



eMACS 25.2 Release

Feature Snapshot – Updates to All Modules

IMPORTANT:

The eMACS 25.2 Release upgrade will be promoted to the eMACS Production environment beginning Friday, July 11, 2025, at 7 PM MDT/MST through Sunday, July 13, 2025, at 10 AM MDT/MST. The Production environment WILL NOT be available to agencies or vendors during this time frame.

Agencies are asked to review events they may have opened during or around this time frame and consider if any action is necessary, i.e., extending the 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 on Monday, July 14, 2025. These changes should NOT affect existing functionality, permissions, or access rights.

State Procurement Services Division

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General Enhancements

User Profile User Interface Updates

The Language, Time Zone, and Display Settings page of the User Profile has been updated for better usability.

User Impact

- Users will notice changes to the Language, Time Zone, and Display Settings page of the User Profile to allow for better usability (User Profile > User Profile and Preferences > Language, Time Zone, and Display Settings).

Current View

Language, Time Zone and Display Settings

Select a Language

English ▾

Country

United States ▾

Currency

USD ▾

Time Zone

MDT/MST - Mountain
Standard Time
(US/Mountain)

×



Color Theme



Preferred email format

HTML ▾

Form Display

☒ Default ☐ Override

Current Window

Access Training Content Configuration

☒ Yes ☐ No

Home Page

☐ Default ☒ Override

Admin Home
Administer / Administration /
Admin Home

×



Updated View

Language, Time Zone and Display Settings

International Settings

Select a Language

English

Country

United States

Currency

USD

Time Zone

MDT/MST - Mountain Standard Time (America/Boise)

Display Settings

Color Theme

Test Site Color Theme

Preferred email format

Form Display

☒ Default
☐ Override

New Window

Access Training Content Configuration

☒ Yes
☐ No

Home Page

☐ Default
☒ Override

Shopping Dashboard Dashboards

Accessibility

Enable Accessibility Mode

☐ Yes
☒ No

Help on mouse over ?

Enable Limited Animation

☐ Yes
☒ No

Save Changes

eProcurement eMarketplace Enhancements

New Cart Assignment Email Notification

In the 25.2 release, we have updated the system-generated email notification that is sent when a user “assigns a cart” to another user for approval (shopper assigns cart to buyer).

NOTE: The new layout of this system-generated email will NOT be available to view until the new release has been navigated to the Production environment. This new email will contain more placeholders that will provide more information about the cart that was assigned.



Current View

MONTANA.GOV
OFFICIAL STATE WEBSITE

Re: A shopping cart has been assigned to you
Cart Name: 2025-06-30 thastings@mt.gov 01
Prepared for: Tom (Admin) Hastings (Business Unit: Department of Administration)
Prepared by: Tom Hastings

Dear Tom (Admin) Hastings

A Cart has been assigned to Tom Hastings (thastings@mt.gov) from Tom (Admin) Hastings (thastings@mt.gov). The shopping cart can be accessed for review in "Draft Carts" or by selecting the URL below.

[https://solutions.scquest.com/apps/Router/ViewAssignedCarts?AuthUser=2515722&ParamAction=View&CartId=203363892&tmstmp=1751305732337\[solutions.scquest.com\]](https://solutions.scquest.com/apps/Router/ViewAssignedCarts?AuthUser=2515722&ParamAction=View&CartId=203363892&tmstmp=1751305732337[solutions.scquest.com])

If applicable, the user has submitted the following additional comments:

If you have any questions with regard to this shopping cart, please contact your Support Team.

Support Team Contact Information:
eMACS@mt.gov

Thank you,
State Of Montana

Total Contract Manager (TCM) Enhancements

Obligations Enhancements

In the 25.2 release, we are improving the obligation functionality of TCM through a number of enhancements. These include the ability to edit obligations after they have been completed, increased field size for some fields, the ability to create emails from an obligation with a new system email template, and clearer visibility of notes and attachments within obligations.

User Impact

- When working with obligations, the **Name** and **Description** fields now support more characters. The Name field now supports up to 256 characters, and the Description fields now support up to 50,000 characters.
 - When opening the Properties overlay in Read-Only Mode, users will see only the approximate first 1,000 characters of the Description field and must click the **More** link to expand the description.
 - When viewing the **Contract Obligation** page, only the approximate first 100 characters of the Name field will be shown. Users must click the more link to expand the name.
 - Contract XML Import/Export functionality supports the increased Obligation Name and Description size.



