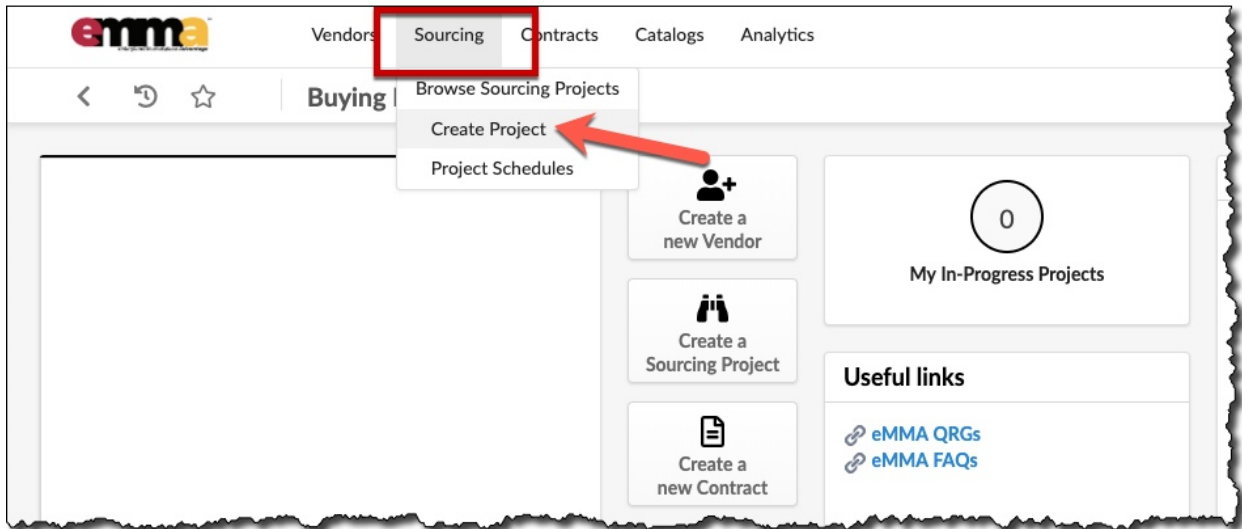


### OVERVIEW

This Quick Reference Guide (QRG) is designed to help you (*Procurement Officers & Buyers*) understand how to create large Procurement *Information for Bid* (IFB) Sourcing Projects in eMaryland Marketplace Advantage (eMMA).

### SECTION 1: Navigate to the eMMA Home Screen

1. Access eMMA via SecureAuth or your login. IMPORTANT: For best results, access eMMA via Google Chrome.
2. Select the **Sourcing** module at the top of the home screen.
3. Click “**Create Project**” to continue.



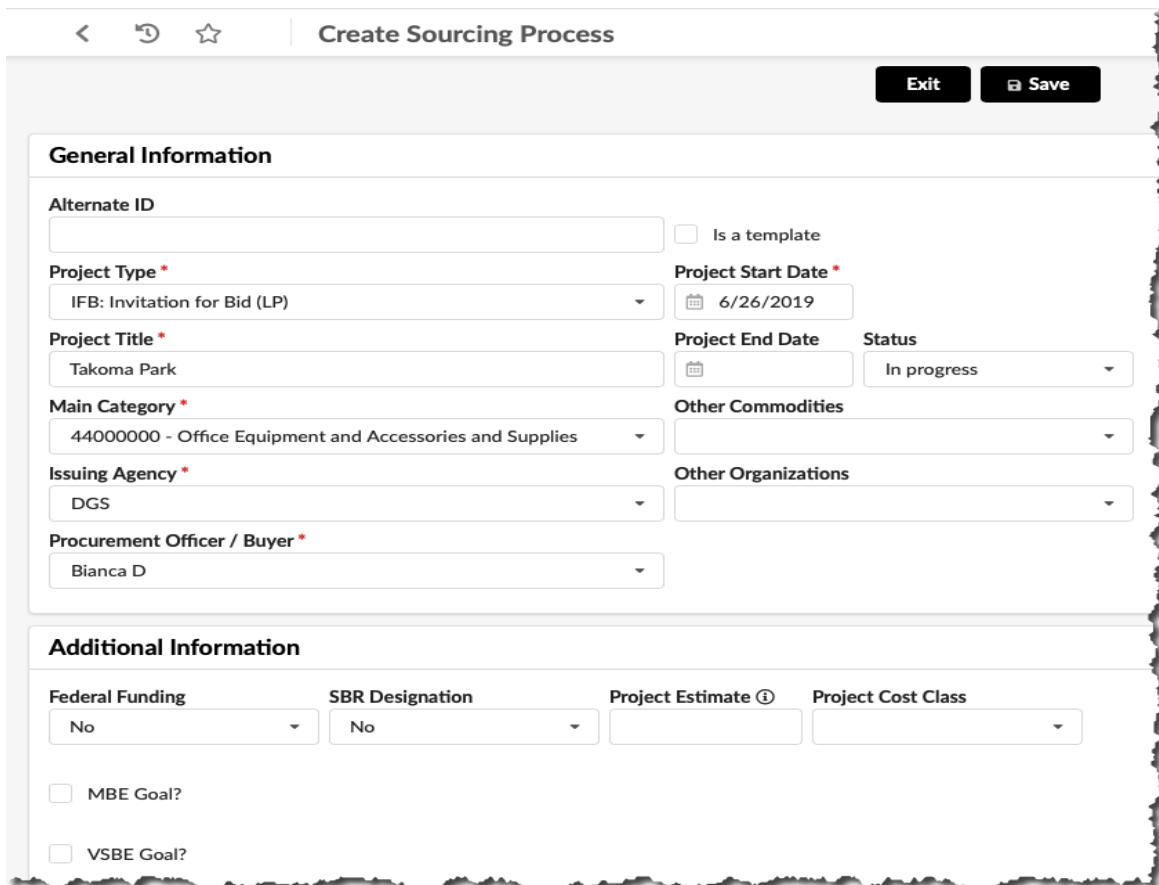
### SECTION 2: General Information

**NOTE:** All fields marked with a red asterisk to the right are required and must be completed in order to proceed

Complete the required fields as indicated:

- Project Type:** Select the **IFB** (Information for Bid) option from the drop-down menu  
**NOTE:** The IFB solicitation type is public and sealed. The Purchaser will be awarding to the lowest price bid. This solicitation type will allow for minimum qualification criteria to be flagged and disqualify bidders if they do not meet those criteria.
- Project Title:** Enter an appropriate title for the Sourcing Project
- Main Category:** Select a category from the drop-down or click "See All" to search commodities
- Issuing Agency:** Insert the name of the issuing agency of the Sourcing Project; the "See All" search function may also be utilized on this field
- Procurement Officer / Buyer:** Enter the name of the Procurement Officer / Buyer of the IFB Sourcing Project
- Project Start Date:** Enter the Project Start date

➤ Once the required criteria is complete, click the "Save" button at the top of the screen



**Create Sourcing Process**

**General Information**

Alternate ID

☐ Is a template

**Project Type \***

**Project Start Date \***

**Project Title \***

**Project End Date**

**Status**

**Main Category \***

**Other Commodities**

**Issuing Agency \***

**Other Organizations**

**Procurement Officer / Buyer \***

**Additional Information**

**Federal Funding**

**SBR Designation**

**Project Estimate**

**Project Cost Class**

☐ MBE Goal?

☐ VSBE Goal?

### SECTION 3: Additional Information

**NOTE:** All fields marked with a red asterisk to the right are required and must be completed in order to proceed

Complete the required fields as indicated:

1. **Federal Funding:** Indicate the status of the **Federal Funding**
2. **SBR Description:** Enter the **Small Business Reserve** description
3. **MBE Goal:** Indicate the **Minority Business Enterprise** Goal Status
4. **VSBE Goal:** Indicate the **Veteran-Owned Small Business Enterprise** Goal Status

➤ Once the required criteria is complete, click the “Save” button at the top of the screen

