



eMACS 20.3 RELEASE FEATURE SNAPSHOT-SCREENSHOT

IMPORTANT

The eMACS 20.3 release upgrade will be promoted to the eMACS Production environment beginning **Friday, November 6, 2020**, 7pm MST through **Sunday, November 8, 2020**, 10am MST. During this time frame the Production environment WILL NOT be available to agencies or vendors.

Agencies are asked to review events they may have opening during or around this time frame and consider if any action is necessary, i.e., extending Open Date, and if applicable, Q&A Submission Close Date. The Q&A Submission Close Date for the Q&A Board is often missed in this review.

Listed below are changes taking immediate effect **Monday, November 9, 2020**. These changes should NOT affect existing functionality, permissions, or access rights.

STATE FINANCIAL
SERVICES DIVISION

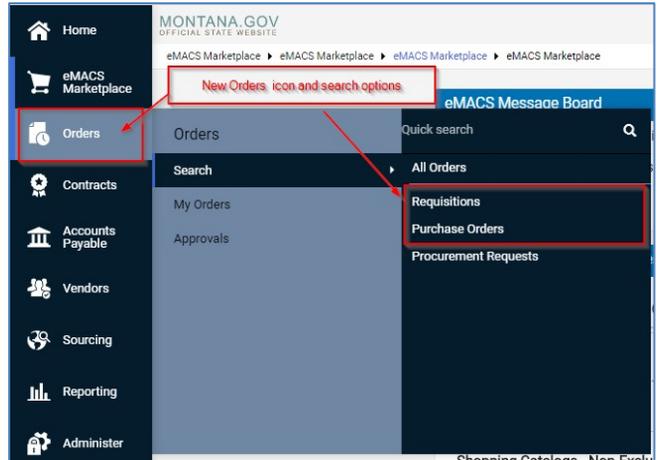
Mitchell Building, Rm 295
P.O. Box 200102
Helena, MT 59620
406-444-3092



eMACS GENERAL ENHANCEMENTS

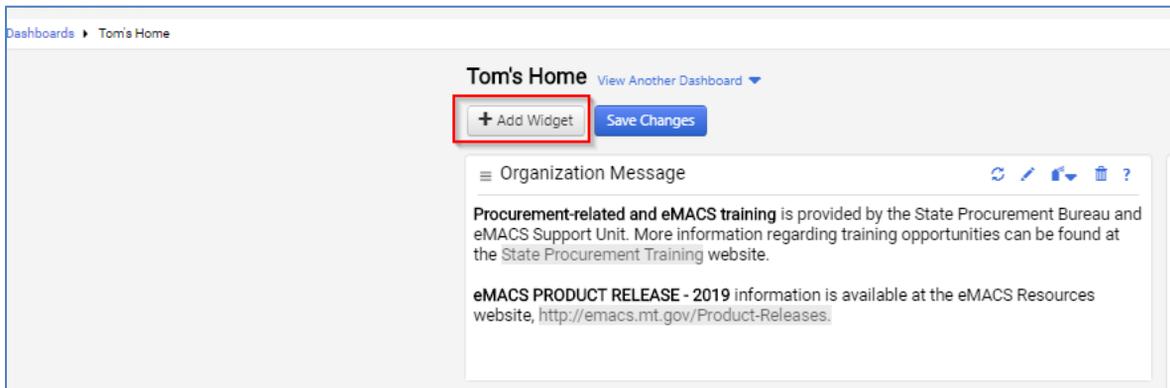
Document Search User Interface

The new search experience will now be active for all users starting with this 20.3 release. This new search applies to Requisitions, Purchase Orders and Requests (Solicitation and Sole Source). This screenshot explains the upcoming changes:



New Search Widget on Personal Dashboards

Users with personal dashboards will now have the ability to use a new widget titled “Display Search Results” in place of the “Saved Search: Documents” widget. Users may need to perform new searches using this new widget as some data may not be migrated with the new release.





CONTRACTS +

Like the Orders document search, users will have access to the new search functionality for contracts. With the 20.3 New Release, users will now have a new way to search for contracts which will be the default:

Navigate to **Contracts > Search Contracts**.

