

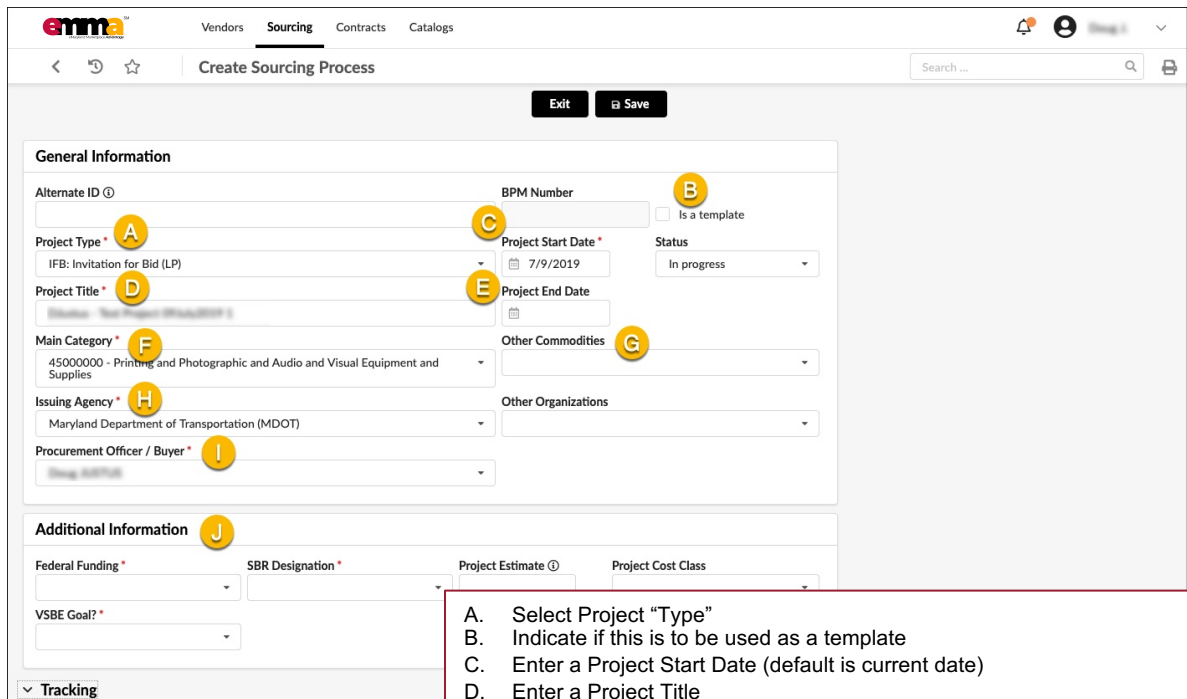
OVERVIEW

This Quick Reference Guide (QRG) is designed to show you how to create a Sourcing Project in eMMA.

All Solicitations begin with a new Sourcing Project being created. Sourcing Projects can be created as “new” or as a “copy” of a previous Project.

PROCESS – Create New Sourcing Project

1. Access eMMA via SecureAuth or your login. IMPORTANT: For best results, access eMMA via Google Chrome.
2. From your Home page, click the “Sourcing” module and select “Create Project” from the drop-down menu. Complete the screen, as noted. Mandatory fields are denoted by “ * ”.



The screenshot shows the 'Create Sourcing Process' form in the eMMA system. The form is divided into two main sections: 'General Information' and 'Additional Information'. The 'General Information' section includes fields for 'Alternate ID', 'Project Type', 'Project Title', 'Main Category', 'Issuing Agency', and 'Procurement Officer / Buyer'. The 'Additional Information' section includes fields for 'Federal Funding', 'SBR Designation', 'Project Estimate', 'Project Cost Class', and 'VSBE Goal?'. Callout letters A through J are placed next to specific fields: A points to 'Project Type', B points to 'Is a template', C points to 'Project Start Date', D points to 'Project Title', E points to 'Project End Date', F points to 'Main Category', G points to 'Other Commodities', H points to 'Issuing Agency', I points to 'Procurement Officer / Buyer', and J points to 'Additional Information'.

