

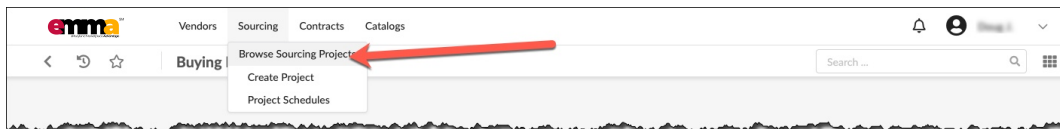
### OVERVIEW

This Quick Reference Guide (QRG) is designed to show you how to Vendors to a Sourcing Project in eMMA. This functionality creates a communication directly to selected Vendors based on the commodities chosen.

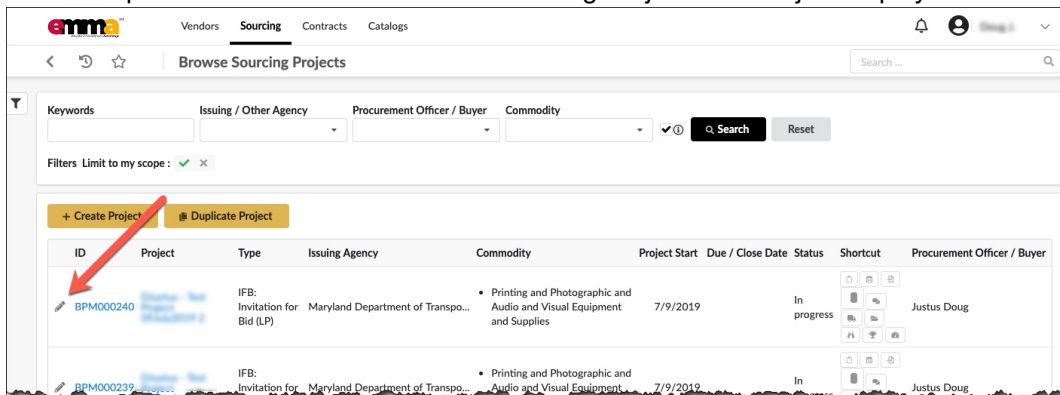
NOTE: Vendors added at the Project level will be visible when create a Solicitation.

### PROCESS – Adding Vendors to a Sourcing Project

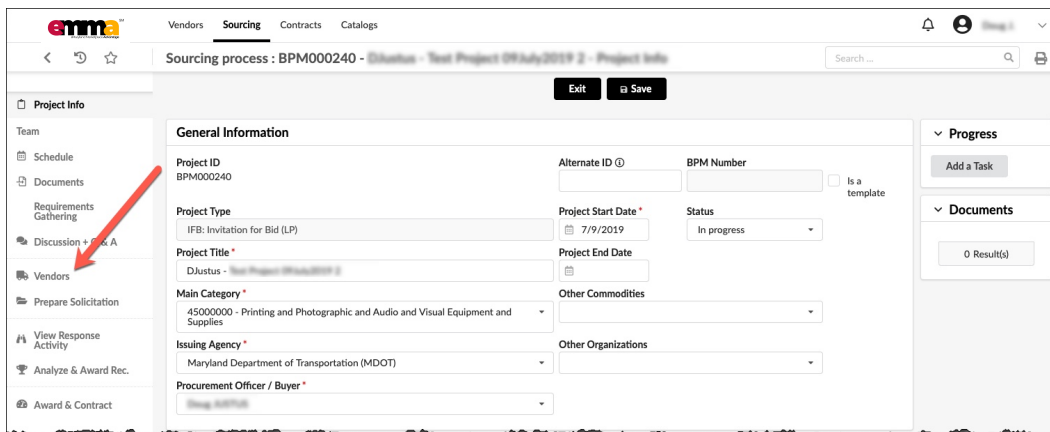
1. Access eMMA via SecureAuth or your login. IMPORTANT: For best results, access eMMA via Google Chrome.
2. From your Home page, click the “Sourcing” module and select “Browse Sourcing Projects” from the drop-down menu.