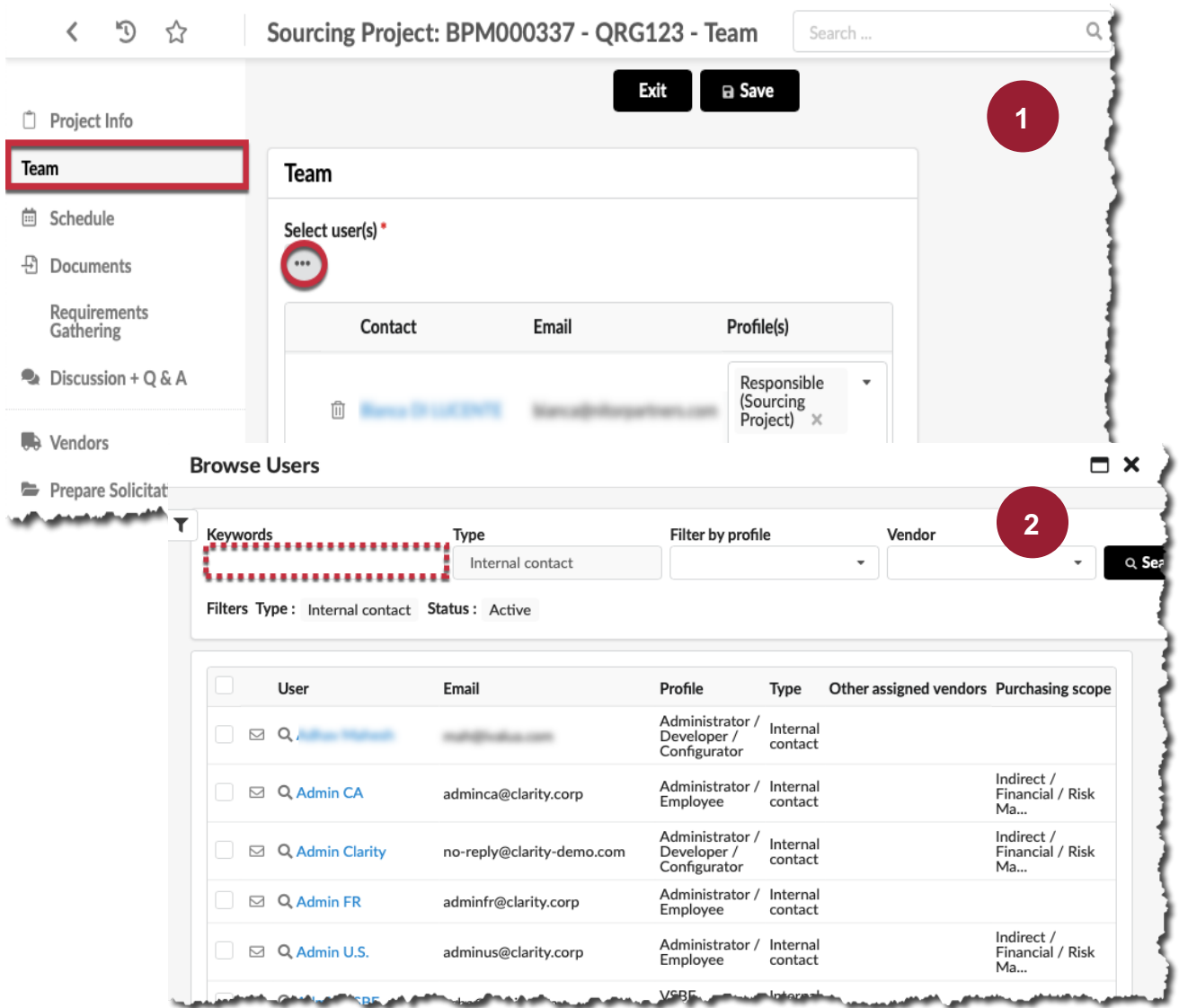
#### Additional Information

<b>Federal Funding *</b>	<b>SBR Designation *</b>	<b>Project Estimate</b> ⓘ	<b>Project Cost Class</b>
<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>	<input type="text"/>
<b>MBE Goal? *</b>	<b>MBE Participation (%)</b>		
<input type="text" value="Yes"/>	<input type="text" value="25"/>		
<input type="checkbox"/> MBE Sub-Goal? ⓘ			
<b>VSBE Goal? *</b>	<b>VSBE Participation (%)</b>		
<input type="text" value="Yes"/>	<input type="text" value="25"/>		

### SECTION 4: Create a Team

The Owner of the Sourcing Project may choose to create a **Team** for the specific event to drive transparency and collaboration through out the process.

1. Select the “**Team**” step from the menu bar on the left side of the screen; click the “**three-dot**” button to add team members.
2. Scroll the pop-up to browse and identify desired team members or use the text box” to search for a specific individual; select and close out of the screen.



The screenshot shows the 'Sourcing Project: BPM000337 - QRG123 - Team' interface. On the left, the 'Team' step is selected in the menu bar. The main area shows a 'Team' section with a 'Select user(s) \*' button (indicated by a red circle and number 1). Below this is a table with columns: Contact, Email, Profile(s), and Responsible (Sourcing Project). A 'Browse Users' pop-up window is open, showing search filters and a list of users (indicated by a red circle and number 2).

**Browse Users**

Keywords: [Red dashed box around the search bar]

Type: Internal contact

Filter by profile: [Dropdown]

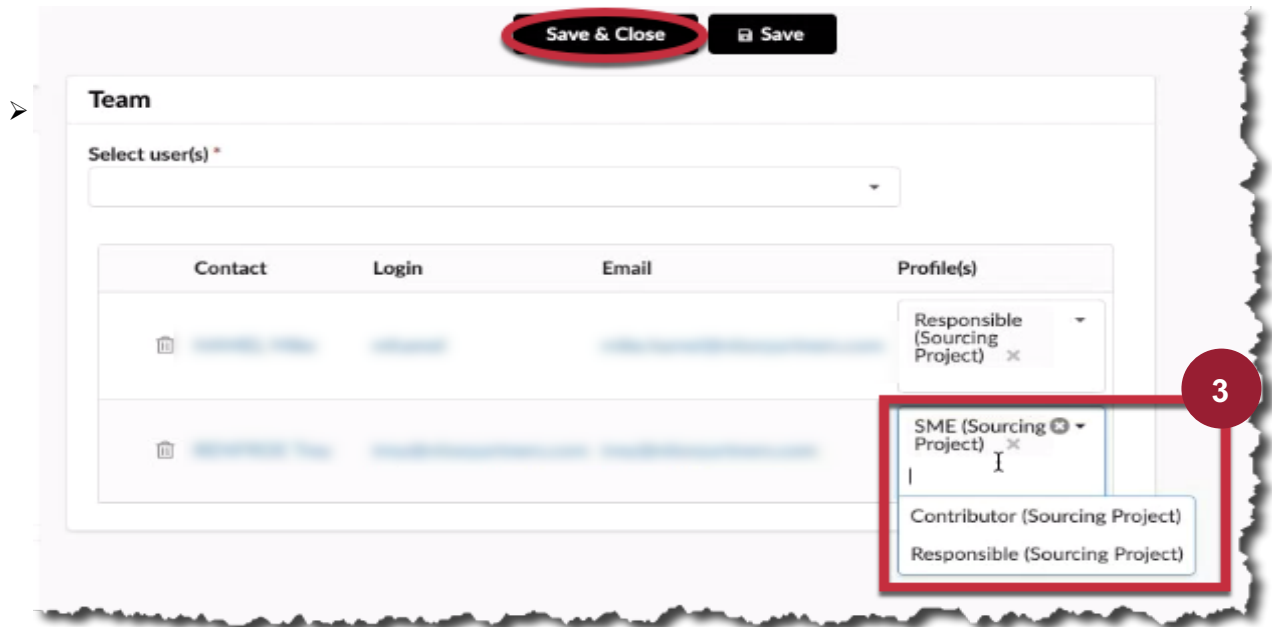
Vendor: [Dropdown]

Filters Type: Internal contact Status: Active

User	Email	Profile	Type	Other assigned vendors	Purchasing scope
<input type="checkbox"/> Admin U.S.	adminus@clarity.corp	Administrator / Employee	Internal contact		Indirect / Financial / Risk Ma...
<input type="checkbox"/> Admin FR	adminfr@clarity.corp	Administrator / Employee	Internal contact		Indirect / Financial / Risk Ma...
<input type="checkbox"/> Admin Clarity	no-reply@clarity-demo.com	Administrator / Developer / Configurator	Internal contact		Indirect / Financial / Risk Ma...
<input type="checkbox"/> Admin CA	adminca@clarity.corp	Administrator / Developer / Configurator	Internal contact		Indirect / Financial / Risk Ma...
<input type="checkbox"/> Admin U.S.	adminus@clarity.corp	Administrator / Employee	Internal contact		Indirect / Financial / Risk Ma...

### SECTION 4: Create a Team (cont.)

3. After the team member/s are added; select their role as either a **SME (Subject Matter Expert)**, **Contributor** or **Responsible** profile:
  - **SME:** The SME acts with the authorization of hands on active “helper” role; note this is the default team role when a new member is selected
  - **Contributor:** The role of Contributor is that of a “watcher” whom will score and respond to solicitations
  - **Responsible:** The Responsible role is appropriate for the owner of the Sourcing Project

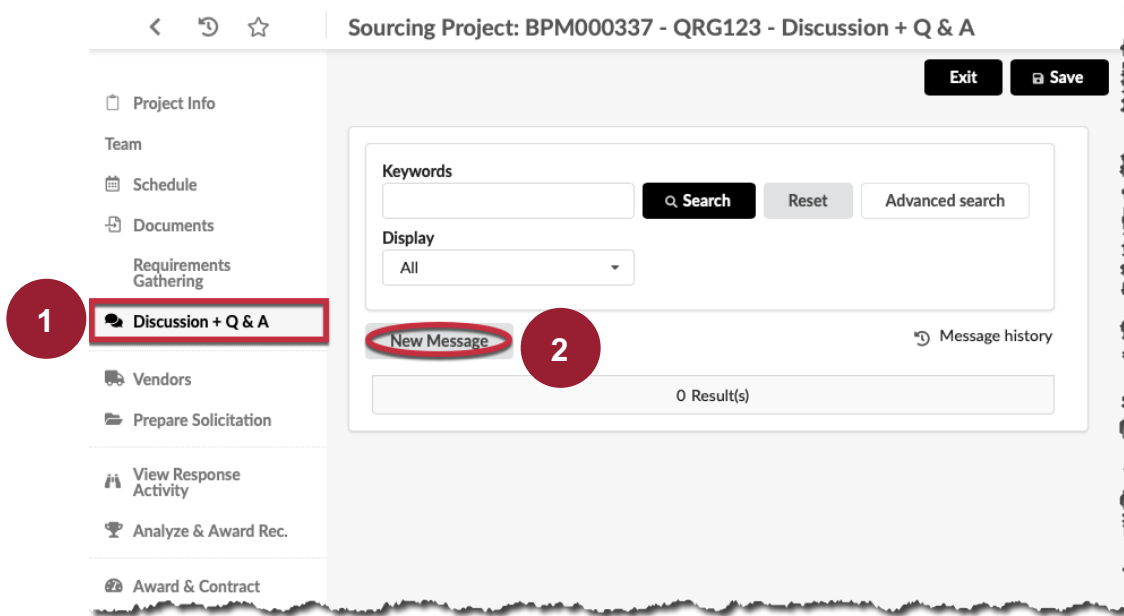


The screenshot shows the 'Team' management interface in eMMA. At the top, there are two buttons: 'Save & Close' (circled in red) and 'Save'. Below these is a 'Team' section with a 'Select user(s) \*' dropdown. Underneath is a table with columns: 'Contact', 'Login', 'Email', and 'Profile(s)'. The 'Profile(s)' column has a dropdown menu open, showing four options: 'Responsible (Sourcing Project)', 'SME (Sourcing Project)' (which is selected and highlighted with a red circle), 'Contributor (Sourcing Project)', and 'Responsible (Sourcing Project)'. A red circle with the number '3' is placed next to the dropdown menu.

