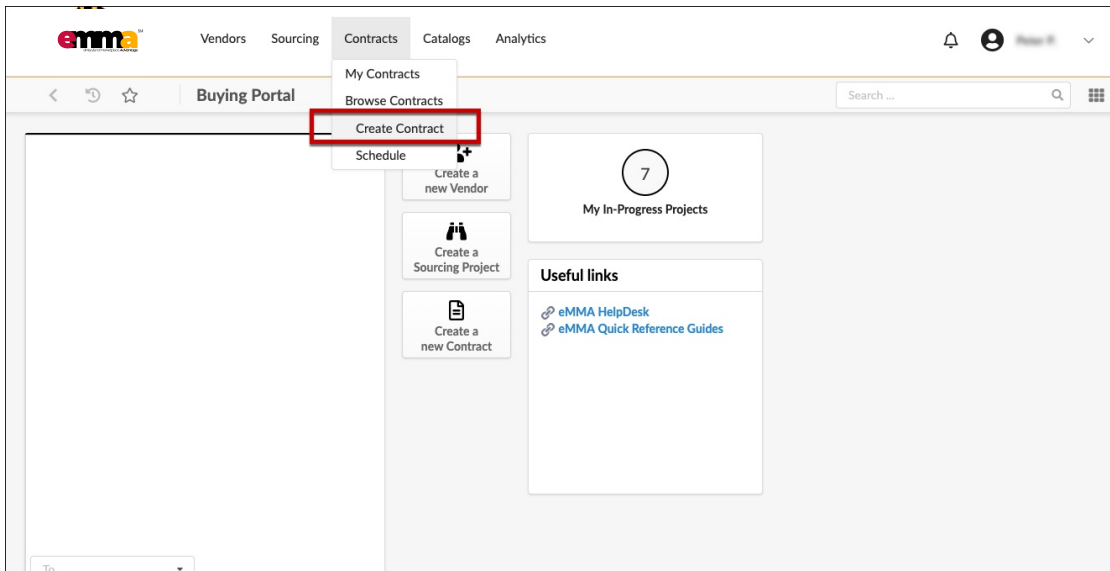


OVERVIEW

This Quick Reference Guide (QRG) will help you create a new/ad-hoc public contract.

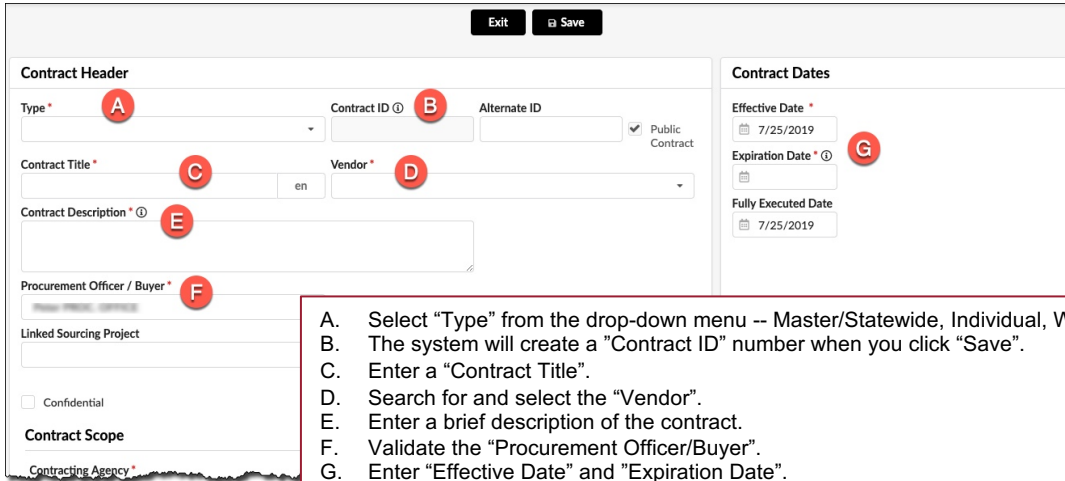
PROCESS

1. Access eMMA via SecureAuth or your login. IMPORTANT: For best results, access eMMA via Google Chrome.
2. From the “Contracts” tab, click “Create Contract” from the drop-down menu.