3. Click the “pencil” icon next to the desired Sourcing Project. The Project displays.



4. Click the “Vendors” tab.

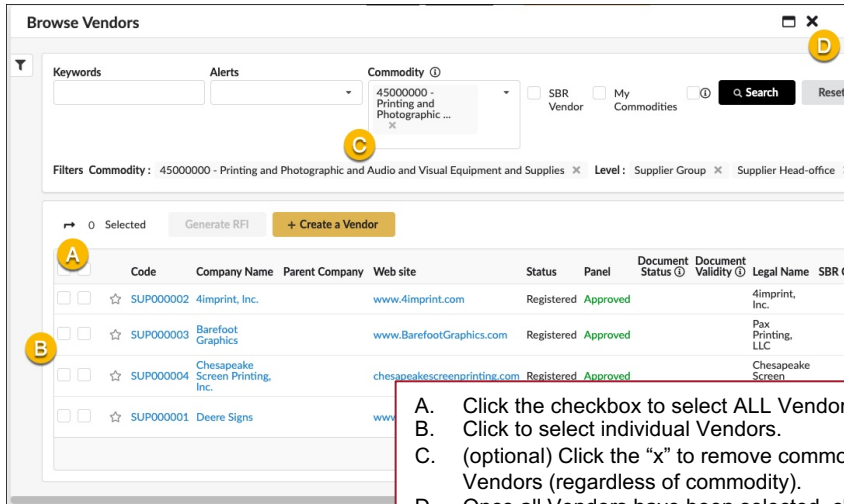


### PROCESS – Adding Vendors to a Sourcing Project (continued)

5. The "Consulted Vendors" screen displays. Click **...** to view Vendors.



6. The Vendors assigned to the selected commodities displays. Complete the screen as noted.

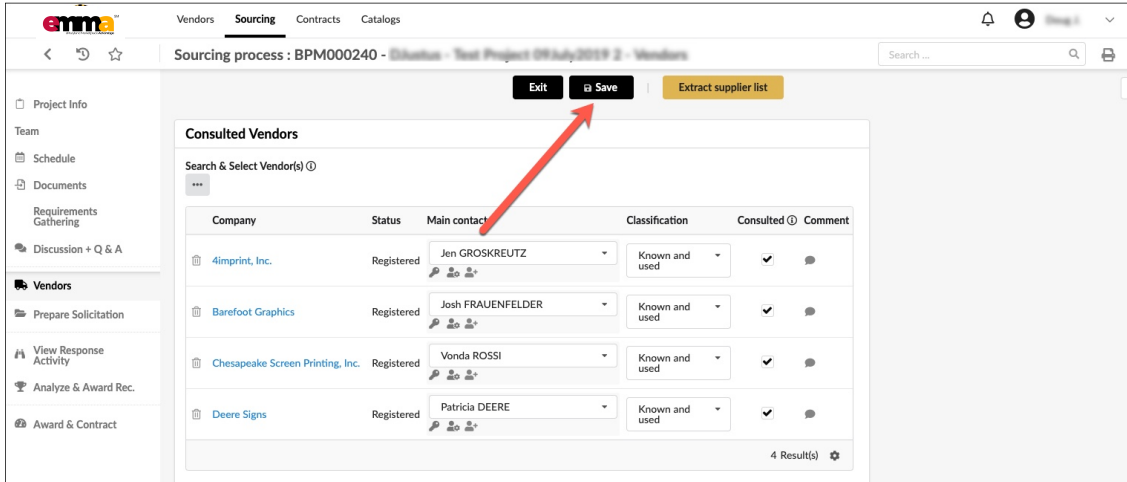


- A. Click the checkbox to select ALL Vendors. Or,  
B. Click to select individual Vendors.  
C. (optional) Click the "x" to remove commodities and view all Vendors (regardless of commodity).  
D. Once all Vendors have been selected, click "X" to close the window.

7. Click "Send". The Confirmation message displays.

### PROCESS – Adding Vendors to a Sourcing Project (continued)

8. The selected Vendor(s) display. Click “Save”.



The screenshot shows the 'Sourcing' tab in the eMMA interface. The breadcrumb trail indicates the path: Sourcing process : BPM000240 - Solicitation - Test Project 09 July 2019 2 - Vendors. The 'Consulted Vendors' section displays a table with the following data:

Company	Status	Main contact	Classification	Consulted	Comment
4imprint, Inc.	Registered	Jen GROSCKREUTZ	Known and used	<input checked="" type="checkbox"/>	
Barefoot Graphics	Registered	Josh FRAUENFELDER	Known and used	<input checked="" type="checkbox"/>	
Chesapeake Screen Printing, Inc.	Registered	Vonda ROSSI	Known and used	<input checked="" type="checkbox"/>	
Deere Signs	Registered	Patricia DEERE	Known and used	<input checked="" type="checkbox"/>	

At the bottom of the table, it says '4 Result(s)'. Above the table, there are buttons for 'Exit', 'Save', and 'Extract supplier list'. A red arrow points to the 'Save' button.

9. The confirmation screen displays.