### SECTION 5: Discussion + Q & A

The eMMA Sourcing module allows for streamlined central point of collaboration amongst internal teams within the Sourcing Project via the **Discussion + Q & A** step.

1. Select the “**Discussion + Q & A**” step from the menu bar on the left side of the screen
2. Click the “**New Message**” button to initiate a new message

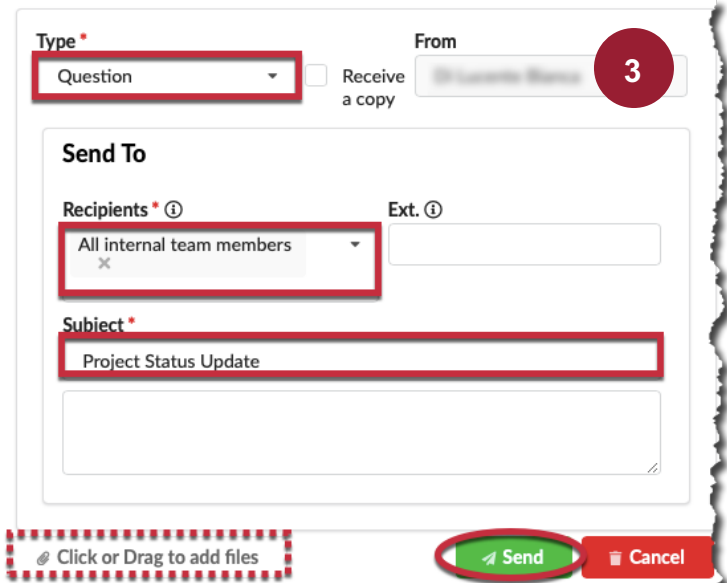


The screenshot shows the eMMA Sourcing Project interface for project BPM000337 - QRG123. The left sidebar contains a menu with options: Project Info, Team, Schedule, Documents, Requirements Gathering, **Discussion + Q & A** (highlighted with a red box and a red circle with the number 1), Vendors, Prepare Solicitation, View Response Activity, Analyze & Award Rec., and Award & Contract. The main content area shows a search bar with 'Keywords', a 'Search' button, a 'Reset' button, and an 'Advanced search' button. Below the search bar is a 'Display' dropdown menu set to 'All'. A 'New Message' button is highlighted with a red circle and a red circle with the number 2. To the right of the 'New Message' button is a 'Message history' link. At the bottom of the main content area, it says '0 Result(s)'.

**NOTE:** All fields marked with a red asterisk to the right are required and must be completed in order to proceed

3. Enter the required information; select the internal recipients of the message, craft the message and click “**Send**”
- **Recipients:** A message can be sent to a user outside of the system by entering an email address into the Recipient text box
  - **TIP:** Once the solicitation is live / active; the Discussion + Q & A may be utilized to communicate with vendors as well

**OPTIONAL:** Files may be attached by clicking or dragging where indicated in the lower left corner\*



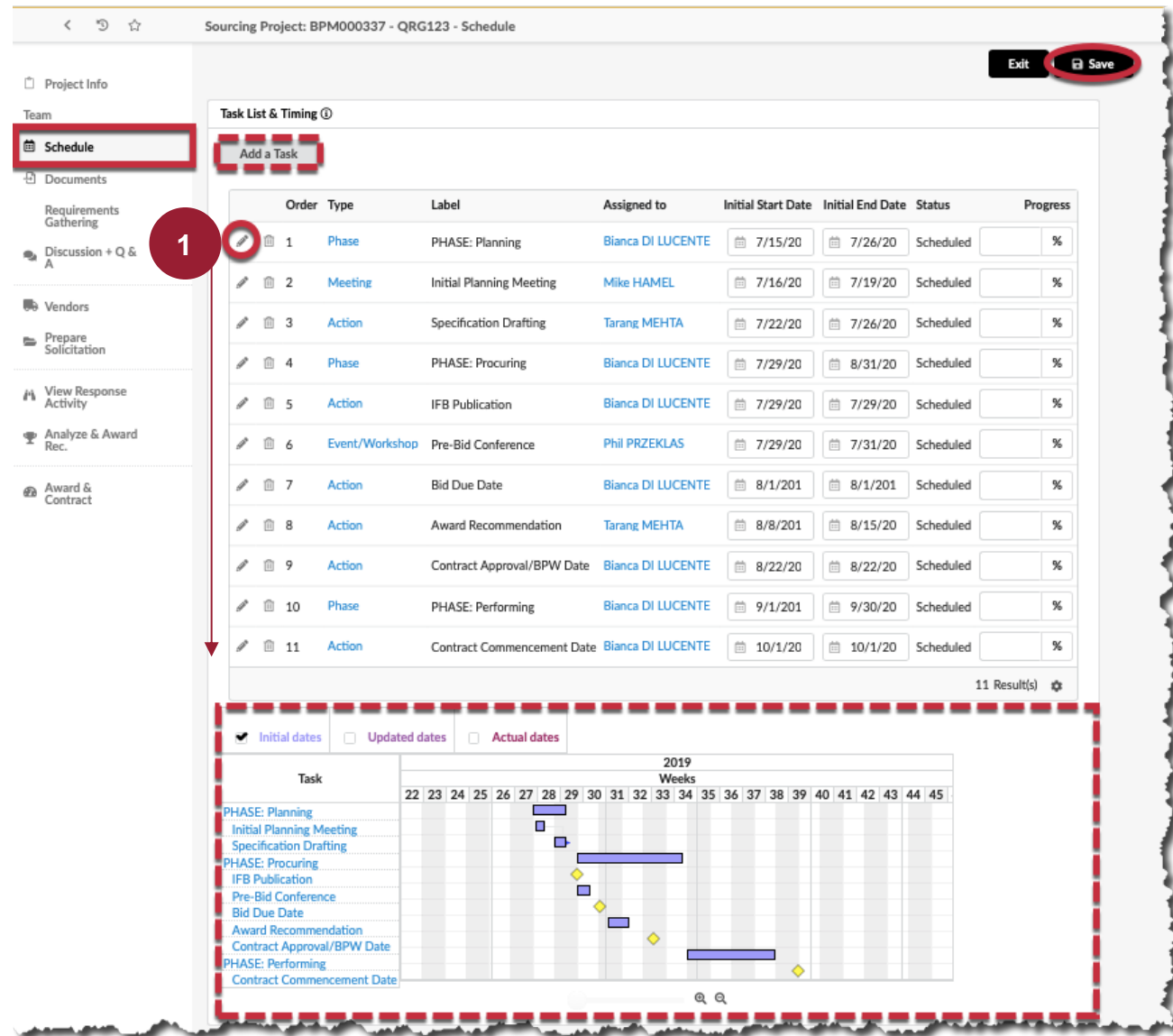
The screenshot shows the 'Send To' form in the eMMA Sourcing Project interface. The form has a 'Type' dropdown menu set to 'Question' (highlighted with a red box), a 'From' field set to 'Discussion + Q & A' (highlighted with a red box and a red circle with the number 3), and a 'Receive a copy' checkbox. Below the 'From' field is a 'Send To' section with a 'Recipients' dropdown menu set to 'All internal team members' (highlighted with a red box), an 'Ext.' field, and a 'Subject' field set to 'Project Status Update' (highlighted with a red box). At the bottom of the form is a dashed red box with the text 'Click or Drag to add files' and a green 'Send' button (highlighted with a red circle) and a red 'Cancel' button.

### SECTION 6: Create a Sourcing Project Schedule

Access the Sourcing Project **Schedule** features by selecting the indicated step on the left side of the screen

1. Review the templated schedule **Phases, Meetings, Actions & Events**
2. The Task line items may be edited by clicking the **pencil icon** on the left side of the column; continue to the next page of this guide to learn how to edit Tasks

**NOTE:** The criteria defined within the **Task List & Timing** table will auto-populate the “**Initial Dates**” section of the GANTT chart as illustrated below



Sourcing Project: BPM000337 - QRG123 - Schedule

Exit Save

Project Info

Team

**Schedule**

Documents

Requirements Gathering

Discussion + Q & A

Vendors

Prepare Solicitation

View Response Activity

Analyze & Award Rec.

