



## eMACS 23.2 Release

### Feature Snapshot-Screenshot

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#### IMPORTANT:

The eMACS 23.2 release upgrade will be promoted to the eMACS Production environment beginning Friday, July 14, 2023, at 7 PM MDT/MST through Sunday, July 16, 2023, at 10 AM MDT/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, the 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, July 17, 2023. These changes should NOT affect existing functionality, permissions, or access rights.

State Financial Services Division  
State Procurement Bureau

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Helena, MT 59620  
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## General Enhancements

### Internet Explorer Browser

In response to Microsoft's plan to retire Internet Explorer and replace it with Microsoft Edge, support ended for Internet Explorer in 2022. At that time, users could continue to log in to eMACS using IE but would see a warning that the browser was not supported by the system, and they may face some issues. With this release, users can no longer log in to the eMACS application using the IE browser.

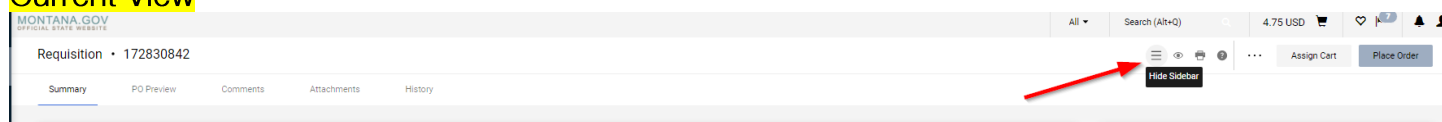
## New Experience View Enhancements

In 23.2, enhancements to buttons, icons, and sidebar display options on documents provide improved readability. Filter view settings have been updated, and a new Compact View option on the Approval and Draft pages allows users to view more records on a page.

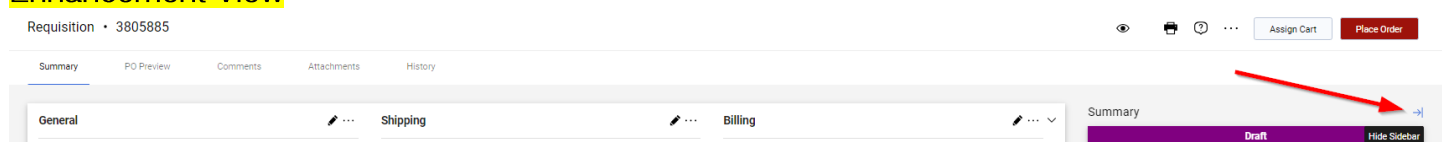
### Document Updates

- The sidebar display settings have changed on all documents. Previously the Show Sidebar icon was displayed in the top right corner of the page. Now the icons have changed and moved to the top corner of each sidebar.

#### Current View

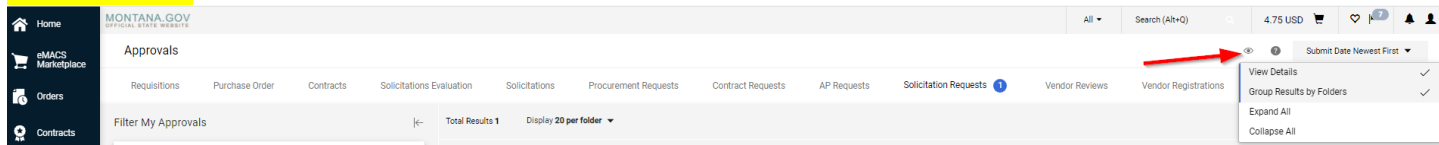


#### Enhancement View

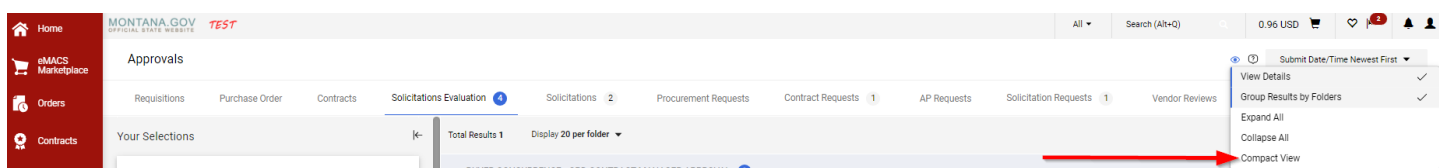


- Filter View Settings on Approval and Draft Pages have been updated. A new Compact View option displays the records with condensed spacing so that more records are displayed on the page.