PROCESS (continued)

3. The “Contract” screen displays. Complete all fields as noted below. Required fields are denoted with “ * ”.



Contract Header

Type * **A** Contract ID **B** Alternate ID ☒ Public Contract

Contract Title * **C** Vendor * **D**

Contract Description * **E**

Procurement Officer / Buyer * **F**

Linked Sourcing Project

☐ Confidential

Contract Dates

Effective Date * **G** 7/25/2019

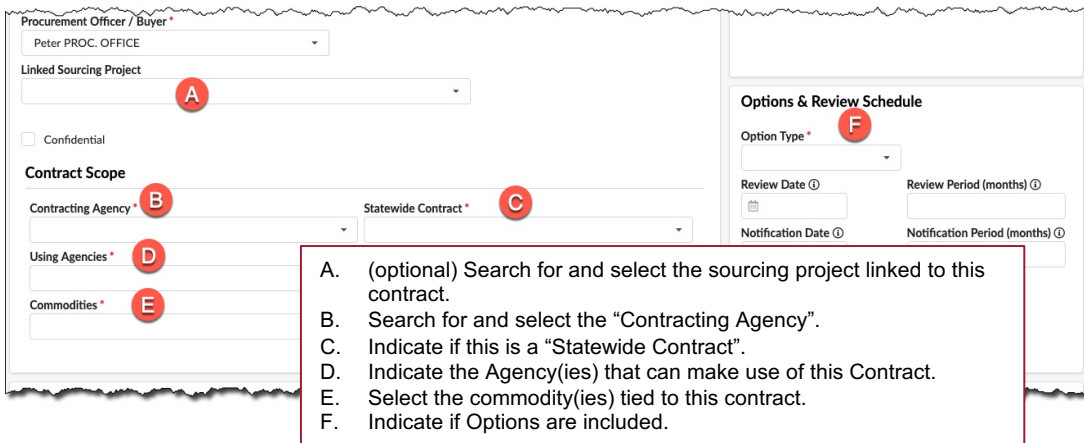
Expiration Date * **G**

Fully Executed Date 7/25/2019

Contract Scope

Contracting Agency *

- A. Select “Type” from the drop-down menu -- Master/Statewide, Individual, Work Order
- B. The system will create a “Contract ID” number when you click “Save”.
- C. Enter a “Contract Title”.
- D. Search for and select the “Vendor”.
- E. Enter a brief description of the contract.
- F. Validate the “Procurement Officer/Buyer”.
- G. Enter “Effective Date” and “Expiration Date”.



Procurement Officer / Buyer * Peter PROC. OFFICE

Linked Sourcing Project **A**

☐ Confidential

Contract Scope

Contracting Agency * **B** Statewide Contract * **C**

Using Agencies * **D**

Commodities * **E**

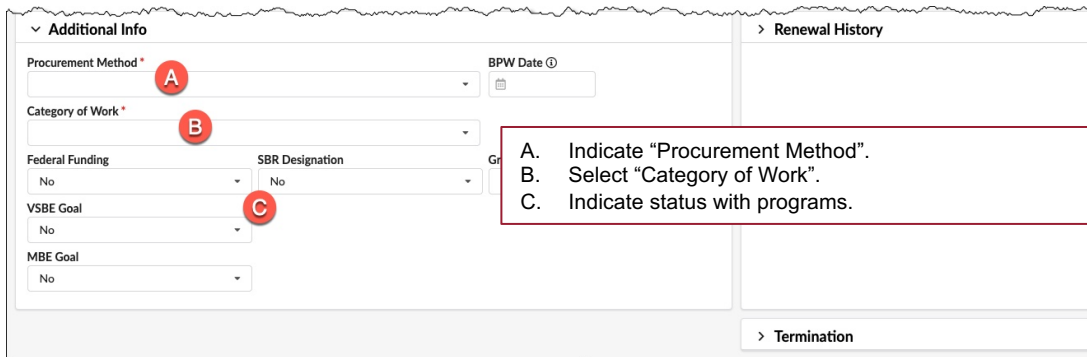
Options & Review Schedule

Option Type * **F**

Review Date Review Period (months)

Notification Date Notification Period (months)

- A. (optional) Search for and select the sourcing project linked to this contract.
- B. Search for and select the “Contracting Agency”.
- C. Indicate if this is a “Statewide Contract”.
- D. Indicate the Agency(ies) that can make use of this Contract.
- E. Select the commodity(ies) tied to this contract.
- F. Indicate if Options are included.