The new search feature screenshot is below:

The screenshot shows the 'Search Contracts' interface. On the left is a sidebar with 'My Searches' and 'Favorite Searches' sections. The main area features a search bar with 'Add Filter' and 'Include Archived' options. Below the search bar is a table of 8 results. The table columns are: Contract Flags, Contract Number, Contract Name, Status, Contract Type, Version Type, Version Numbers, Start Date, and End Date. The results include various contract types such as 'Manual Testing', 'New Contract for Lisa', 'Lottery Work Group Updated in SABHRS', 'Voucher 2', 'Harris- 20.3 Lottery Work Group Updated in SABHRS', '20.3 Historical', and 'Manual Content Test'. The status of each contract is indicated by a colored pill (Draft, Executed: In Effect). The interface also includes a 'Save As' button, 'Pin Filters', and 'What's beta?' in the top right corner.

Contract Flags	Contract Number	Contract Name	Status	Contract Type	Version Type	Version Numbers	Start Date	End Date
🔒	DU-NRTERM-2021-0025	Manual Testing	Draft	Term Contract	Original	Renewal 0, Amendment 0	-	-
🔒	JUS-STNDRD-2021-0006	New Contract for Lisa	Draft	Standard Contract	Original	Renewal 0, Amendment 0	-	-
	LOT-NRTERM-2021-0068	Lottery Work Group Updated in SABHRS	Executed: In Effect	Term Contract	Original	Renewal 0, Amendment 0	2/11/2020 12:00:00 AM	2/13/2021 11:59:59 PM
	LOT-NRTERM-2021-0069	New Contract with Work Group Lottery Updated	Executed: In Effect	Term Contract	Original	Renewal 0, Amendment 0	10/12/2020 11:00:00 PM	1/15/2021 11:59:59 PM
	LOT-NRTERM-2021-0077	Voucher 2	Executed: In Effect	Term Contract	Original	Renewal 0, Amendment 0	10/12/2020 11:00:00 PM	11/30/2020 11:59:59 PM
	LOT-NRTERM-2021-0087	Harris- 20.3 Lottery Work Group Updated in SABHRS	Executed: In Effect	Term Contract	Original	Renewal 0, Amendment 0	2/11/2020 12:00:00 AM	2/13/2021 11:59:59 PM
	OSPD-NRMOU-2021-0070	20.3 Historical	Executed: In Effect	Memorandum of Understanding	Original	Renewal 0, Amendment 0	10/15/2020 11:00:00 PM	10/31/2020 10:59:59 PM
🔒	SPB-NRTERM-2021-0778	Manual Content Test	Draft	Term Contract	Original	Renewal 0, Amendment 0	-	-

Users can “customize” their search results and create new saved searches.

NOTE:

Currently, the new search view does not have the capability of exporting the search in an Excel file.

****If you want to export any searches, you will need to toggle back to the classic view. See below to see how to use the toggle function.**

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OFFICIAL STATE WEBSITE

Home | eMACS Marketplace | Orders | **Contracts** | Accounts Payable | Vendors | Sourcing | Reporting | Administer | Setup

Menu Search

Contracts > Contracts > Search Contracts

Search (Alt+Q) | 28.14 USD

Search Contracts

Advanced Search | ?

Contract

Active for Shopping:

By Start/End Date:

Created Date:

Would you like to try out our new search experience? You can switch as often as you like.

New search

Classic search

Powered by JAGGAER | Privacy Policy



ePROCUREMENT (SHOPPING) ENHANCEMENTS

Enhancements to the New Shopping Experience

The eMACS MarketPlace has received more enhancements to the shopping experience. Much like the other search experiences, the requisition and purchase orders sections have been updated and the new default for purchase orders is listed below.

Purchase Order : 3144252

Status Summary Revisions **Shipments** Comments Attachments History

General Information	Shipping Information	Billing/Payment
PO/Reference No. 3144252	Ship To ATTN: Tom Hastings ORGANIZATION: PERS ROOM/FLOOR/SUITE Department of Administration 100 N Park Ave Helena, MT 59601 United States	Bill To ATTN: Tom Hastings ORGANIZATION: ROOM/FLOOR/SUITE 125 North Roberts Helena, MT 59620 United States
Revision No. 0	ShipTo Address Code 10215	BillTo Address Code BillTo
Priority Normal	Delivery Options Expedite X	Credit Card Info Cardholder Name Francis T Hastings Card Number 4485590000403150 Card Security Code Expiration Date 12/2020
Vendor Name Staples Advantage	Ship Via Best Carrier-Best Way	Billing Options Accounting Date no value Payment Terms F.O.B. no value
Address	Requested Delivery Date no value	
Purchase Order Date 7/13/2020		
Total 90.79		
Requisition Number 3005397 view print		
PO Clauses Add		
Payment Type no value		
Payment Advice no value		
Contact Information		
Owner Name Tom Hastings		
Owner Phone +1 406-444-0338		
Owner Email thastings@mt.gov		

