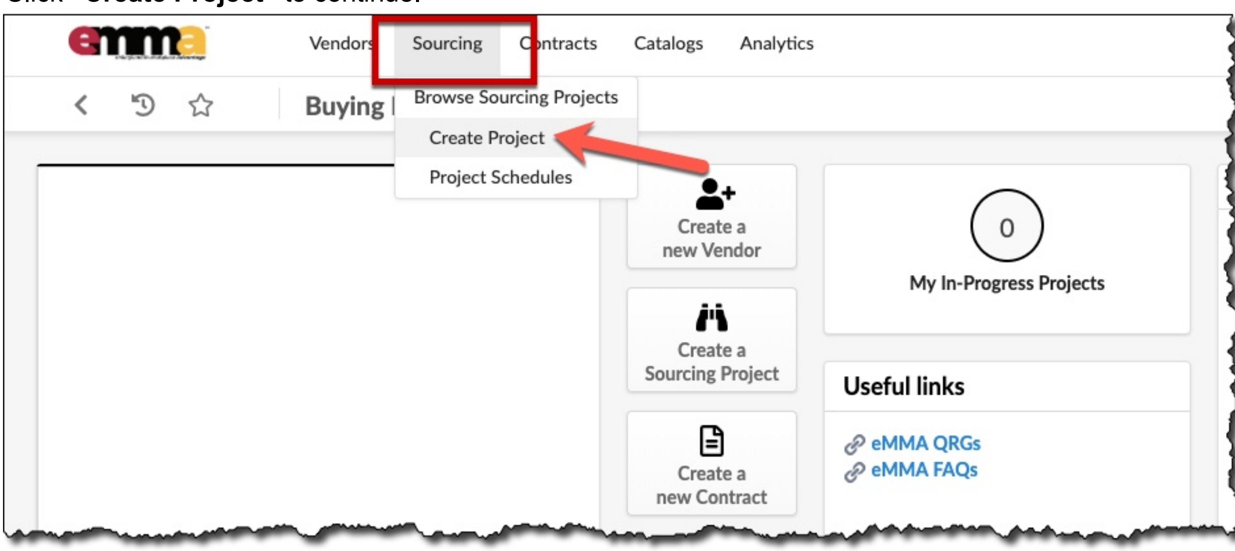
OVERVIEW

This Quick Reference Guide (QRG) is designed to help you (*Procurement Officers & Buyers*) understand how to create *Public Posting Sourcing Solicitations* in eMaryland Marketplace Advantage (eMMA).

Public Posting Sourcing Solicitations: A solicitation that is published via eMMA and made visible to Vendors. Vendors do not respond via eMMA. This solicitation type is made available to University Systems and Local Governments.

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.

