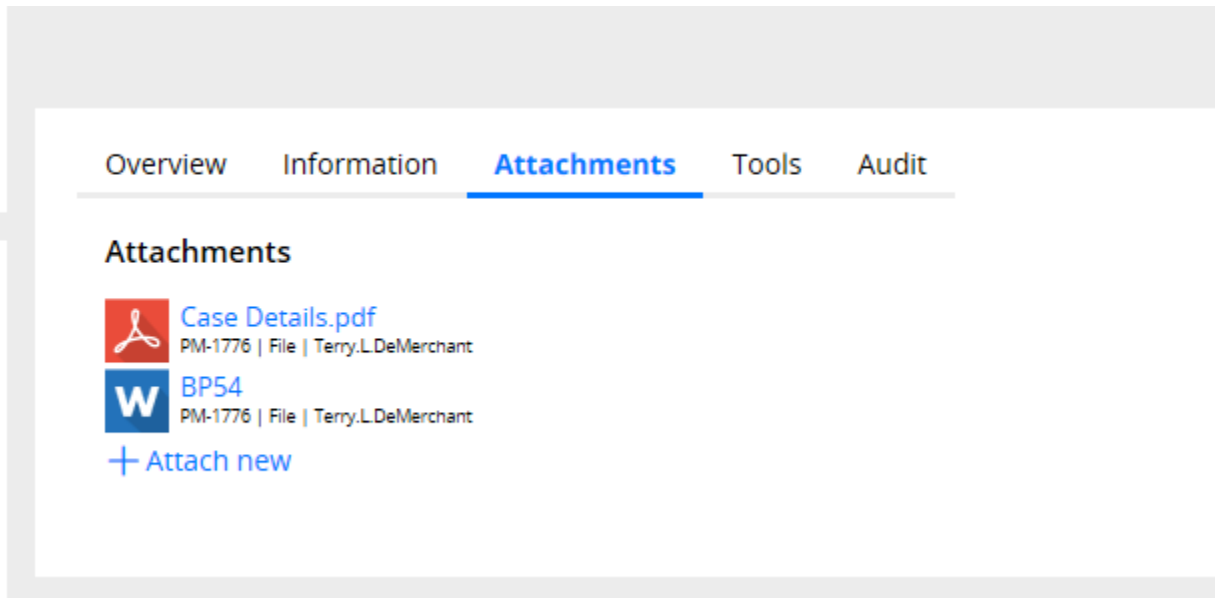
- 1) ONCE YOUR CASE HAS BEEN APPROVED, YOU WILL RECEIVE AN E-MAIL NOTIFICATION WITH INSTRUCTIONS TO OPEN UP YOUR CASE TO GET THE APPROVAL PAGE WITH THE ATTACHMENTS:

“This email is a notification from the State of Maine Division of Purchases to inform you that we have approved your document PM-1776. Please go to the document to find the approval page with the attachments. ”

- 2) AT THE TOP OF THE SCREEN YOU WILL SEE A SEARCH BOX. ENTER IN YOUR CASE NUMBER AND HIT ENTER TO BRING UP YOUR CASE



- 3) ONCE YOUR CASE APPEARS – GO TO THE ATTACHMENT TAB SO THAT YOU CAN OPEN UP THE CASE DETAILS PDF.



- 4) YOU CAN PRINT THIS PAGE OUT TO GO ALONG WITH YOUR CONTRACT FOR YOUR FILES AND TO SEND TO THE VENDOR.



State of Maine Department of Administrative and Financial Services

Document Type	Contractor Name	Advantage CT or RQS Number
Contract	abc	2016870980980
Department	Contract Start Date	Internal Department Contract Number
29B-SOS - Bureau of Motor Vehicles	8/23/19	
Short Description of Goods or Services	Contract End Date	Contract Amount
Other	7/20/22	\$5,500.00

This contract has been approved by the Division of Purchases, Chair of the State Procurement Review Committee and encumbered by the Office of the State Controller. ApprovalDateTime 6/16/12 7:14 PM