Completed

Total (90.79 USD) 90.79
Subtotal 90.79

Related Documents
Requisitions: 3005397

What's next?

Workflow

Show skipped steps

Submitted
2/13/2020 6:59 AM
Tom Hastings

PODistribution
Completed

Completed
2/13/2020 8:39 AM



SOURCING ENHANCEMENTS

Ability to Upload Multiple Files Simultaneously

Users now can upload multiple files to the Buyer Attachments or Vendor Attachments section of an event:

Note: The maximum upload file size is 50 MB.

The screenshot shows a dialog box titled "Add Attachment" with a close button (X) in the top right corner. The "Attachment Type" section has two radio buttons: "File" (selected) and "Link". Below this, the "File" section has a "Select files..." button. To the right of this button is a progress indicator showing "Done" with a checkmark. Below the "Select files..." button is a list of three files being uploaded, each with a download icon and a "100% X" status:

File Name	Progress
Setting A Disqualifying Response to	100% X
TAX_TYPE_W9.pdf	100% X
Test Document for 20.3.docx	100% X

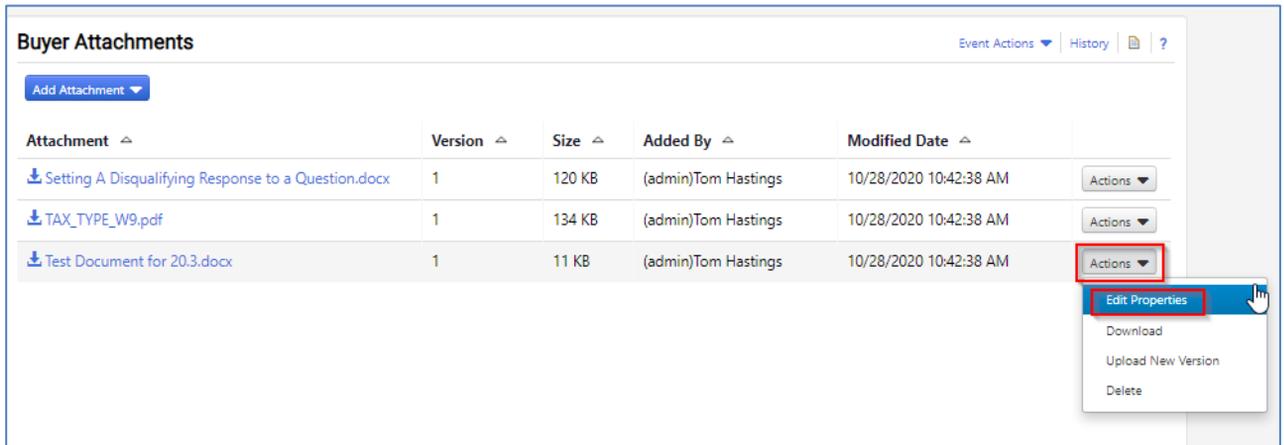
Below the file list, it states "Maximum upload file size: 50.0 MB". There is a "Comments" section with a text area and "1000 characters remaining". At the bottom left, there is a legend: "* Required". At the bottom right, there are two buttons: "Save Changes" (highlighted with a red box) and "Close".