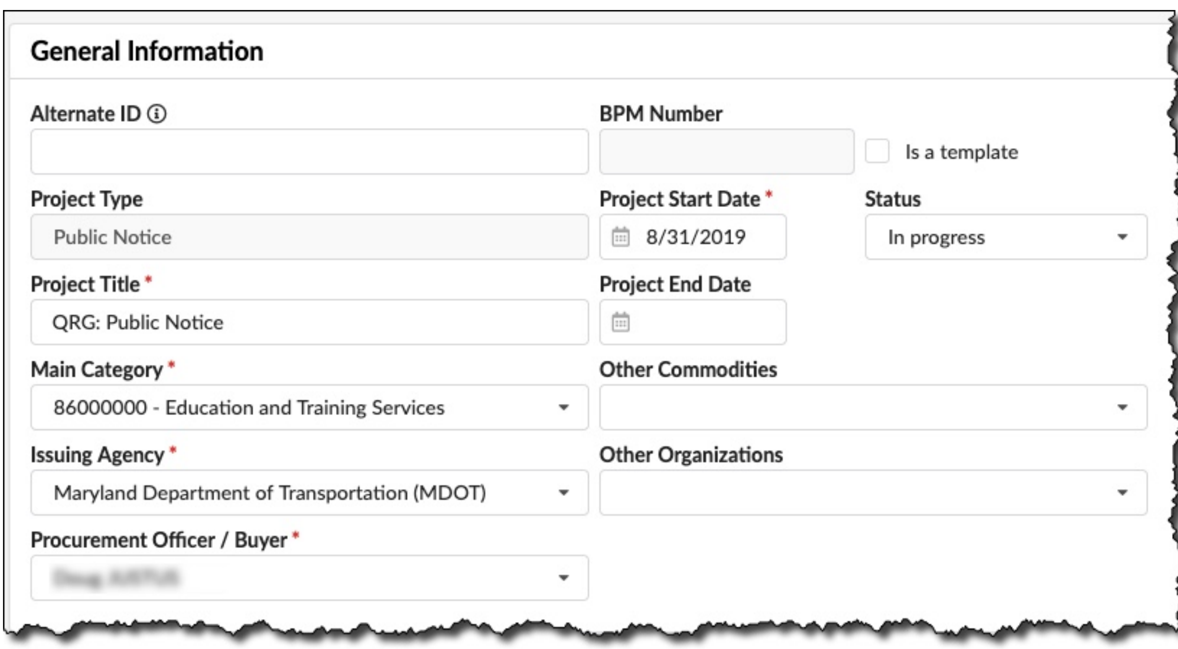


SECTION 2: General Information

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

Complete the *General Information* required fields as indicated within the **Project Info** step :

1. **Project Type:** *Select the **Public Notice** option from the drop-down menu*
2. **Project Title:** *Enter an appropriate title for the Sourcing Project*
3. **Main Category:** *Select a category from the drop-down or click "See All" to search commodities*
4. **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*
5. **Procurement Officer / Buyer:** *Enter the name of the Procurement Officer / Buyer of the Public Posting Sourcing Project*
6. **Project Start Date:** *Enter the Project Start date*



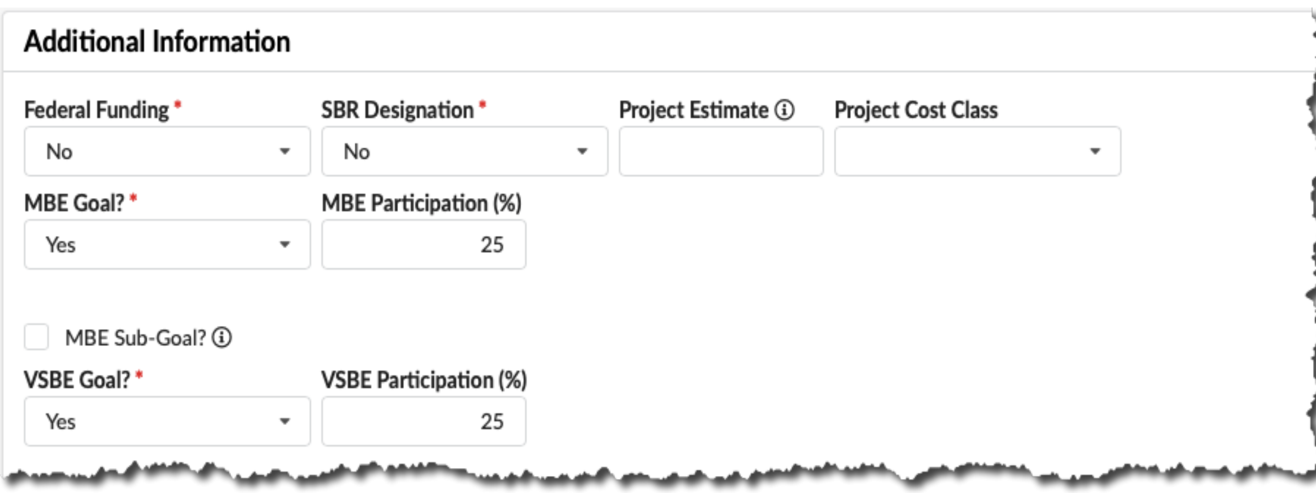
➢ **Once the required criteria is complete, click the "Save" button at the top of the screen**

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 *Additional Information* required fields as indicated within the **Project Info** step :