Award & Contract

Task List & Timing ⓘ

Add a Task

Order	Type	Label	Assigned to	Initial Start Date	Initial End Date	Status	Progress
1	Phase	PHASE: Planning	Bianca DI LUCENTE	7/15/20	7/26/20	Scheduled	%
2	Meeting	Initial Planning Meeting	Mike HAMEL	7/16/20	7/19/20	Scheduled	%
3	Action	Specification Drafting	Tarang MEHTA	7/22/20	7/26/20	Scheduled	%
4	Phase	PHASE: Procuring	Bianca DI LUCENTE	7/29/20	8/31/20	Scheduled	%
5	Action	IFB Publication	Bianca DI LUCENTE	7/29/20	7/29/20	Scheduled	%
6	Event/Workshop	Pre-Bid Conference	Phil PRZEKLAS	7/29/20	7/31/20	Scheduled	%
7	Action	Bid Due Date	Bianca DI LUCENTE	8/1/201	8/1/201	Scheduled	%
8	Action	Award Recommendation	Tarang MEHTA	8/8/201	8/15/20	Scheduled	%
9	Action	Contract Approval/BPW Date	Bianca DI LUCENTE	8/22/20	8/22/20	Scheduled	%
10	Phase	PHASE: Performing	Bianca DI LUCENTE	9/1/201	9/30/20	Scheduled	%
11	Action	Contract Commencement Date	Bianca DI LUCENTE	10/1/20	10/1/20	Scheduled	%

11 Result(s)

Initial dates Updated dates Actual dates

Task

2019 Weeks

22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45

PHASE: Planning

Initial Planning Meeting

Specification Drafting

PHASE: Procuring

IFB Publication

Pre-Bid Conference

Bid Due Date

Award Recommendation

Contract Approval/BPW Date

PHASE: Performing

Contract Commencement Date

### SECTION 6: Create a Sourcing Project Schedule – Editing Tasks

To edit the Task line click the **pencil icon**;



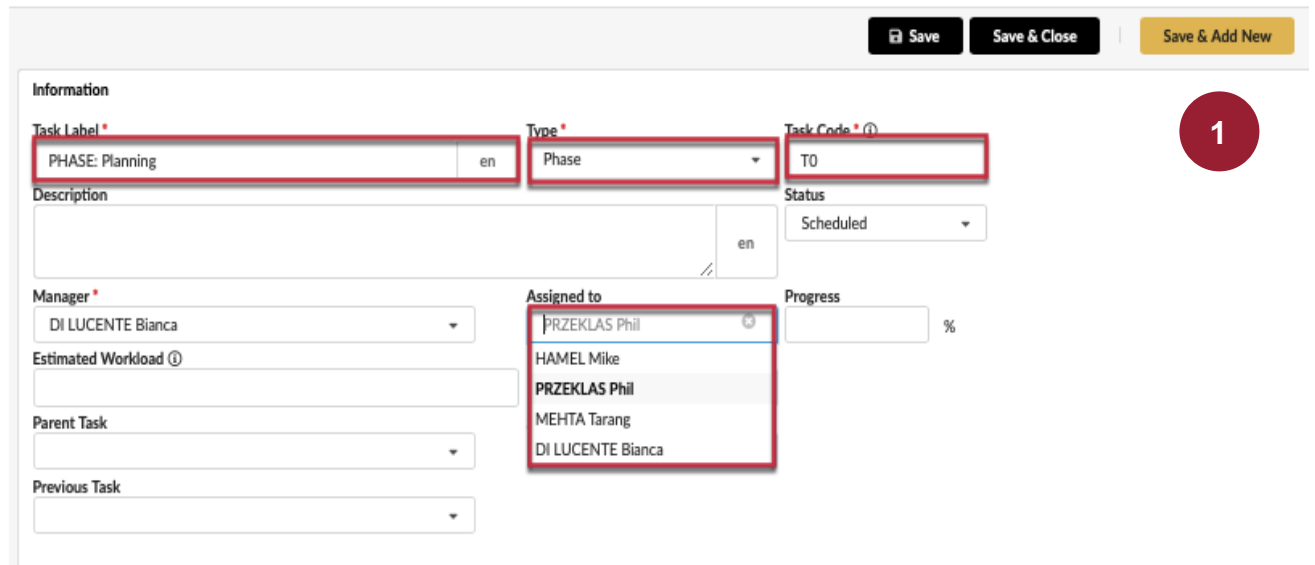
**NOTE:** All fields marked with a red asterisk to the right are required and must be completed in order to proceed

1. Review the **Task Information** fields:

- **Task Label:** Enter a clear and concise Task Label; additional details may be captured in the **Description** box
- **Type:** Select the appropriate option from the drop-down menu (ex. Phase, Meeting, Action)
- **Task Code:** This field is system generated
- **Manager:** The Manager will default to the Sourcing Project Manager

**NOTE:** Tasks may only be **assigned** to internal team members as established within the “**Team**” step of the Sourcing Project

Edit task



Information

Task Label\* PHASE: Planning en

Type\* Phase

Task Code\* (i) T0

Description en

Status Scheduled

Manager\* DI LUCENTE Bianca

Assigned to PRZEKLAS Phil, HAMEL Mike, PRZEKLAS Phil, MEHTA Tarang, DI LUCENTE Bianca

Progress %

Estimated Workload (i)

Parent Task

Previous Task

Save Save & Close Save & Add New



### SECTION 6: Create a Sourcing Project Schedule – Editing Tasks (cont.)

2. Review the **Date Management** fields:
  - **Begin Date Initial Start Date**
  - **End Date Initial Start Date**
  - **Updated Dates:** *This field is to be updated in the future should the initial dates need revised*
  - **Actual Dates:** *This field is to capture the actual “true” dates*

#### Dates Management

	Begin date Initial Start Date *	End date Initial End Date *	Duration (days) Duration
Initial	<input type="text" value="7/15/20"/>	<input type="text" value="7/26/20"/>	<input type="text" value="11"/>
Updated	<input type="text"/>	<input type="text"/>	<input type="text"/>
Actual	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Comments

Click or Drag to add files
Save

3. Review the **Sub Tasks** for the specified line item located at the bottom of the *Task Editing pop-up screen*.

Type	Description
Meeting	Identify what you want to procure.
Action	Prepare specifications and determine the means for advertising and distributing the solicitation. Develop a direct solicitation list. Hold PRG, set MBE and VSBE goals and MBE subgoals, as appropriate. Work with AAG as needed. Obtain internal agency approvals. (Program, AAG, etc.)

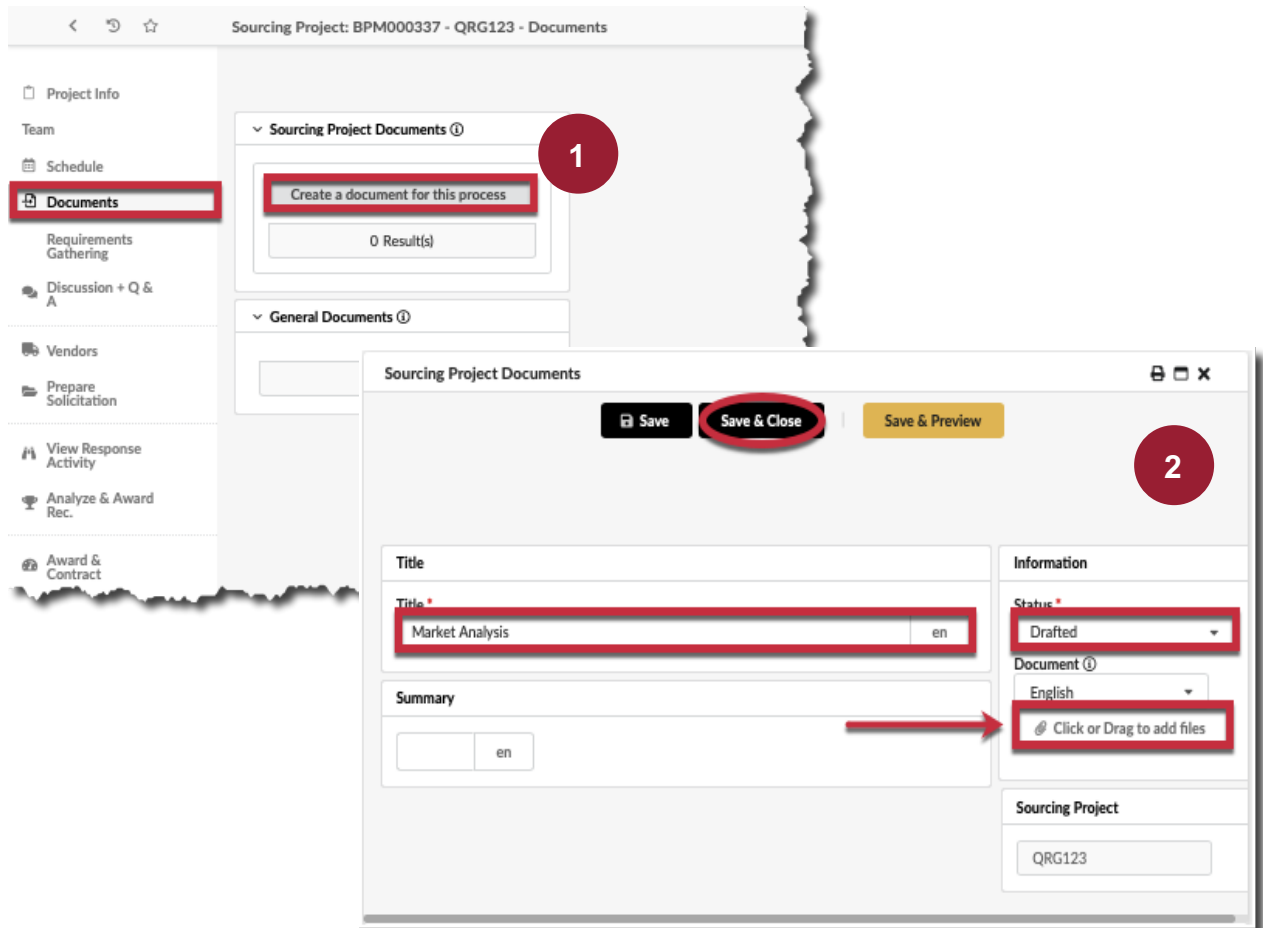
- Click the **“Save & Close”** button at the top of the screen to incorporate all edits and return to the **Schedule** home screen.



