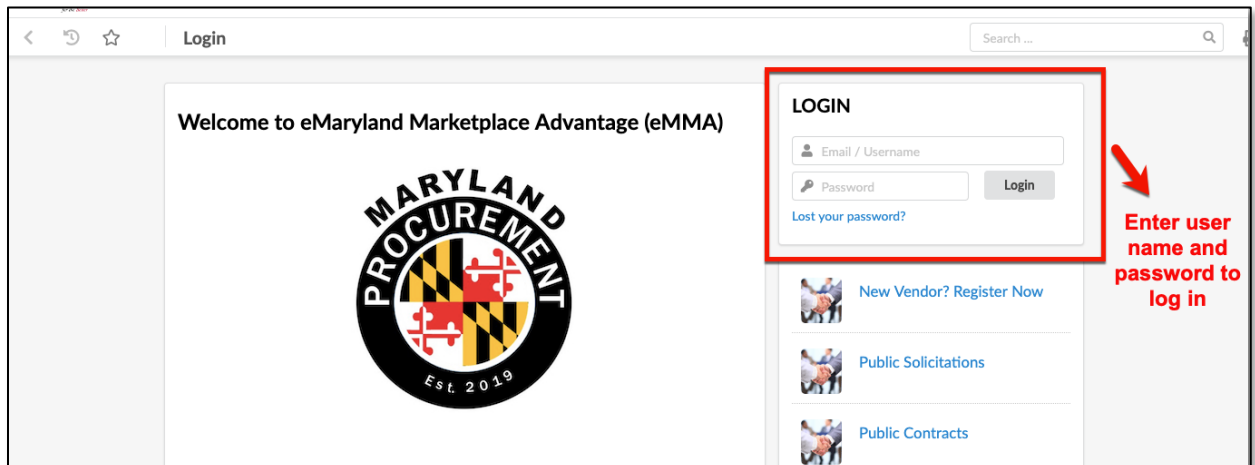


OVERVIEW

This Quick Reference Guide (QRG) is designed to help you understand how to view an awarded contract in eMMA.

Logging in – eMMA Homepage

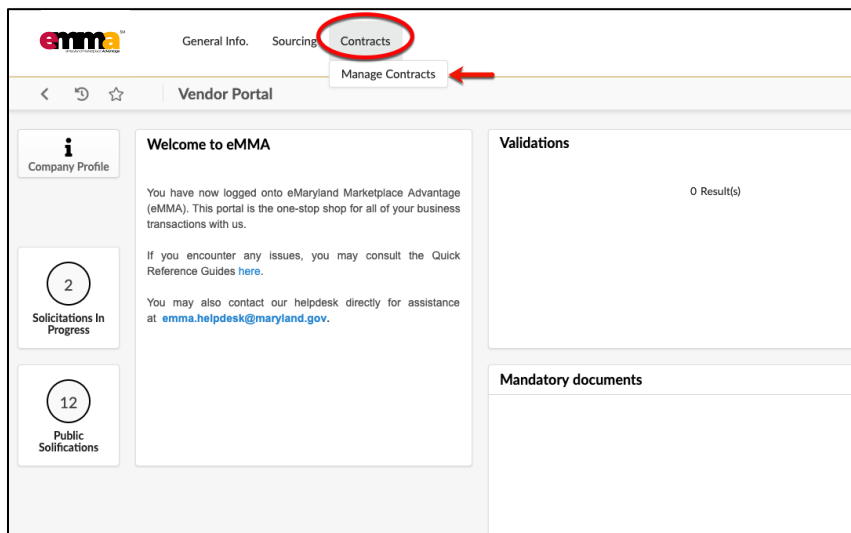
1. Log in using the email and password populated from the Registration page.



The screenshot shows the eMMA homepage with a login form highlighted by a red box. The login form contains fields for 'Email / Username' and 'Password', a 'Login' button, and a link for 'Lost your password?'. A red arrow points to the login form with the text 'Enter user name and password to log in'.

Viewing Awarded Contracts

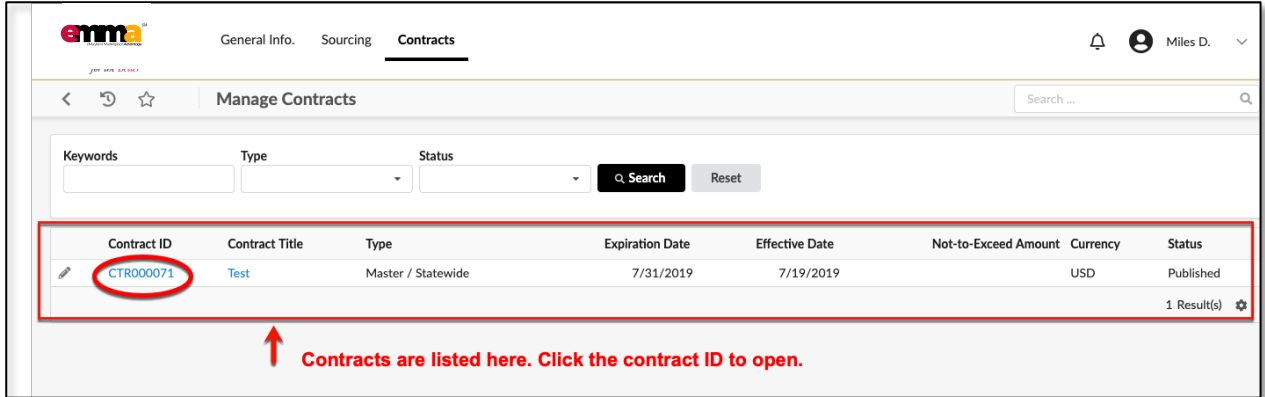
2. Click "Contracts" at the top of the page, then Manage Contracts.