### Current View

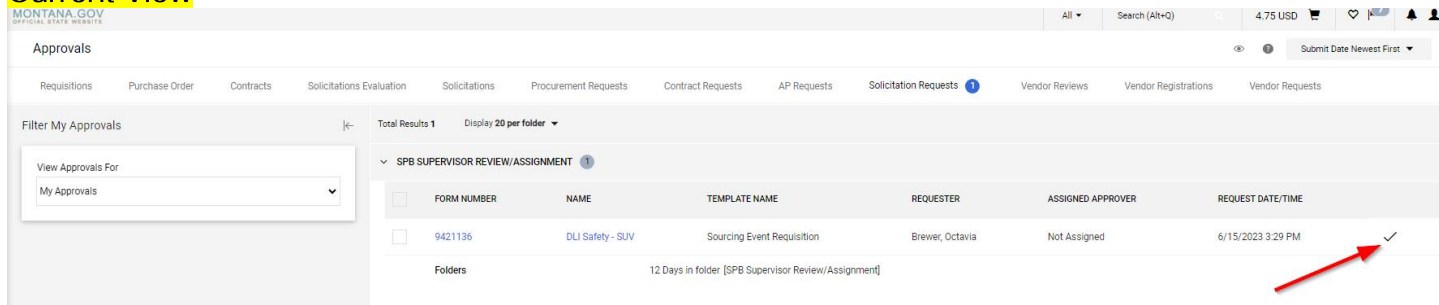


### Enhancement View

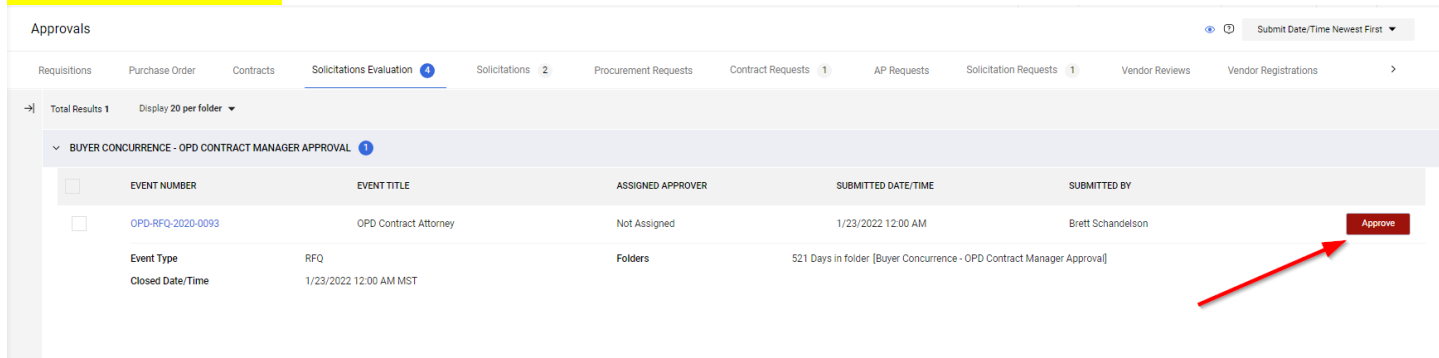


- Previously, a checkmark indicated a document was ready to be approved. This has now been replaced with an APPROVE button.

### Current View



### Enhancement View



## Vendor Management Enhancements

### New Vendor Search

With the 23.2 release, we are introducing a new experience view for vendor search. Users will have the ability to test the new experience and give feedback by accessing a “got feedback” link at the top of the search page.

Users will see the vendor search page as follows:

- A new “Choose Your Experience toggle at the bottom-right of the screen allows the user to switch between the new and classic views at any time.
- Click the “What’s Beta” icon at the top of the page for general information about the Beta version.
- As you utilize the new experience view, provide feedback by clicking on the “Got Feedback?” link at the top of the page to send a screenshot and comments.

### Current View

The screenshot displays the 'Advanced search' form on the Montana.gov website. The form is titled 'Advanced search' and includes a 'Simple Search' link and a 'Help' icon. The form is organized into two columns. The left column lists search criteria, and the right column contains the corresponding input fields.

