Glossary of Terms

**Summary:** Summary provides the vendor with a general overview of the event. It lists the open and close dates, the event contact, and a brief description of the event.

**Prerequisites:** Prerequisites require a response to view the event/or to enter a response to the event. The prerequisites replace the information previously found in Sections 1 and 2 of an event. Responses to Prerequisites may be a simple check box that you have read and accept the terms or they may require a file upload response.

**Buyer Attachments:** Buyer Attachments consist of any documents that the State of Montana would like for the vendor to review regarding the event. These attachments may be maps, budgets, etc.

**Supplier Attachments:** In Supplier Attachments, the vendor has the option to upload any additional information that it would like the State of Montana to view. The event may also ask the vendor to upload specific information in this section. Please note, Supplier Attachments are not tracked in eMACS and a green check (showing section completion) is automatically marked. The vendor will need to carefully read instructions given to see if additional information is required to be uploaded for the event.

**Questions:** In the Questions section the vendor may be asked to answer questions about the company or products. These answers will be required to be answered by a Yes/No, Text or File Upload response. This section might also contain statements/descriptions that require the vendor to respond by Text or File Upload (example: please submit resumes or list company experience with similar projects).

**Items:** The Items section is where the vendor will enter the cost for the items specified in the event. These may be product line items, service line items or both. Items are defined by the Contracts Officer based on the nature of the event. A unit price is required and an estimate delivery may be required. The estimate delivery will be a date or a specific number of days (depending on what the Contracts Officer selected). In the comment field the vendor should enter any additional information that it would like the buyer to know about the item/items. Not all events will have an Items section. Some Request for Proposals may ask the vendor to upload a Cost Proposal.

**Review and Submit:** When the response to the event it complete and all the check marks are green, you can Review and Submit. The response must be submitted before the close date/time.

**Q & A Board:** The Q & A Board is a tool that allows the vendor to ask questions about the event. The Q & A period might close prior to the event closing date/time. All answers will be posted publicly.

**My Exports and Imports:** The system provides the ability to export certain sections of the event and then import the completed document. Any documents that you export or import for each event will be located in this section.
Responding to an Event

Email invitation from the eMACS Vendor Portal

An email invitation is sent. The email address associated with your Vendor Profile will receive this notification. There are two different ways to determine how notification is sent when an event is created. The first is, the commodity code selected on your profile, and the second is a direct invitation to a sourcing event by the State of Montana.

Within the email invitation, navigate down to the button and select Please click the link to view the solicitation, you will be redirected to the eMACS Vendor Portal login page.

- Login to the eMACS Vendor Portal, you will be redirected to the sourcing event that you were invited to respond to. If you are not a registered vendor, select Create Account and complete the registration process (instructions available in a separate handbook at the State Procurement website).
- The Summary Page is where you will set your Intent to Bid. Select your intent to bid status.
**Note:** If you need to change the status, select the pencil icon next to the **Intent to Bid**, the window below will appear:

- If you choose **Yes, I Intend to Bid**, the **Proceed to Prerequisites** button will appear, click on the button to continue.
PREREQUISITES

Read through each of the prerequisites. The blue links will open any documents/attachments that pertain to each Prerequisite.

- For each Prerequisite you must select, I **Certify that I have read and agree to the terms above.**
- A file upload response may also be required.

**Note:** If there are Prerequisites that you have questions regarding, you may submit a question using the **Q & A Board**.

- Once all prerequisites have been read, certified and/or responded to, select **Save Progress** and **Next** to proceed to **Buyer Attachments**.
BUYER ATTACHMENTS

Review the Buyer Attachments.

- If there are no Buyer Attachments, or you have read through them, select Next to continue on to the Supplier Attachments page.

SUPPLIER ATTACHMENTS

Adding your own Supplier Attachments:

1. Select Add New Attachment, follow the instruction on the windows that pop up.
2. Select if it is a file or a link, then navigate to the file to be uploaded.
3. Title the attachment, then **Save Changes**.
4. Make sure you see the document or link, make sure you select **Save Changes** again.
5. Select **Next** to proceed to **Questions**.

   **NOTE:** Make sure you see the attachment listed. If it does not appear you will need to upload and remember to **Save Changes** on each window.

Another feature, if you uploaded the wrong document, click the **Edit** dropdown and select **Remove document**.

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**QUESTIONS**

The required response for questions can be yes/no, text, file upload, etc.

- If there are multiple questions, you can **Export Questions and Import** your responses.
- After answering all the questions select **Next** to proceed to **Items**.
ITEMS

The Items section can be answered one line at a time, or the Export Items can be chosen, and you can answer all Items and Import your response.

There is also a Comment field that can be used to add additional information regarding the item.

**NOTE:** If there are no Items listed on the event, proceed to Review and Submit.

- Review the requested line item to make sure you are imputing the correct information.

- Select Next to proceed to Review and Submit.
REVIEW AND SUBMIT

The eMACS system is wizard driven. As required information is completed, a green check will appear.

As you **Save Progress**, you can exit your response and come back to it at any time before the **Close Date**.

- Once the response is complete, under **Certification** select the box, **I certify**... 

- If there is missing information, you will need to go back to that section and complete the information.
- Once you are ready to submit your response, select **Submit Response**.
- When your response has been successfully submitted you will be redirected to this screen.
- Select **Return to Home Page** to be redirected back to the eMACS Vendor Portal home screen.

From the eMACS Vendor Portal home screen, you will see that your response was submitted.

**NOTE:** You can view or change your response up until the **Close Date** of the event.
WITHDRAW BID

If you would like to withdraw your bid, there is an option to do so.

- Select the View Submitted Response, then click the Withdraw Bid button.
**ADDITIONAL INFORMATION**

Questions regarding the event can be asked using the **Q & A Board**.

Any question posted to the Q & A Board will be answered and will be posted to the public.

- If the Q & A Board is closed, the option, **Ask a Question**, will not be available.

![Image of Q & A Board]

### Changes to the Event (Amendments)

If an event is amended, you will receive an email notification. Amendments to an event require you to login to view the amendments, make any necessary changes to your response, and resubmit your response. Failure to complete these steps will render your response incomplete.

**NOTE:** If you cannot see what was changed, check the Q&A Board to see if the contract officer posted about the changes.

![Image of Sample Type - Sample Event has been Amended]

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Responding to Events from the Public Site

The Public Site will list any open, upcoming, closed, and awarded events. A brief description is listed, and a more detailed description can be viewed by selecting View as PDF.

- To respond, select Respond Now and you will be directed to the eMACS Vendor Portal login.

- Login to your account or Create Account (instructions available in a separate handbook at the State Procurement website).
How to Post a Question on the Q&A Board

- After accessing the event, on the left-hand side of the screen click on Q&A Board.
- When the button on the top right-hand side ‘Ask a Question’ appears, you can post a question on the board. Your question will appear on the Public Q&A tab.

- A new dialog box will appear, enter in the information and your question. If you do have an attachment you want to include you can include that as well.

- An email notification will be sent letting bidders know that a question has been posted, and when it is answered another email will be sent as well.
Where to go for more help

If you have questions that are event specific, please contact the Event Contact listed in the Summary.

For additional help with the eMACS system, please contact the eMACS Help Desk at:

Phone: (406) 444-2575

or

Email: emacs@mt.gov