Add New Obligation

Properties Step 1 of 2

Name *

Description *

256 characters remaining

Tags

Type to filter...

Options

☐ Documentation Is Required

☐ Prompt to Create Voucher When Marked as Complete

Frequency *

☒ One Time ☐ Recurring

When *

On Contract Start Date

Due *

11:59 PM

hh:mm a

Time Zone *

☒ Same as Contract (MST)

* Required

Next Close

- Several general enhancements have been made to obligations across contracts reports:
 - The report now uses the full page/screen for the UI, with no significant white space.
 - The default columns have been changed to only include **Obligation Name**, **Description**, **Status**, and **Due Date**. Note: This enhancement has no impact on existing obligations that have had their columns configured.
 - All columns can be included or excluded from the report. **Note:** Previously, the **Tag** column was the only column not able to be excluded.
 - The system will remember the user's columns from their last login.
 - The **Obligation Across Contracts Report** UI now shows new label changes (primarily the removal of redundant uses of the word "obligation").
 - The **Obligation Name** and **Description** on the UI will show the approximate first 100 characters. Additional characters will be denoted with the word **more** on the Obligation Name, and **Show All** on the Description.
 - The **Due Date** and **Completed Date** no longer show the time.



Obligations Across Contracts



Due Date From

mm/dd/yyyy hh:mm a
☐ Only My Obligations

Due Date To

mm/dd/yyyy hh:mm a

Obligation Status

Tags

More Options

Export

Clear

Run Report

Occurrence in a Series

For Selected Lines

Actions

Select All

Deselect All

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100 Per Page

Obligation Name	Description	Status	Due Date		
2 in person trainings	2 Training sessions for each school show all	Complete	6/15/2018	Properties	<input type="checkbox"/>
2 in person trainings feedback	feedback on training show all	Complete	7/10/2018	Properties	<input type="checkbox"/>
7dik	khdbvjib show all	Complete	4/7/2016	Properties	<input type="checkbox"/>
Accelerator for Payment	July 1st of 2018, 2019, 2020 and 2021 be sure to add 3% for payment per contract. show all	Complete	6/11/2018	Properties	<input type="checkbox"/>
Accelerator for Payment	July 1st of 2018, 2019, 2020 and 2021 be sure to add 3% for payment per contract. show all	Complete	6/10/2019	Properties	<input type="checkbox"/>
Accelerator for Payment	July 1st of 2018, 2019, 2020 and 2021 be sure to add 3% for payment per contract. show all	Complete	6/8/2020	Properties	<input type="checkbox"/>
Accelerator for Payment	July 1st of 2018, 2019, 2020 and 2021 be sure to add 3% for payment	Complete	6/14/2021	Properties	<input type="checkbox"/>

- A new **Notes** column has been made available. This optional column can be added to/removed from reports.
- A new **Files** column has been made available. This optional column can be added to/removed from reports.
 - This column shows the count of attachments associated with the completed obligation.
 - When a user clicks on the count, a pop-up appears with a link to the attachment. PDFs can be viewed directly in the PDF viewer, but non-PDF attachments must be downloaded first.
- **Note:** Any data that exceeds Excel's maximum cell character count will be truncated.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
StateOfMontana																		
Obligations Across Contracts																		
Contract Search Criteria																		
Due Date From																		
Due Date To																		
Obligation Status																		
Tags																		
Contract Type																		
Work Group																		
Contract Manager																		
First Party Owner																		
First Party Stakeholder																		
Only My Obligations FALSE																		
Obligation Name	Description	Notes	Status	Files	Due Date	Completed Date	Completed By	First Party Owner	Tags	First Party Stakeholder	Second Party	Contract Number	Contract Name	Contract Status	Contract Type	Second Party	Contract Manager	
Insurance	Commercial		Complete	1	3/21/2017 11:00	2/27/2017 9:03	User, New							SPB-PO-16.1 16.1 Testing Superseded	Purchase Or Test Vendor Deleted User			
Submit bid bond	Must submit a		Complete	0	3/25/2016 12:00	3/23/2016 12:5	User, First							SPB-16.1Tes 16.1 Testing Superseded	Term Contrai Acme Secon	Contract Manager		
Test Obligation	Insurance	This is a test	Complete	1	3/25/2016 12:00	3/23/2016 9:34	User, Second							SPB-16.1Tes 16.1 Testing Superseded	Term Contrai Acme Secon	Contract Manager		

- Users with the **Edit Completed Obligations on a Contract** permission will see a new action, Edit, on completed obligations.
 - Clicking Edit will open the **Edit Completed Obligation** overlay.
 - Users may use the Edit Completed Obligation overlay to perform the following actions:
 - Change the Completed Date
 - Edit or delete Notes
 - Add/Delete Attachments
 - This functionality is also available from the report **Obligations Across Contracts**.