### SECTION 7: Add Documents

To add **Documents** to the Sourcing Project select the step on the left side of the screen:

1. Click the **“Crate a document for this process”** button to add a document to the Sourcing Project.



1. Within the pop-up window, complete all required fields as marked with the red asterisk and click or drag the desired file for upload where indicated by the arrow
- Click the **“Save & Close”** button at the top of the screen to incorporate all edits and return to the **Documents** home screen

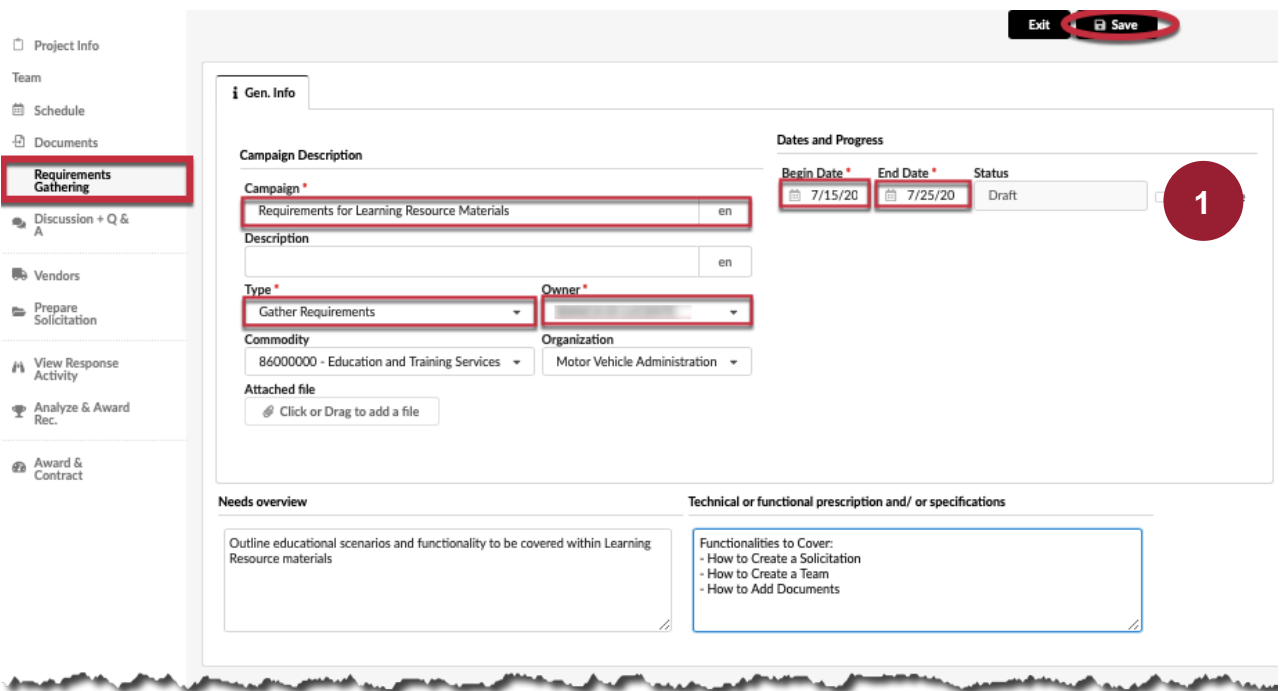
**NOTE:** The Documents added to this section are only visible by the internal team to the Sourcing Project. This is an appropriate place to store such items as market analysis, research etc. These documents can be copied to the solicitation and shared with vendors if desired.

### SECTION 8: Requirements Gathering

**Requirements Gathering** acts as a tool to create an internal questionnaire pertaining to the needs and criteria of the Sourcing Project. Typically the Requirements Gathering questionnaire would be targeted towards internal stakeholders such as the team SME's or Contributors.

1. To add **Requirements Gathering** to the Sourcing Project select the step on the left side of the screen and complete the required fields.

**NOTE:** All fields marked with a red asterisk to the right are required and must be completed in order to proceed



Project Info  
Team  
Schedule  
Documents  
**Requirements Gathering**  
Discussion + Q & A  
Vendors  
Prepare Solicitation  
View Response Activity  
Analyze & Award Rec.  
Award & Contract

Exit Save

**Gen. Info**

**Campaign Description**

Campaign \*  
Requirements for Learning Resource Materials en

Description  
en

Type \*  
Gather Requirements

Owner \*  
Motor Vehicle Administration

Commodity  
86000000 - Education and Training Services

Organization  
Motor Vehicle Administration

Attached file  
Click or Drag to add a file

**Dates and Progress**

Begin Date \*  
7/15/20

End Date \*  
7/25/20

Status  
Draft

**Needs overview**

Outline educational scenarios and functionality to be covered within Learning Resource materials

**Technical or functional prescription and/or specifications**

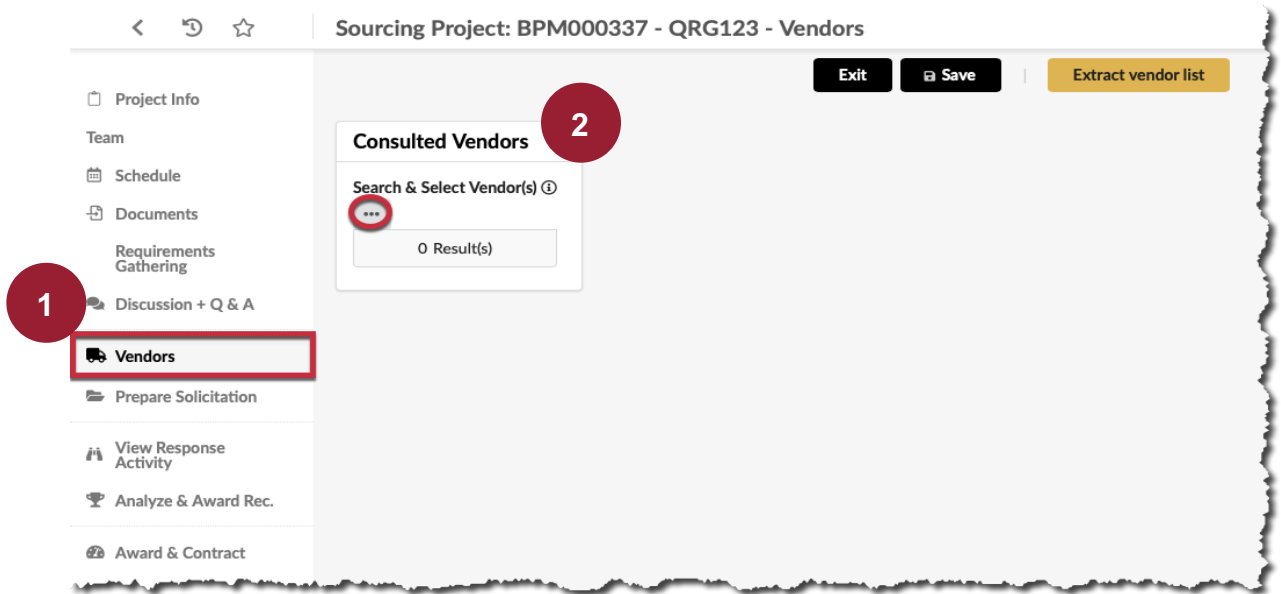
Functionalities to Cover:  
- How to Create a Solicitation  
- How to Create a Team  
- How to Add Documents

- Once the required criteria is complete, click the “Save” button at the top of the screen

### SECTION 9: Select Vendors

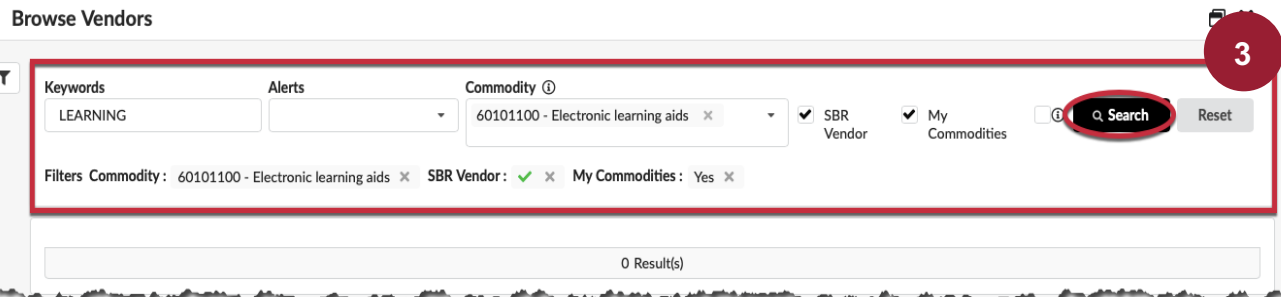
By selecting the **Vendors** step on the left side of the screen, the Project Owner will be able to search for and browse **Consulted Vendors** for the IFB Sourcing Project based on identified criteria and requirements.

1. Select the “**Vendors**” step from the menu bar on the left side of the screen.
2. click the “**three-dot**” button to search and select **Vendors** for the Sourcing Project.



**NOTE:** All fields marked with a red asterisk to the right are required and must be completed in order to proceed

3. Enter the necessary vendor search criteria to browse potential options; note the options to include SBR and commodity driven criteria. Click “**Search**” to review the results and select the consulted vendors accordingly. At least one vendor must be selected to publish the IFB Sourcing Project.