Search Criteria	Input Field
Vendor	<input type="text"/>
Relationship	<input type="text" value="In Network"/>
Type	<input type="text" value="All"/>
Class	<input type="text"/>
Shopping/AP Status	<input type="text" value="All"/>
Tax Identification Number	<input type="text"/>
Country Of Origin	<input type="text" value="Country of Origin"/>
Contract Party Type	<input type="text" value="Type to filter..."/>
Include Organizational Nodes	<input type="checkbox"/>
Profile Last Updated By Vendor	<input type="text"/>
Vendors Set to Sync with ERP	<input type="text" value="All"/>
Vendors with data requiring review	<input type="checkbox"/>
Zip Code	<input type="text" value="Within 5 Miles"/>
Business Unit association	<input type="text"/>
Payment Method	<input type="text" value="Select Country"/>
	<input type="text" value="Select Payment Type"/>
Vendor Contact Email Address	<input type="text"/>

At the top right of the form, there are links for 'Expand All' and 'Collapse All'. The top of the page shows the 'MONTANA.GOV OFFICIAL STATE WEBSITE' logo and a navigation bar with links for 'Vendors', 'Manage Vendors', and 'Search for a Vendor'.



## Enhancement View

Montana.gov Official State Website

Vendors Manage Vendors Search for a Vendor

Search Vendors

Quick Filters My Searches

Approved By

Hastings, (admin)Tom 12

Harris, (Admin)Justin 2

Aspinwall, (I)Meg 1

Show More

Business Unit

No Business Unit 13

Commodity Code

No Commodity Code 13

Contract Party Type

Vendor 13

Country of Origin

United States 7

Canada 2

Show More

Diversity Classification

Decline to Answer (DeclineAnswer) 7

None (None) 4

Small Business 1

Does Not Qualify as a Small Business or Diverse Vendor (DoesNotQualify) 1

Show More

Insurance Limit

\$500,000 or Less 1

\$500,001 to \$1,000,000 1

Show More

Relationship: In Network Last Modified: Last 90 days Quick search

1-13 of 13 Results

Company Name	Last Modified	Vendor Number	Registration Status	Registration Type	Registration Date	Vendor Type	Duns Number	Diversity Classification
22.2 New Release	6/26/2023 2:52:31 PM	u23601914	Approved	Profile 2	6/20/2022	Non-Catalog	-	Decline to Answer (DeclineAnswer)
23.1 Foreign	6/20/2023 2:14:05 PM	u26322453	Approved	Profile 2	2/24/2023	Non-Catalog	-	Decline to Answer (DeclineAnswer)
23.1 Tom US	6/21/2023 9:20:39 AM	u26323000	Approved	Profile 2	2/24/2023	Non-Catalog	-	Decline to Answer (DeclineAnswer)
23.2 Foreign	6/21/2023 6:59:57 AM	u27141815	Approved	Profile 2	6/20/2023	Non-Catalog	-	Decline to Answer (DeclineAnswer)
23.2 IMV	6/20/2023 8:39:54 AM	u27142102	Approved	Profile 2	6/20/2023	Non-Catalog	-	None (None)
23.2 New Release Vendor	6/19/2023 10:36:03 AM	u27131575	Approved	Profile 2	6/19/2023	Non-Catalog	-	Decline to Answer (DeclineAnswer)
23.2 US Vendor	6/21/2023 10:07:46 AM	u27142255	Approved	Profile 2	6/21/2023	Non-Catalog	-	Decline to Answer (DeclineAnswer)
Acclaim Systems, Inc.	6/26/2023 2:51:58 PM	u22400040	Approved	Profile 2	6/26/2023	Non-Catalog	-	None (None)
Acme Second Company	5/8/2023 12:10:32 PM	u2310103	Approved	Profile 2	4/9/2015	Non-Catalog	-	Does Not Qualify as a Small Business or Diverse Vendor (DoesNotQualify)
City of Butte	6/19/2023 6:05:36 AM	u8927645	Approved	Profile 2	9/7/2018	Non-Catalog	-	None (None)
Emory Nason, Inc. dba Teknology Source	6/26/2023 2:51:29 PM	-	Approved	Profile 1	5/5/2023	Non-Catalog	030511657	Small Business
OP Training	5/12/2023 1:06:39 PM	-	In Progress	Profile 2	5/12/2023	Non-Catalog	-	None (None)
W9 Test Vendor	6/26/2023 2:52:15 PM	u24475896	Approved	Profile 2	11/22/2022	Non-Catalog	-	Decline to Answer (DeclineAnswer)

1-13 of 13 Results

20 Per Page

## Re-Inviting Vendor User Enhancement

In a previous release, a feature was added to warn a user when a customer user sends an invitation to a new vendor user and the email domain does not match the primary portal contact's email domain. With the 23.2 release, this feature is expanded to include the scenario of resending an invitation to a vendor and changing the invited contact name and email.