Occurrence in a Series

Select All

Deselect All

<

>

Page 1 of 12

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⚙️

100 Per Page

Obligation Name	Description	Status	Due Date	
2 in person trainings	2 Training sessions for each school show all	Complete	6/15/2018	<div>Edit</div> <div></div>

Edit Completed Obligation

Obligation Name: 2 in person trainings

Status: Complete

Due Date: 6/15/2018 12:00 AM MDT

Completed Date *: 04/02/2018 03:05 PM mm/dd/yyyy hh:mm a

Notes:
700 characters remaining

Attachments:
Select files... Drop files to attach, or browse.
Maximum upload file size: 50.0 MB

* Required

Save Cancel



- A new rich text editor has been added to the Obligation Description.
 - The rich text editor is available in the following locations:
 1. In the Obligation Library
 - Add Obligation Overlay
 - Properties Overlay
 2. On the contract
 - Add New Obligation Overlay
 - Add Obligation from Library Overlay

Add New Obligation

Properties Step 1 of 2 ⓘ

Name *

Description *

256 characters remaining

Paragraph B I A S U Bulleted List Numbered List ...

Tags

Type to filter...

- The rich text editor has all popular formatting capabilities, along with additional formatting available by clicking the ... More button.

Add New Obligation

Properties Step 1 of 2 ⓘ

Name *

Description *

256 characters remaining

Paragraph B I A S U Bulleted List Numbered List ...

Text Editor Options

- Several new features have been added to sending communications (emails) from an obligation:
 - There are new system emails:
 1. Obligation Internal Message
 2. Obligation External Communication
 - The new system email templates have the **Subject** field default to show the Contract Number, Contract Name, and Obligation Name.

Send Obligation External Communication

Subject *

Subject: Contractual Obligation: \${CONTRACT_OBLIGATION_NAME}

Body *

Format - Size - B I U S x_o x² A- A+ T_K ¶ = ¶ ¶ ¶ ¶ Placeholders

Dear \${CONTRACT_OBLIGATION_SECOND_STAKEHOLDER_NAME},

I'd like to share an update regarding the following contractual obligation:

- **Obligation Name:** \${CONTRACT_OBLIGATION_NAME}
- **Due Date:** \${CONTRACT_OBLIGATION_DUE_DATE}
- **Owner:** \${CONTRACT_OBLIGATION_OWNER_NAME}
- **Contact Information:** \${CONTRACT_OBLIGATION_OWNER_EMAIL}, \${CONTRACT_OBLIGATION_OWNER_PHONE}
- **Description:** \${CONTRACT_OBLIGATION_DESCRIPTION}

[Insert your message here – Provide context regarding the obligation, any required actions, updates, concerns, or relevant discussions.]

Please let me know if you have any questions or require further clarification. Your input is appreciated.

Best regards,
\${USER_FULLNAME}
\${EMAIL_ADDRESS} |
\${USER_PHONENUMBER}

body 48468 characters remaining

▼ Recipients (Optional)

User Recipients Hastings, (admin)Tom X 🔍

Name	Email	
<input type="text"/>	<input type="text"/>	+ Add Other Recipients
Sales (Primary Sales)	heyestings33+25.1US@gmail.com	Remove

> Attachments (Optional)

* Required

Create Close

Enhanced Contracts Search UI

The Contracts Search functionality has been fully migrated to the enhanced Contract Search. Users will no longer be able to perform searches using the legacy Contract Search. The enhanced Contract Search delivers significant improvements over the legacy version:

- Modern, intuitive user interface
- Substantially faster search performance
- Removes the limitation of only showing 4,000 results
- Advanced filtering capabilities, including the ability to filter by text within the main contract document
- Configurable column layouts and default filters

NOTE: The functionality of this new contract search is very similar to the search used in the Sourcing Director and Vendor Management modules.