Additional Info

Procurement Method * **A** BPW Date

Category of Work * **B**

Federal Funding SBR Designation

VSBE Goal **C**

MBE Goal

Renewal History

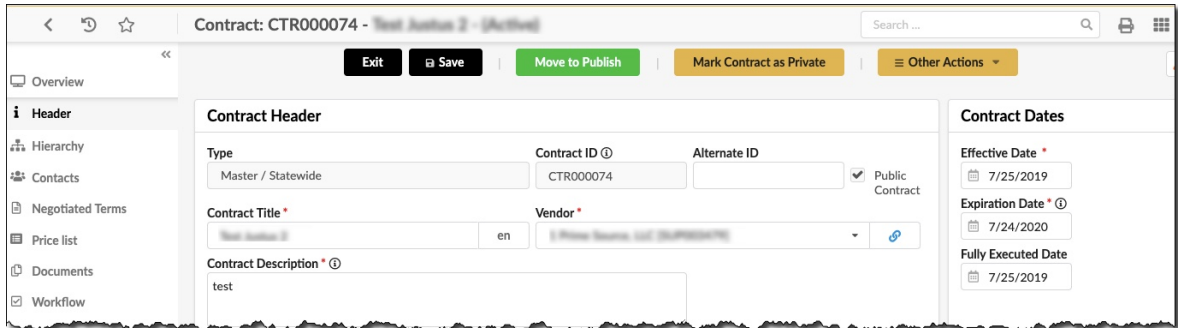
Termination

- A. Indicate “Procurement Method”.
- B. Select “Category of Work”.
- C. Indicate status with programs.

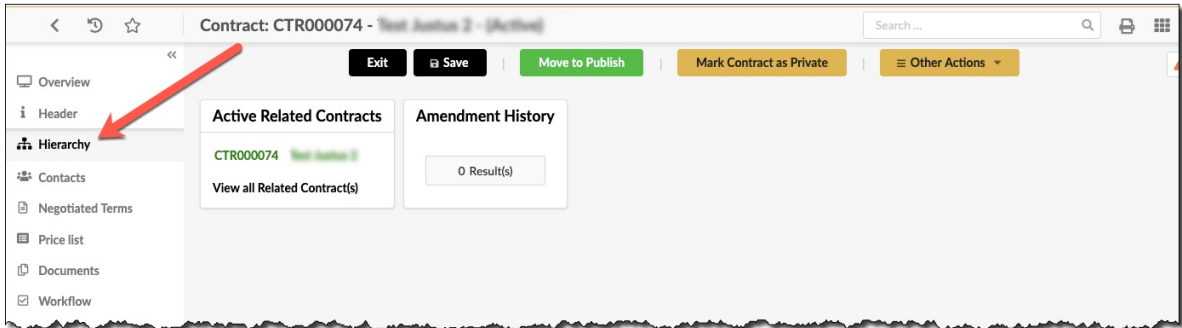
4. Click “Save”.