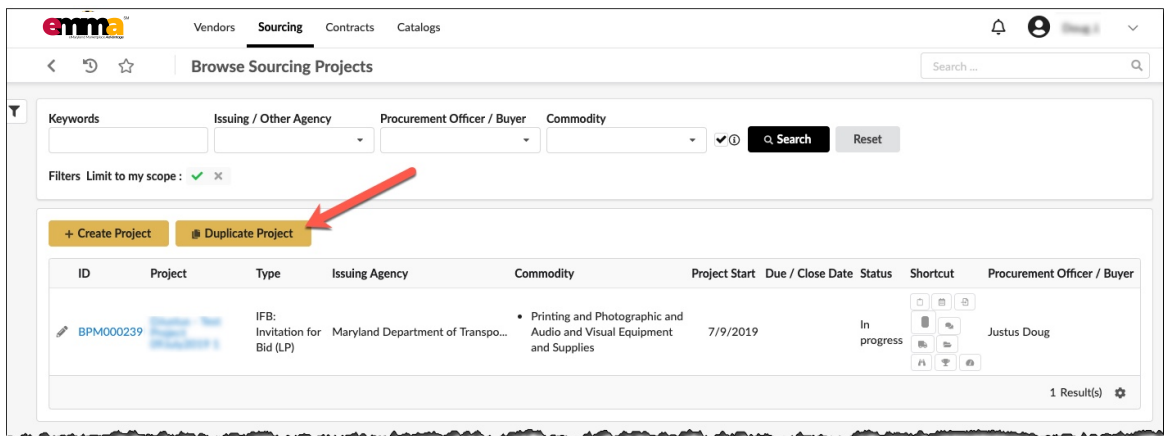
- A. Select Project “Type”
- B. Indicate if this is to be used as a template
- C. Enter a Project Start Date (default is current date)
- D. Enter a Project Title
- E. (optional) Enter Project End date
- F. Search for and select Main Commodity Category (UNSPSC); NOTE: You can view all UNSPSC codes at www.unspsc.org
- G. (optional) Enter Other Commodities
- H. Validate Issuing Agency
- I. Validate Procurement Officer/Buyer
- J. Complete “Additional Information” fields

3. Click “Save” to continue.

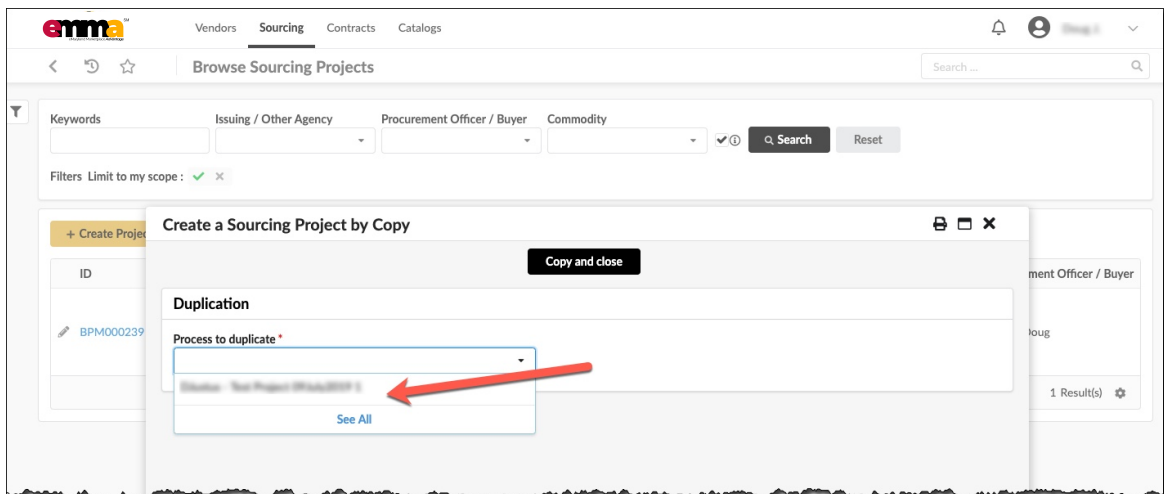
The Confirmation message displays.

PROCESS – Create as a Copy of a Sourcing Project

1. Access eMMA via SecureAuth or your login. IMPORTANT: For best results, access eMMA via Google Chrome.
2. From your Home page, click the “Sourcing” module and select “Browse Sourcing Projects” from the drop-down menu.
3. Click “Duplicate Project”.