### Invite Vendor

Current Registration Status: Invited

Current Registration Type: Profile 2

Registration Type\*: Profile 2

Vendor Name: 17.1 Release

**Contact Information**

First Name: Tom

Last Name: Hastings

Email Address\*: heystings33+17.1@gmail.com

Comment: 800 characters remaining

Please make sure Invitation Comment place holder is set up in email setting

\* Required

Invite Vendor to Register Cancel

Enter Different Contact

### Invite Vendor

Current Registration Status: Invited

Current Registration Type: Profile 2

Registration Type\*: Profile 2

Vendor Name: 17.1 Release

**Contact Information**

First Name: Jason

Last Name: Day

Email Address\*: thastings@mt.gov

Comment: 800 characters remaining

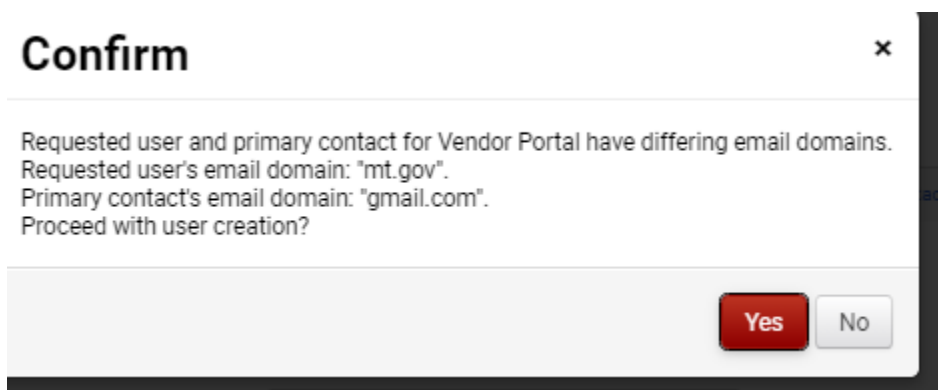
Please make sure Invitation Comment place holder is set up in email setting

\* Required

Invite Vendor to Register Cancel

Use Vendor Portal Contact





## Total Contract Manager Enhancements

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### Contract Term Functionality

In Contracts+, the user is required to define an explicit Start Date and End Date when creating contracts that are only effective for a specified period. However, in many cases, contracts are written so that if the execution of the contract happens after the designated Start Date, then the Start Date is automatically modified to match the date of execution. Unfortunately, for contracts that are effective for some time from the start date (e.g., 1 year), the system doesn't automatically update the End Date to reflect the change in the Start Date. If this isn't adjusted manually, then it's possible the contract expires early in the system. In the 23.2 release, we are introducing a contract Term that will allow the user to specify on a contract that, if the Start Date changes, then the End Date will automatically change in the same way so that the full length of the contract is respected.

- Users will now see TERM as a new option for the end date field on contracts and contract templates.
- When TERM is selected, users can enter a value and use the drop-down selector to select Days, Months, or Years as the unit.
- When a contract that uses Term as the End Date value has its Start Date updated, the recorded End Date will automatically update to remain in line with the term. For example, if the term is set to 15 Days, then the End Date will always be recorded as 15 Days after whatever the current Start Date is. This automatically-generated value is referred to as the Calculated End Date.
- The Calculated End Date of a contract that uses Term will automatically update if changes are made to the Term. For example, if the Term is changed from 15 Days to 15 Months, the Calculated End Date value will change from being 15 days after the Start Date to being 15 Months after the start date.
- The contract Term can be edited anytime that a user can edit the Start Date of the contract. If the contract is in a state where the Start Date cannot be edited, the Term cannot be edited, either.



- When a contract is copied, the existing Copy Contract overlay now has the Term with the current value displayed. The user can keep, change, or remove the Term, and the Calculated End Date will automatically update. The new contract will display the End Date based on the Term (or no Term) specified during the copy process.
- When creating a contract from a contract template that uses a Term, the created contract will have the Term copied over and will automatically provide the Calculated End Date if the Start Date has been provided. If the template already had a Start Date and Term, then the Calculated End Date will already be present and will also be carried into the new contract.
- When creating an amendment on a contract that has a Term, the amendment will have the Start Date, Term, and Calculated End Date carried over. While the amendment is in the Draft status, the Start Date and Term can be edited and the Calculated End Date will be updated.
- When creating a renewal for a contract that uses a Term, the Term will NOT be copied over to the renewal. Instead, the renewal will be created with the existing logic that the Start Date is the next day after the original End Date, and the End Date will be calculated off the Renewal Term, instead.
- Contract Request (Create and Amend) now includes Term as part of the End Date standard field.