The screenshot shows the eMMA Vendor Portal. The 'Contracts' tab is highlighted in the top navigation bar, and the 'Manage Contracts' link is highlighted with a red arrow. The main content area displays a welcome message, a 'Validations' section with 0 results, and a 'Mandatory documents' section.

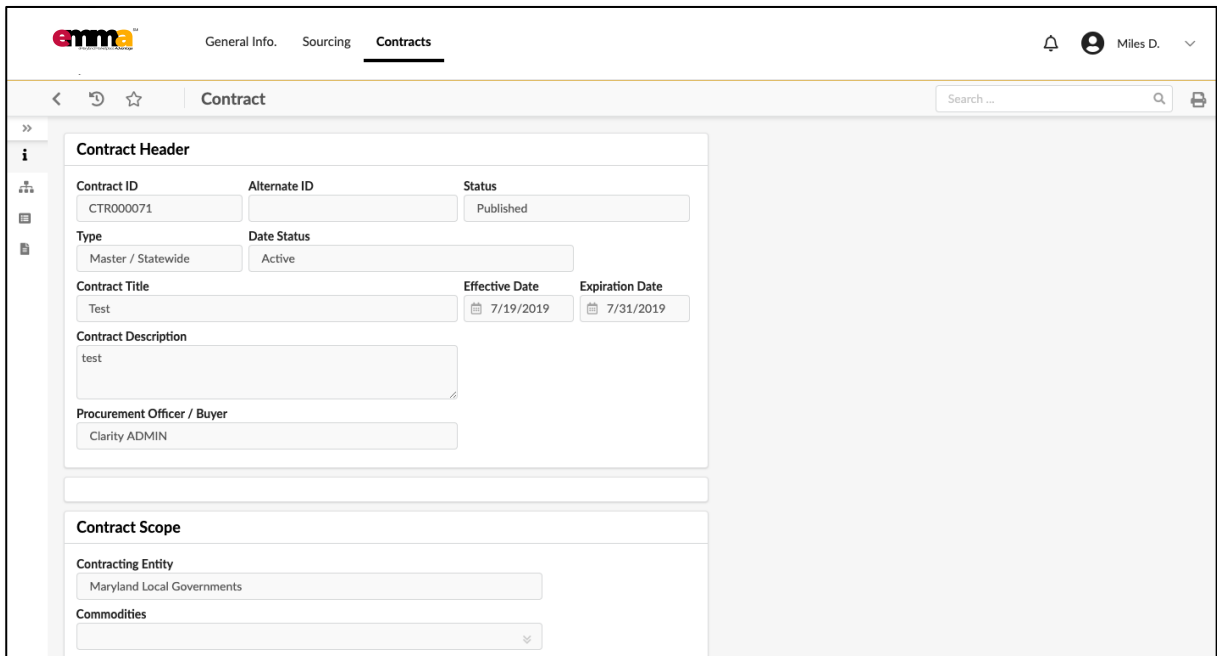
Viewing Awarded Contracts

3. Click the contract ID to open and view the Contract.



The screenshot shows the 'Manage Contracts' interface. At the top, there are tabs for 'General Info.', 'Sourcing', and 'Contracts'. Below the tabs is a search bar and filters for 'Keywords', 'Type', and 'Status'. A table lists contracts with columns: Contract ID, Contract Title, Type, Expiration Date, Effective Date, Not-to-Exceed Amount, Currency, and Status. The first row is highlighted, showing Contract ID 'CTR000071', Title 'Test', Type 'Master / Statewide', Expiration Date '7/31/2019', Effective Date '7/19/2019', Currency 'USD', and Status 'Published'. A red arrow points to the table with the text: "Contracts are listed here. Click the contract ID to open."

4. View the Awarded Contract.



The screenshot shows the 'Contract' detail page. The 'Contract Header' section contains the following information:

- Contract ID: CTR000071
- Alternate ID: (empty)
- Status: Published
- Type: Master / Statewide
- Date Status: Active
- Contract Title: Test
- Effective Date: 7/19/2019
- Expiration Date: 7/31/2019
- Contract Description: test
- Procurement Officer / Buyer: Clarity ADMIN

The 'Contract Scope' section contains the following information:

- Contracting Entity: Maryland Local Governments
- Commodities: (empty)