SOURCING ENHANCEMENTS

Administer File Display Names

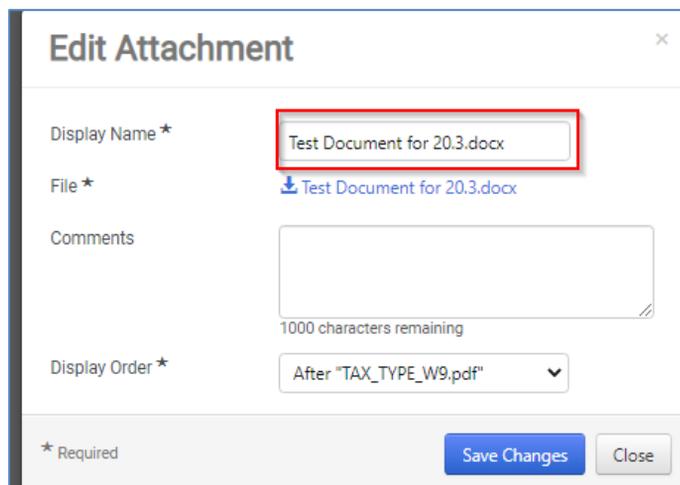
Individual file display names can also be defined after Attachment files are uploaded:



The screenshot shows a table titled "Buyer Attachments" with columns for Attachment, Version, Size, Added By, and Modified Date. The third row is highlighted, and its "Actions" dropdown menu is open, showing options: Edit Properties, Download, Upload New Version, and Delete. The "Edit Properties" option is highlighted with a red box.

Attachment	Version	Size	Added By	Modified Date	Actions
Setting A Disqualifying Response to a Question.docx	1	120 KB	(admin)Tom Hastings	10/28/2020 10:42:38 AM	Actions
TAX_TYPE_W9.pdf	1	134 KB	(admin)Tom Hastings	10/28/2020 10:42:38 AM	Actions
Test Document for 20.3.docx	1	11 KB	(admin)Tom Hastings	10/28/2020 10:42:38 AM	Actions

Replace the entry in the Display Name field with the appropriate display name.



The "Edit Attachment" dialog box shows the "Display Name" field containing "Test Document for 20.3.docx", which is highlighted with a red box. Other fields include "File" (with a download icon and filename), "Comments" (with a character count of 1000 remaining), and "Display Order" (set to "After 'TAX_TYPE_W9.pdf'"). Buttons for "Save Changes" and "Close" are at the bottom.

Edit Attachment

Display Name *

File * [Test Document for 20.3.docx](#)

Comments

1000 characters remaining

Display Order *

* Required



SOURCING ENHANCEMENTS

New Internal Communication Tool in Sourcing Events

A communication functionality within Sourcing events has been enhanced with updates to the Internal Notes page, which now allows discussion threads between the event owner and users part of the work group or the event:

confidential
DOA-IFB-2021-0125

Type: Invitation For Bid
Event Status: Draft

Settings and Content >

Tools <

Internal Notes 1

Exports and Imports

Q & A Board

Internal Notes & Attachments

Event Actions | History | ?

Add Note or Attachment

Expand All | Collapse All

▼ **Testing this notification** Added 10/28/2020 at 9:55 AM by (admin)Tom Hastings | Reply

↓ Test Document for 20.3.docx

Edit

Add Note & Attachment

Subject: Test

Note: Is this event ready to open?
972 characters remaining

Attachment: Select file Drop file to attach, or browse.

Send Notification To: Buyer, Montana

Save Changes Close



SOURCING ENHANCEMENTS

New Communication Tool (continued)

Users will receive an email notification when new communications have been posted. A link within the email alert navigates users to the discussion thread.

A New Solicitation Internal Note has been posted.



State of Montana eMACS <noreplytest@emacs.mt.gov>
To Hastings, Tom

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

MONTANA.GOV
OFFICIAL STATE WEBSITE

TEST

Dear Tom Hastings,

A new internal note has been posted on Solicitation confidential, Event Number: DOA-IFB-2021-0125, by (admin)Tom Hastings.

Subject: test another question

Message: Do you see this question?

[Link to the Event's Internal Notes Page](#)

Thank You,

State Of Montana

10/28/2020



SOURCING ENHANCEMENTS

Vendors now receive an email confirmation when they successfully submit a bid in a Sourcing event.

The email confirms the Event Number, Title, Open Date, Close Date, and the vendor's response bid date and time:



Bid Submitted from vendor Butte Management

Dear Frankie O'Gara,

Your bid has been successfully submitted to the following Invitation For Bid:

Event No. and Title: COR-IFB-2021-0018 - Elevator Maintenance Montana Women's Prison (MWP)

Event Open Date: 10/20/2020

Event Close Date: 10/22/2020

Bid Response Date/Time: October 21, 2020 8:35:24 AM

Thank You,

JAGGAER Support