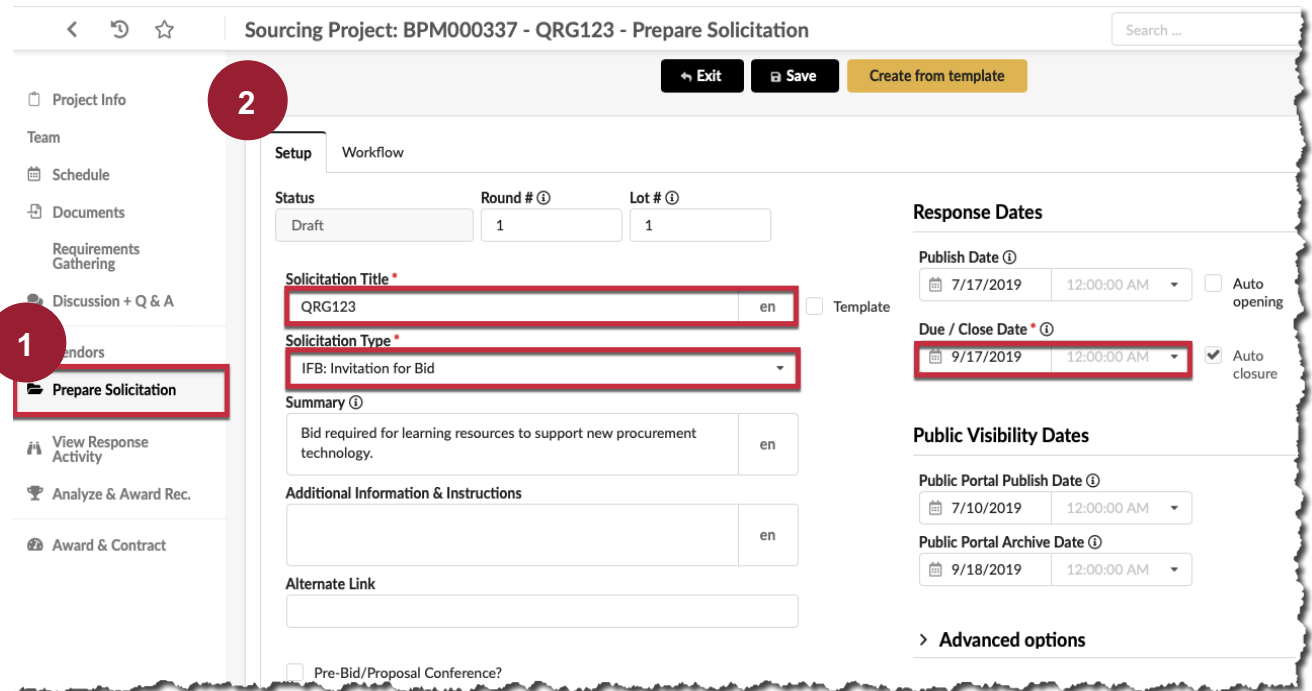
**IMPORTANT:** For solicitations that require a longer period of time, the list of vendors receiving notifications may need to be updated/refreshed to capture newly registered vendors for a specific category code.

### SECTION 10: Prepare Solicitation - Setup

Utilize the **Prepare Solicitation** step on the left side of the screen in order to define the identified criteria and requirements for the IFB Sourcing Project solicitation.

**NOTE:** All fields marked with a red asterisk to the right are required and must be completed in order to proceed

1. Select the “**Prepare Solicitation**” step from the menu bar on the left side of the screen.
2. Enter the required criteria to complete the **Solicitation** form:
  - **Solicitation Title:** Enter an appropriate Solicitation Title for the Sourcing Project
  - **Solicitation Type:** For this scenario select the **IFB** Information for Bid option; for Minimum Qualification Solicitations, select the Min Quals IFB option from the **Solicitation Type** drop-down menu.
  - **Due / Close Date:** Enter the date when Bidders/Vendors when can no longer submit responses.



Sourcing Project: BPM000337 - QRG123 - Prepare Solicitation

Exit Save Create from template

Project Info

Team

Schedule

Documents

Requirements Gathering

Discussion + Q & A

Vendors

**Prepare Solicitation**

View Response Activity

Analyze & Award Rec.

Award & Contract

Setup Workflow

Status Draft Round # 1 Lot # 1

Solicitation Title \* QRG123 en Template

Solicitation Type \* IFB: Invitation for Bid

Summary Bid required for learning resources to support new procurement technology. en

Additional Information & Instructions en

Alternate Link

Pre-Bid/Proposal Conference?

Response Dates

Publish Date 7/17/2019 12:00:00 AM Auto opening

Due / Close Date \* 9/17/2019 12:00:00 AM Auto closure

Public Visibility Dates

Public Portal Publish Date 7/10/2019 12:00:00 AM

Public Portal Archive Date 9/18/2019 12:00:00 AM

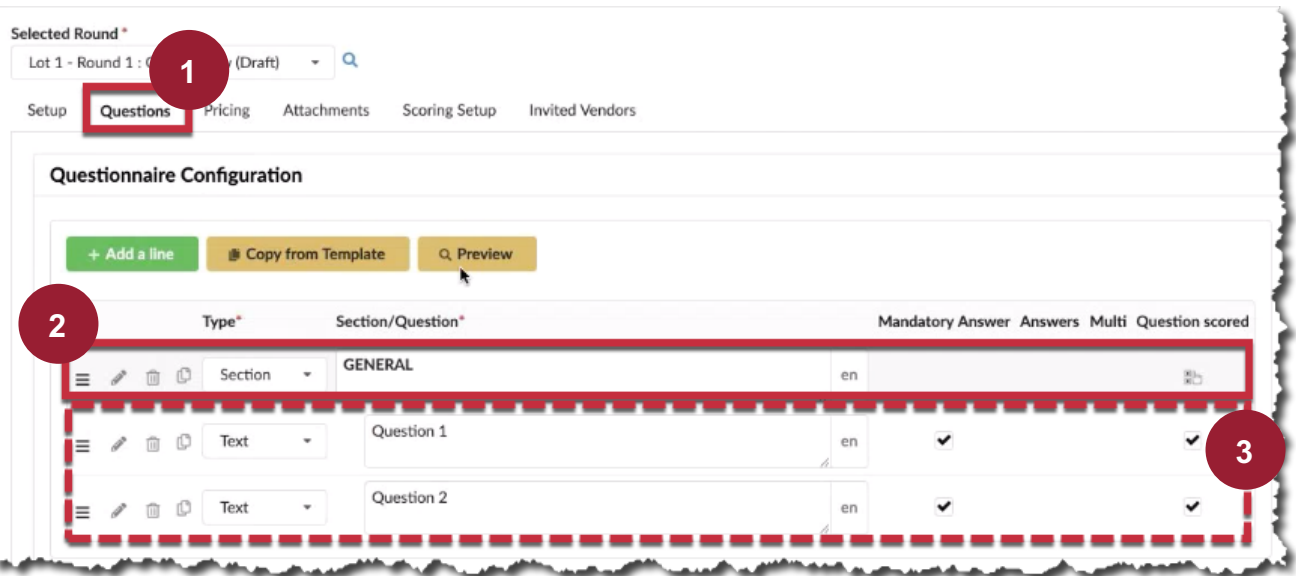
> Advanced options

**NOTE:** The **Public Visibility Date** enables the Solicitation to be viewed prior to opening the response window time if desired

### SECTION 10: Prepare Solicitation - Questions

1. Within the **Prepare Solicitation** step, select the **Questions** tab from the top of the screen.
2. Create a **"Section"** to categorize a set of Questions.
3. Enter the required Questions as appropriate to each section of the IFB solicitation
  - When entering the Questions, ensure to check the **"Question scored"** box to enable the scoring functionality for that line item.

**NOTE:** All questions are required to be housed within a section



Selected Round \*

Lot 1 - Round 1: (Draft)

Setup **Questions** Pricing Attachments Scoring Setup Invited Vendors

#### Questionnaire Configuration

[+ Add a line](#) [Copy from Template](#) [Preview](#)

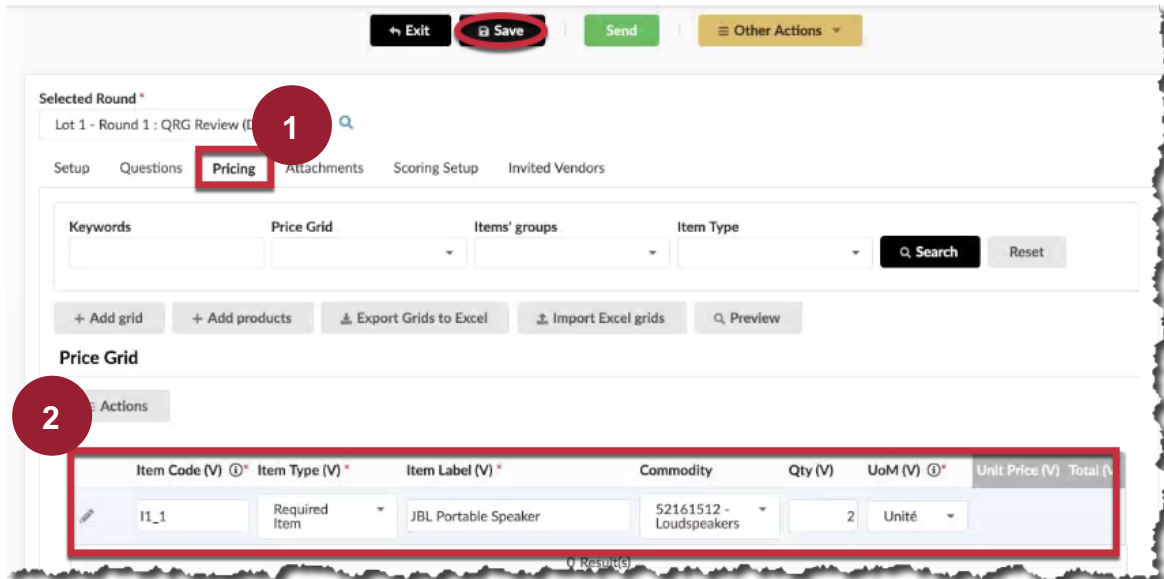
Type*	Section/Question*	Mandatory Answer	Answers	Multi	Question scored
Section	GENERAL	en			
Text	Question 1	en	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Text	Question 2	en	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Once the required criteria is complete, click the **"Save"** button at the top of the screen

### SECTION 10: Prepare Solicitation - Pricing

1. Within the **Prepare Solicitation** step, select the **Pricing** tab from the top of the screen.
2. Create a line item within the **Pricing Grid** for each item for bid.