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Contracts > Contracts > Search Contracts

Search Contracts

Quick Filters My Searches

Quick search

Add Filter Include Archived Clear All Filters

Page 1 of 21 1-200 of 4062 Results

Contract Number	Contract Name	Second Party	Status	Contract Type	Version	Start Date	End Date	Modified
OSP-STDNRD-2019-0032	Emily Test TCM Training	Acme Second Company	Out for Signature	Standard Contract	Renewal 0, Amendment 0	7/26/2018 12:00:00 AM	8/31/2018 11:59:59 PM	6/24/2025 12:50:57 PM
DOA-STDNRD-2025-0108	25.2 New Release	25.1 US 25.1 IMV	Executed: In Effect	Standard Contract	Renewal 0, Amendment 1	6/16/2025 12:00:00 AM	6/16/2026 11:59:59 PM	6/24/2025 7:46:43 AM
LOT-STDNRD-2025-0274	25.2 - Multiple 2nd Parties BOTH in SABHRS	19.2 Test Vendor	Executed: In Effect	Standard Contract	Renewal 0, Amendment 0	6/16/2025 12:00:00 AM	12/31/2025 11:59:59 PM	6/17/2025 4:27:46 PM
LOT-STDNRD-2025-0273	25.2 Multiple 2nd Parties- In SABHRS	18.1 Release Testing City of Butte	Executed: In Effect	Standard Contract	Renewal 0, Amendment 0	6/16/2025 12:00:00 AM	12/31/2025 11:59:59 PM	6/17/2025 4:27:46 PM
DOA-B&FI-STDNRD-2025-0030	25.2 - 19.2 Foreign Entity in SABHRS	19.2 Foreign Individual	Terminated	Standard Contract	Renewal 0, Amendment 0	6/16/2025 12:00:00 AM	12/31/2025 11:59:59 PM	6/17/2025 2:26:05 PM

Enhancements to Form Requests Document Actions

We've updated the way actions are displayed on documents to make options clearer to users when they are taking actions on documents such as requisitions and invoices.

User Impact

"Assign to Myself" action renamed.

- The Assign to Myself action has been renamed to Assign & Further Actions to make it clearer to users that they can select this action to perform other actions, if applicable, in addition to assigning it to themselves.

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Sourcing > Requests > My Solicitation Requests

Back to My Approvals

Testing Assign to Myself

Form Number 1139193
Purpose Solicitation Request
Status Under Review

Details

Instructions

Attachments

Questions

Product Line Items

Service Line Items

Vendors

Review and Submit

Form Approvals

Instructions

NOTE: Each section **MUST** be entirely completed and saved before proceeding to avoid losing data entered.

NOTE: After submitting this requisition and applicable documents, allow a minimum of 14 days for a Contracts Officer (CO) to be assigned to this project.

To avoid delays, the requisition must be complete and accompanied by the most current and appropriate documents. Once assigned, the CO will contact the Agency Procurement Officer to proceed with the solicitation process.

The RFP template, Requisition, and ITPR (if applicable) will be requested in the Questions Section.

Additional applicable documents may be uploaded to the Attachments Section. Examples include but are not limited to:

Offeror Qualifications

Evaluation Criteria

Print Request Request Actions History

Approve/Complete

Assign & Further Actions



- Listed below are the options after the approver has selected “Assign & Further Actions”.

MONTANA.GOV
OFFICIAL STATE WEBSITE
TEST

All
Search (Alt+Q)
1.06 USD

Sourcing
Requests
My Solicitation Requests

Back to My Approvals

Testing Assign to Myself

Form Number: 1139193
Purpose: Solicitation Request
Status: Under Review

Details

Instructions

Attachments
Questions
Product Line Items
Service Line Items

Instructions

NOTE: Each section MUST be entirely completed and saved before proceeding to avoid losing data entered.

NOTE: After submitting this requisition and applicable documents, allow a minimum of 5 business days for a Contracts Officer (CO) to be assigned to this project.

To avoid delays, the requisition must be complete and accompanied by the most current and appropriate documents. Once assigned, the CO will contact the Agency Procurement Officer to proceed with the solicitation process.

The RFP template, Requisition, and ITPR (if applicable) will be requested in the Questions Section.

Print Request
Request Actions
History

Approve/Complete
Forward to...
Put Request on Hold
Reject
Return to Requester
Return to Shared Folder