PROCESS (continued)

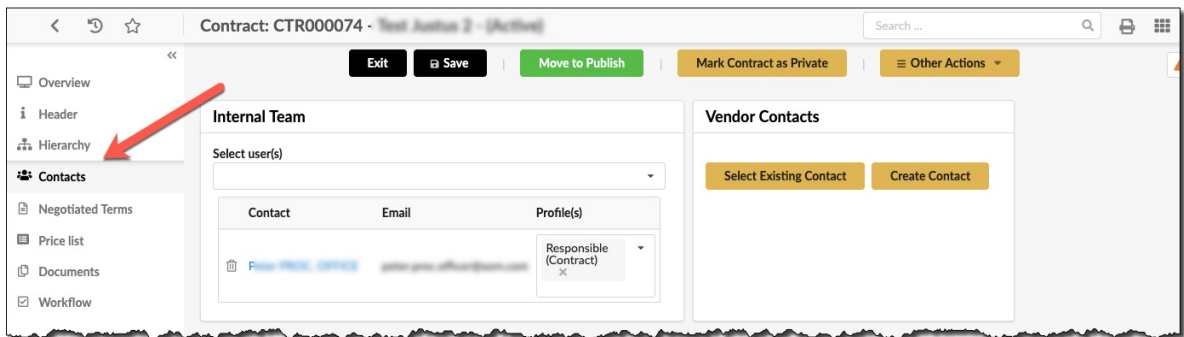
4. The “Contract” screen updates and displays. Note that new tabs are available (left navigation).



5. Click “Hierarchy” to view related contracts. Click “Save” when complete.



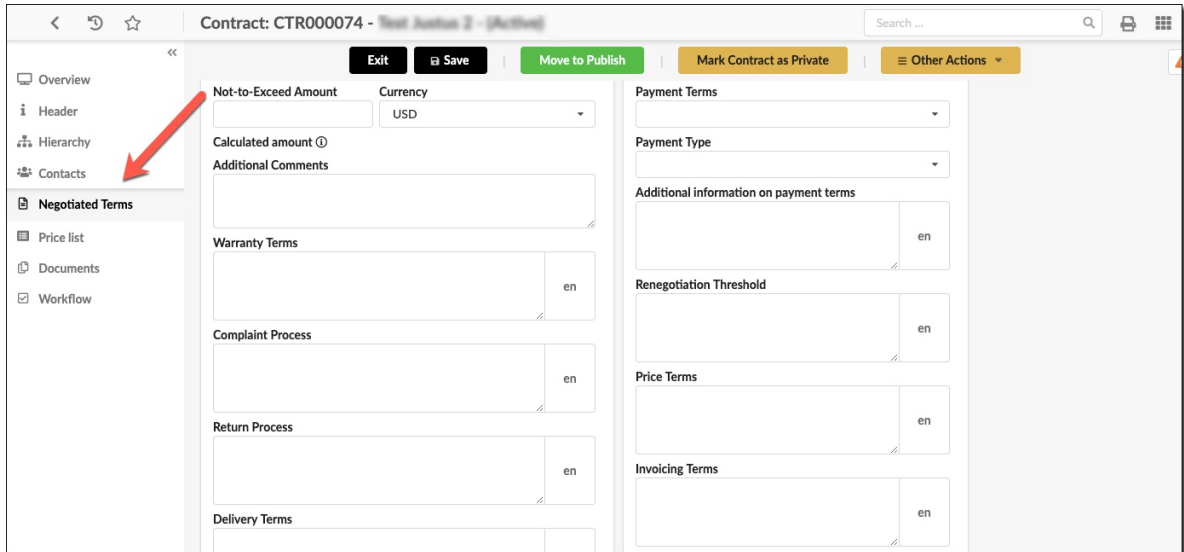
6. Click “Contacts” to assign internal users (and roles) and/or Vendor contacts. Click “Save” when complete.



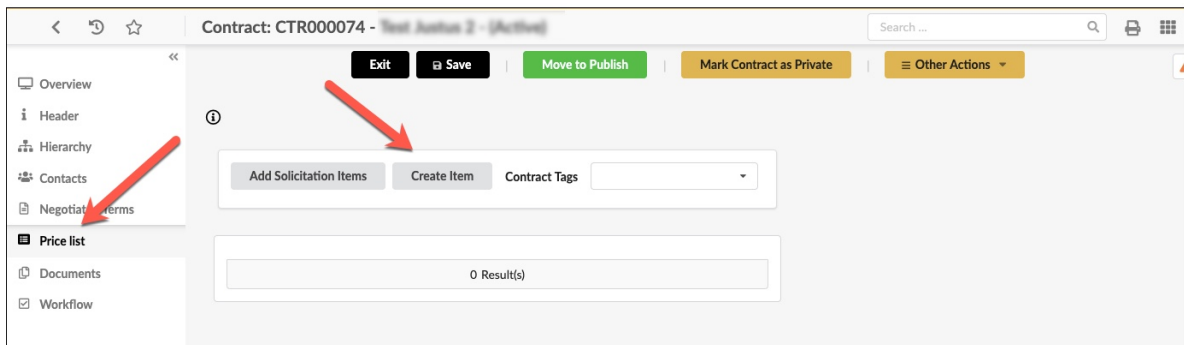
NOTE: You can assign existing Vendor contacts or create new contacts.