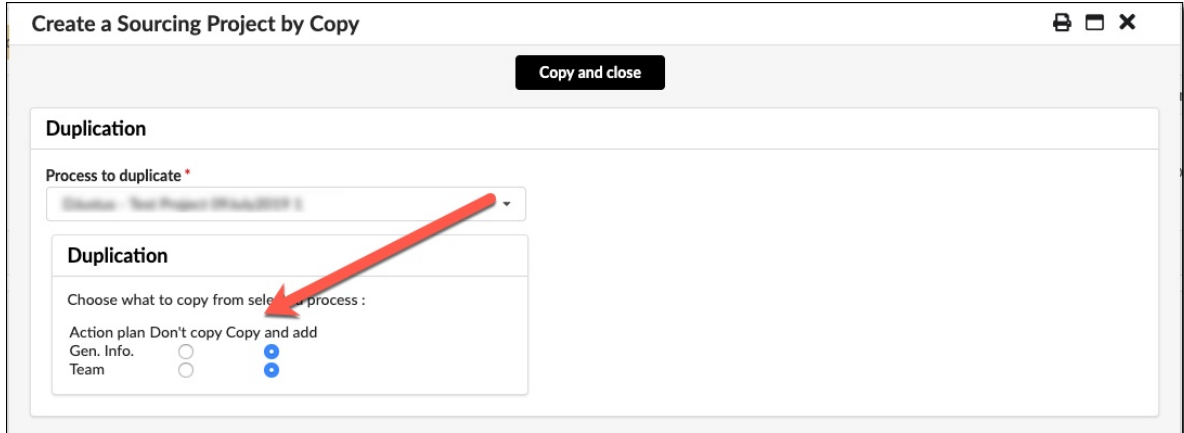


4. From the pop-up window, click the “Process to duplicate*” drop-down. Select the Project to be duplicated.

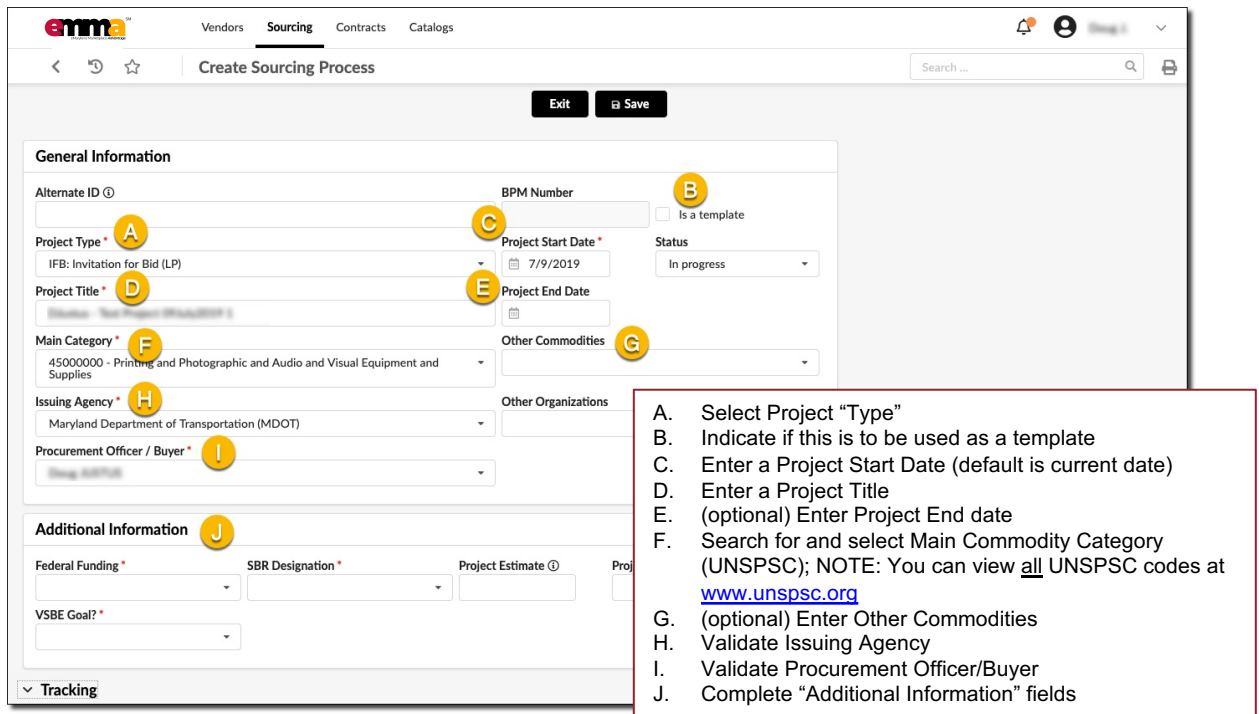


PROCESS – Create as a Copy of a Sourcing Project (continued)

- From the pop-up window, select/deselect the items to copy into the new Project. Click “Copy and close”. Review any warnings (if applicable).



- Complete the screen, as noted. Mandatory fields are denoted by “ * ”.



- Click “Save” to continue.

The Confirmation message displays.