**NOTE:** Pricing Grid columns marked with a (V) are visible to the vendor once the solicitation is public. These controls can be changed by right clicking on the column headers > column settings. Additionally a preview of the Pricing Grid can be viewed by clicking the **Preview** button.



Selected Round \*

Lot 1 - Round 1 : QRG Review (D)

Setup Questions **Pricing** Attachments Scoring Setup Invited Vendors

Keywords Price Grid Items' groups Item Type Search Reset

+ Add grid + Add products Export Grids to Excel Import Excel grids Preview

Price Grid

Actions

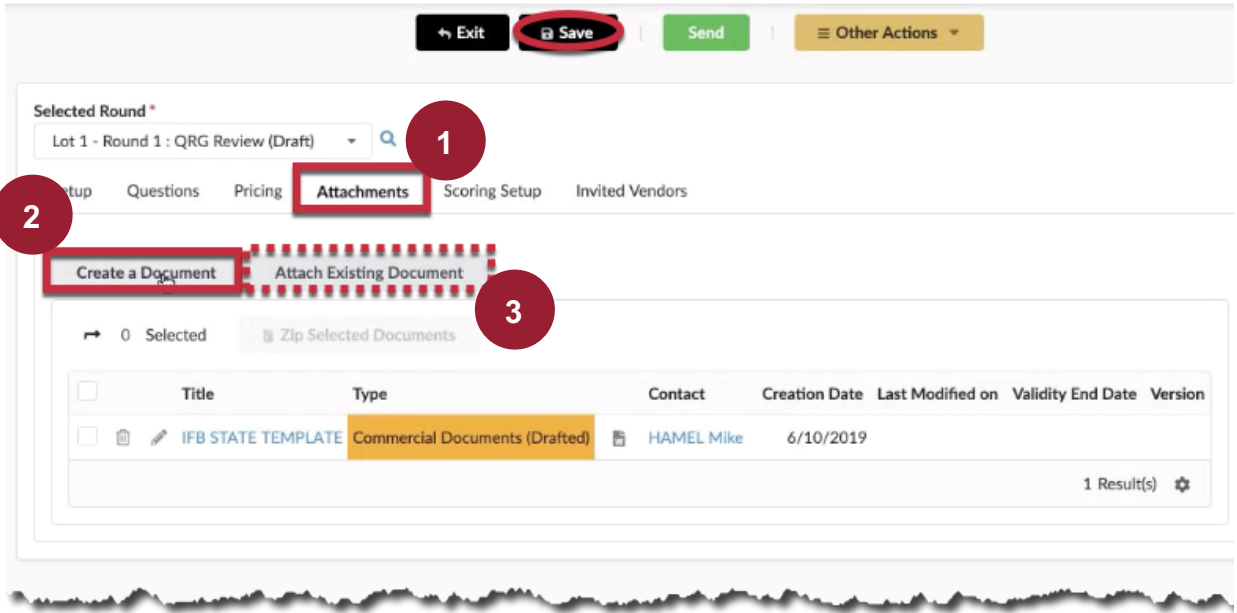
Item Code (V)	Item Type (V)	Item Label (V)	Commodity	Qty (V)	UoM (V)	Unit Price (V)	Total (V)
I1_1	Required Item	JBL Portable Speaker	52161512 - Loudspeakers	2	Unité		

0 Results

- Once the required criteria is complete, click the “Save” button at the top of the screen

### SECTION 10: Prepare Solicitation - Attachments

1. Within the **Prepare Solicitation** step, select the **Attachments** tab from the top of the screen.
2. Click the **“Create a Document”** button to add a net new document to the solicitation.
3. Alternatively by clicking **“Attach Existing Document”**; a document from the **“Documents”** step may be selected and attached to this portion of the IFB project.



The screenshot shows the 'Attachments' tab in the 'Prepare Solicitation' step. At the top, there are buttons for 'Exit', 'Save' (circled in red), 'Send', and 'Other Actions'. Below this, the 'Selected Round' is 'Lot 1 - Round 1 : QRG Review (Draft)'. The 'Attachments' tab is selected, and the 'Create a Document' button is highlighted with a red box and a red circle with the number 2. The 'Attach Existing Document' button is also highlighted with a red box and a red circle with the number 3. Below these buttons, there is a table of documents. The table has columns: Title, Type, Contact, Creation Date, Last Modified on, Validity End Date, and Version. The first row shows 'IFB STATE TEMPLATE' with Type 'Commercial Documents (Drafted)' and Contact 'HAMEL Mike'. The status 'Drafted' is highlighted in gold. At the bottom right, it says '1 Result(s)'.

**NOTE:** Documents in **DRAFT** status type (as seen in gold) will not be visible to vendors. Documents must be in an **Approved** status type in order to be viewed by vendors. The status type can be edited by clicking the line item pencil icon and selected "Approved" from the Status selection drop-down menu located under "Information".

- Once the required criteria is complete, click the **“Save”** button at the top of the screen




### SECTION 10: Prepare Solicitation – Scoring Setup

1. Within the **Prepare Solicitation** step, select the **Scoring Setup** tab from the top of the screen.
2. Click the “**Add a line**” button to add a new scoring requirement.
3. Enter the required Scoring criteria by creating appropriate section (ex. Technical).
4. Create the **Scoring Questions** by adding a line item > Type: Scoring Question; under the appropriate **Scoring Section**.

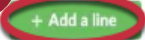
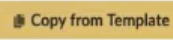

**NOTE:** All questions are required to be housed within a section



Selected Round \*




Lot 1 - Round 1 : QRG Review (Draft) 

Setup Questions Pricing Attachments **Scoring Setup** Invited Vendors

#### Questionnaire Configuration

**2**   

Type*	Section/Question*	Scoring Mode	Scoring Type	Weight*	% Evaluators
 Section	Technical	en		1	
 Scoring question	Did they meet our technical needs?	en		1	

**5**  Did they meet our technical needs? en   1 50%

5. Select the **Scoring Mode, Type and Weight** based on the nature of the Question

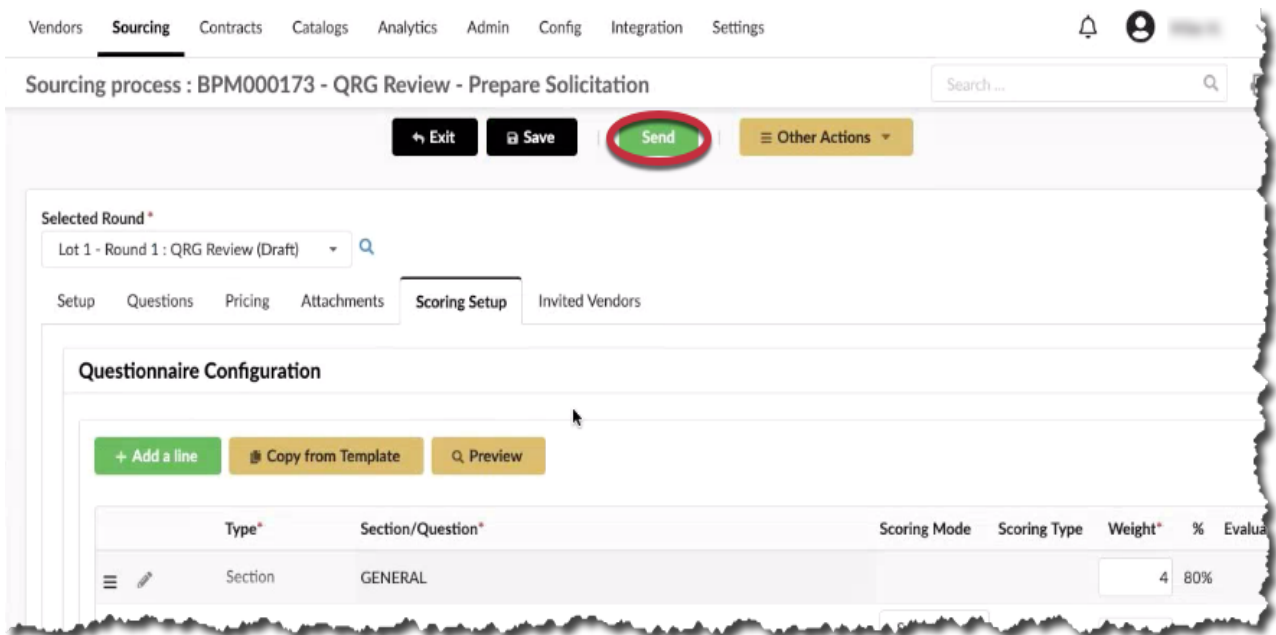
➤ Once the required criteria is complete, click the “**Save**” button at the top of the screen