PROCESS (continued)

- Click "Negotiated Terms". Complete applicable fields. Click "Save" when complete.

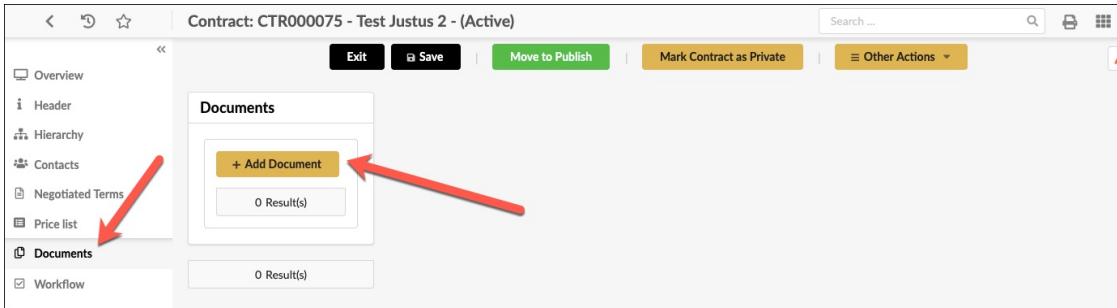


- Click "Price List". Click "Create Item". Complete the pop-up window; repeat as needed. Click "Save" when complete.

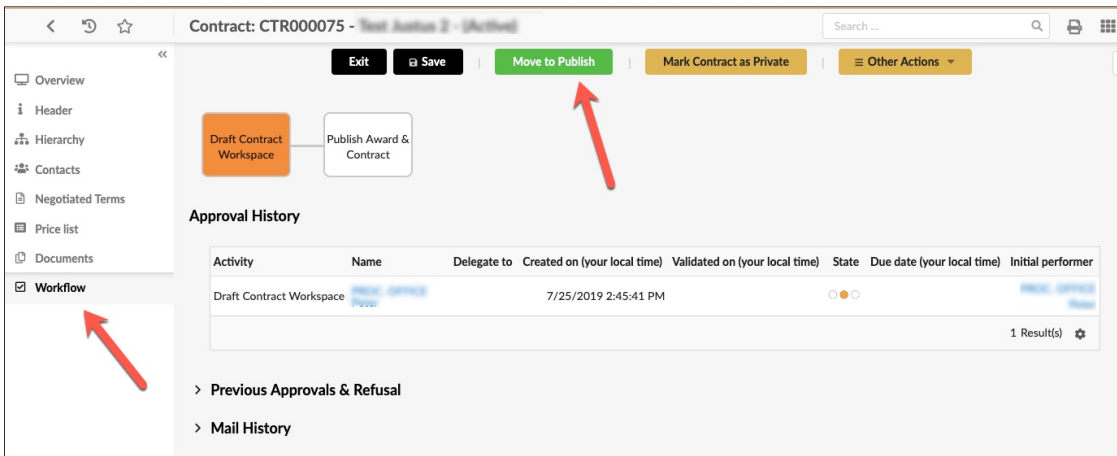


PROCESS (continued)

9. Click “Documents”. Click “+Add Document”. Complete pop-up screen. Repeat, as needed. Click “Save” when complete.



10. Click “Workflow”. Confirm workflow. Click “Move to Publish”.



11. Click “Publish”. Validate that pricing lines can be visible publicly, if applicable.