### Current View

Dates and Renewal			
Time Zone *	MDT/MST - Mountain Standard Time (US/IL) ▼		Renewals Remaining <input type="text"/>
Start Date *	<input type="text" value="06/01/2022 12:00 AM"/> <small>mm/dd/yyyy hh:mm a</small> <input type="checkbox"/> Update Start Date Upon Execution ⓘ		Automatically Apply Price <input type="radio"/> Yes <input checked="" type="radio"/> No File with Renewal
End Date *	<input checked="" type="radio"/> Expires On <input type="radio"/> No Expiration		Renewal Term <input type="text"/> <input type="text"/> ▼ Auto-Renew <input type="radio"/> Yes <input checked="" type="radio"/> No
	<input type="text" value="05/31/2023 11:59 PM"/> <small>mm/dd/yyyy hh:mm a</small>		
Review Date	<input type="text"/> <small>mm/dd/yyyy hh:mm a</small>		
Review Term	<input type="text"/> <input type="text"/> ▼		
Reviews Remaining	<input type="text"/>		



## Enhancement View

Dates and Renewal			
Time Zone *	MDT/MST - Mountain Standard Time (America) ▼		Renewals Remaining <input type="text"/>
Start Date *	<input type="text"/>	mm/dd/yyyy hh:mm a	Automatically Apply Price <input type="radio"/> Yes <input checked="" type="radio"/> No
	<input type="checkbox"/> Update Start Date Upon Execution ?		File with Renewal
End Date *	<input checked="" type="radio"/> Expires On <input type="text"/> <input type="radio"/> No Expiration <input type="radio"/> Term	mm/dd/yyyy hh:mm a	Renewal Term <input type="text"/> <input type="text"/> ▼ Auto-Renew <input type="radio"/> Yes <input checked="" type="radio"/> No
Review Date	<input type="text"/>	mm/dd/yyyy hh:mm a	
Review Term	<input type="text"/> <input type="text"/> ▼		
Reviews Remaining	<input type="text"/>		

## Contract End Date Enhancement

Users with the appropriate permission can now change the Contract End Date via the contract header to be earlier than the existing End Date on contracts. When editing the Dates and Renewal section, the “Extend Expiration Date” button has been renamed to “Change Expiration Date.”

## Current View

Dates and Renewal			
Time Zone *	MDT/MST - Mountain Standard Time (US/Mountain)		Renewals Remaining <input type="text"/>
Start Date *	10/20/2020 12:00:00 AM		Automatically Apply Price <input type="radio"/> Yes <input checked="" type="radio"/> No
			File with Renewal
End Date *	Expires On 12/30/2023 11:59:59 PM <input type="button" value="Extend Expiration Date"/>		Renewal Term <input type="text"/> <input type="text"/> ▼ Auto-Renew <input type="radio"/> Yes <input checked="" type="radio"/> No
Review Date	<input type="text"/>	mm/dd/yyyy hh:mm a	
Review Term	<input type="text"/> <input type="text"/> ▼		
Reviews Remaining	<input type="text"/>		





## Enhancement View

Dates and Renewal			
Time Zone *	MST - Mountain Standard Time (US/Arizona)	Renewals Remaining	<input type="text" value="1"/>
Start Date *	6/19/2023 12:00:00 AM	Automatically Apply Price File with Renewal	<input type="radio"/> Yes <input checked="" type="radio"/> No
End Date *	Expires On 10/8/2023 12:00:59 AM <a href="#">Change Expiration Date</a>	Renewal Term	<input type="text"/> <input type="text"/>
Review Date	<input type="text"/>	Auto-Renew	<input type="radio"/> Yes <input checked="" type="radio"/> No
Review Term	<input type="text"/> <input type="text"/>		
Reviews Remaining	<input type="text"/>		

### Ability to Amend Executed Future Contracts

In the 23.2 release, we are introducing the ability for users to amend contracts that are in the Executed: Future status. This will accommodate situations when a contract needs to be amended after it has been approved and signed but before the Start Date when it will go into effect. Previously, the only way for users to amend contracts in this state was to return the contract to Draft status and resubmit it for approval and signing.

- Users can now amend contracts in the Executed: Future status.
- The Amend action can now appear on Executed: Future Amendments, Renewals, and Original versions.
- When a Draft amendment goes through workflow and is executed, the previous version (Executed: Future) is changed to Superseded.
- Each Renewal Group—Renewal 0, Renewal 1, etc.—can only have one (1) Active amendment underway at a time. An Active amendment is considered a Draft up until it enters the Executed: Future status.
- The existing Amendment Underway status will now only display if there is an Active amendment underway for the specific Renewal Group.
- Contract Requests to amend a contract now also show eligible Executed: Future contracts to be selected.
- **NOTE** - The Amend action will generally only appear when the contract status is Executed: In Effect or Executed: Future AND the contract has no amendment already underway.