### SECTION 11: Send the Solicitation

1. Within the **Prepare Solicitation** step, select the green **“Send”** button at the top of the screen.

**IMPORTANT:** Click “Send” once only.

**NOTE:** The solicitation will be made public on the date / time as scheduled within the Project Info step



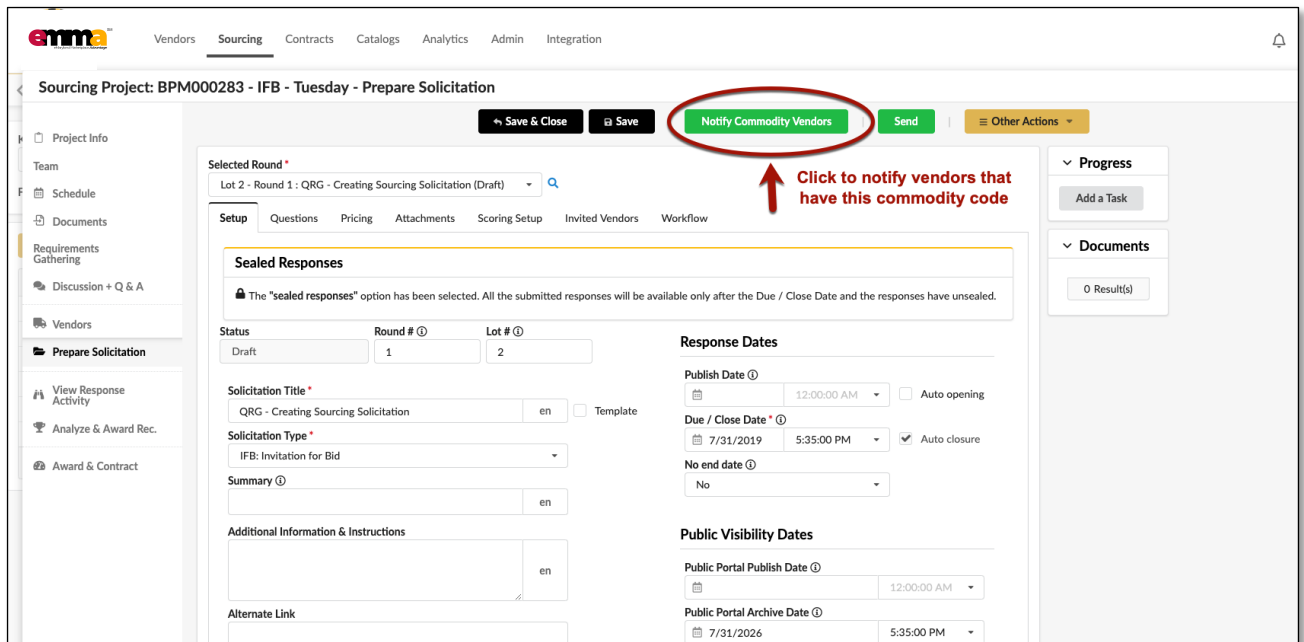
The screenshot shows the eMMA Sourcing process interface for 'BPM000173 - QRG Review - Prepare Solicitation'. The top navigation bar includes 'Vendors', 'Sourcing', 'Contracts', 'Catalogs', 'Analytics', 'Admin', 'Config', 'Integration', and 'Settings'. The 'Sourcing' tab is active. Below the navigation bar, the page title is 'Sourcing process : BPM000173 - QRG Review - Prepare Solicitation'. A search bar is located on the right. The main content area has a toolbar with 'Exit', 'Save', 'Send' (highlighted with a red circle), and 'Other Actions'. Below the toolbar, there is a 'Selected Round' dropdown menu showing 'Lot 1 - Round 1 : QRG Review (Draft)'. The 'Scoring Setup' tab is selected, showing a 'Questionnaire Configuration' section. This section includes buttons for '+ Add a line', 'Copy from Template', and 'Preview'. Below these buttons is a table with columns: 'Type\*', 'Section/Question\*', 'Scoring Mode', 'Scoring Type', 'Weight\*', '%', and 'Evalua'. The table contains one row with 'Section' and 'GENERAL'.

Type*	Section/Question*	Scoring Mode	Scoring Type	Weight*	%	Evalua
Section	GENERAL			4	80%	

### SECTION 12: Notify Commodity Vendors

#### 1. Click “Notify Commodity Vendors”.

**- NOTE:** Clicking “Notify Commodity Vendors” will send a notice to all vendors with this solicitation’s specific Commodity codes listed in their profiles. Clicking “Send” will only send to the vendors you have selected under the Vendor tab.



The screenshot shows the eMMA Sourcing Project interface for "BPM000283 - IFB - Tuesday - Prepare Solicitation". The "Notify Commodity Vendors" button is highlighted with a red circle. An arrow points to it with the text "Click to notify vendors that have this commodity code".

**Selected Round \***  
Lot 2 - Round 1: QRG - Creating Sourcing Solicitation (Draft)

**Setup** Questions Pricing Attachments Scoring Setup Invited Vendors Workflow

**Sealed Responses**  
The "sealed responses" option has been selected. All the submitted responses will be available only after the Due / Close Date and the responses have unsealed.

Status	Round # ①	Lot # ①
Draft	1	2

**Solicitation Title \***  
QRC - Creating Sourcing Solicitation en ☐ Template

**Solicitation Type \***  
IFB: Invitation for Bid

**Summary ①**  
en

**Additional Information & Instructions**  
en

**Alternate Link**

**Response Dates**  
Publish Date ① 12:00:00 AM ☐ Auto opening  
Due / Close Date \* ① 7/31/2019 5:35:00 PM ☒ Auto closure  
No end date ① No

**Public Visibility Dates**  
Public Portal Publish Date ① 12:00:00 AM  
Public Portal Archive Date ① 7/31/2026 5:35:00 PM

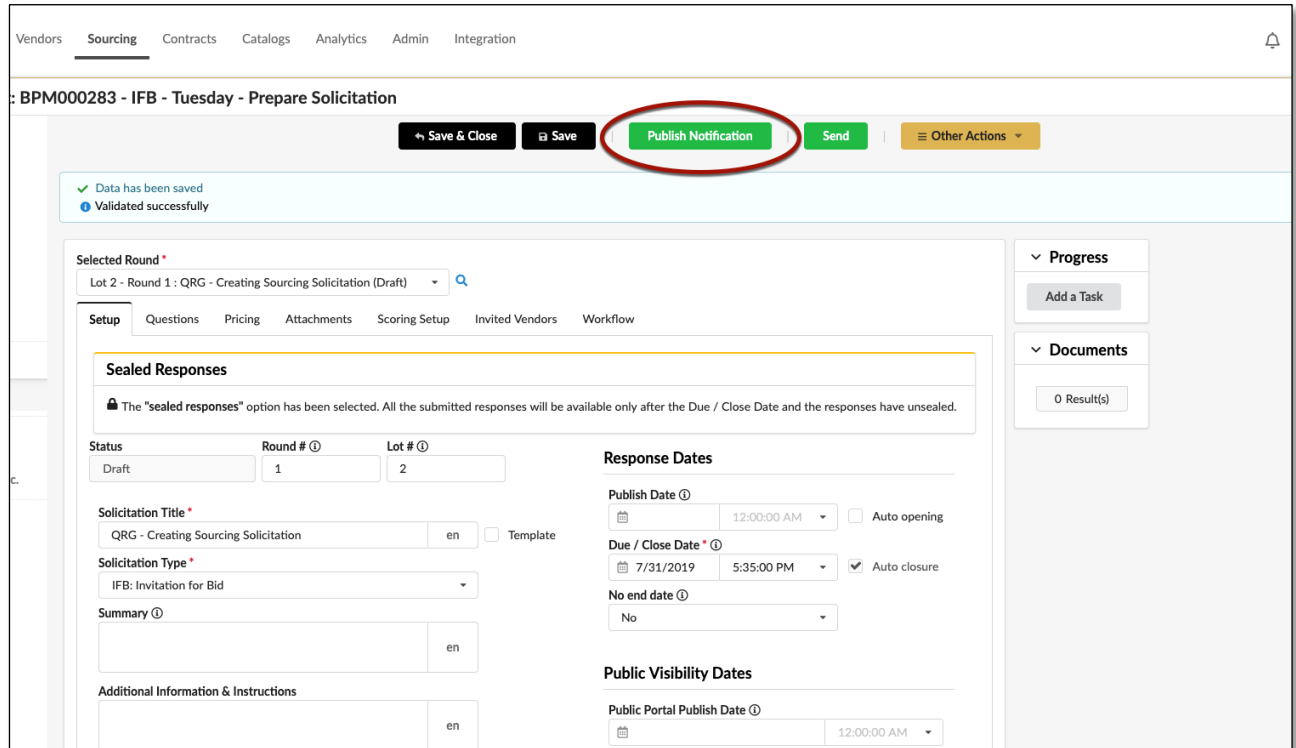
**Progress**  
Add a Task

**Documents**  
0 Result(s)

### SECTION 13: Publish Notification

1. Click “Publish Notification”.

*This is the final step, and your Solicitation will now be published and sent to selected vendors, as well as vendors matching the commodity codes chose for this Solicitation.*



The screenshot shows the eMMA interface for creating a sourcing solicitation. At the top, there is a navigation bar with tabs: Vendors, Sourcing, Contracts, Catalogs, Analytics, Admin, and Integration. Below this, the breadcrumb trail reads: BPM000283 - IFB - Tuesday - Prepare Solicitation. A toolbar contains buttons for 'Save & Close', 'Save', 'Publish Notification' (which is circled in red), 'Send', and 'Other Actions'. A status message indicates 'Data has been saved' and 'Validated successfully'. The main content area is titled 'Selected Round' and shows 'Lot 2 - Round 1 : QRG - Creating Sourcing Solicitation (Draft)'. Below this, there are tabs for 'Setup', 'Questions', 'Pricing', 'Attachments', 'Scoring Setup', 'Invited Vendors', and 'Workflow'. The 'Setup' tab is active, showing a 'Sealed Responses' section with a note about the 'sealed responses' option. Below this, there are fields for 'Status' (Draft), 'Round # 1' (1), and 'Lot # 1' (2). The 'Solicitation Title' is 'QRG - Creating Sourcing Solicitation' and the 'Solicitation Type' is 'IFB: Invitation for Bid'. There are also fields for 'Summary' and 'Additional Information & Instructions'. On the right side, there are sections for 'Response Dates' (Publish Date, Due / Close Date, No end date) and 'Public Visibility Dates' (Public Portal Publish Date). A sidebar on the right contains 'Progress' and 'Documents' sections.