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*

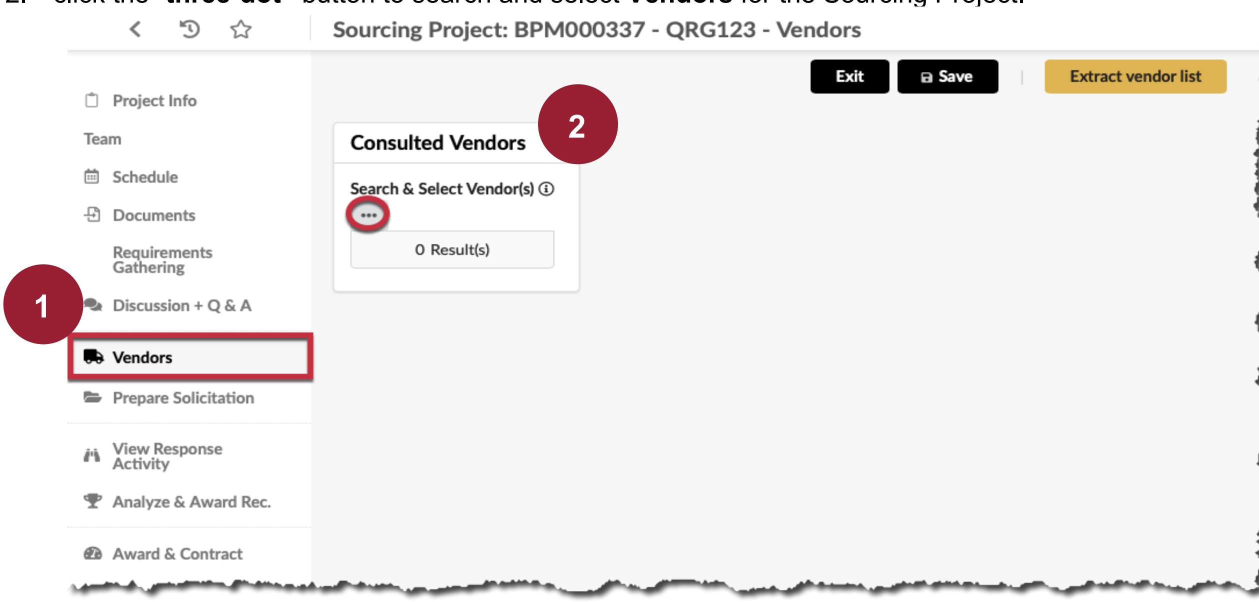


➢ **Once the required criteria is complete, click the "Save" button at the top of the screen**

SECTION 4: Select Vendors

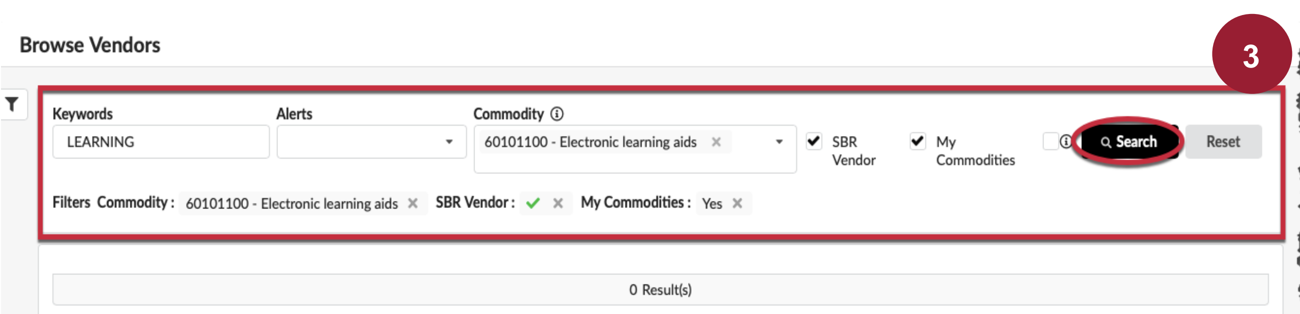
By selecting the ***Vendors*** step on the left side of the screen, the Project Owner will be able to search for and browse **Consulted Vendors** for the Public Posting Sourcing Project based on identified criteria and requirements.

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 Public Posting Sourcing Project.

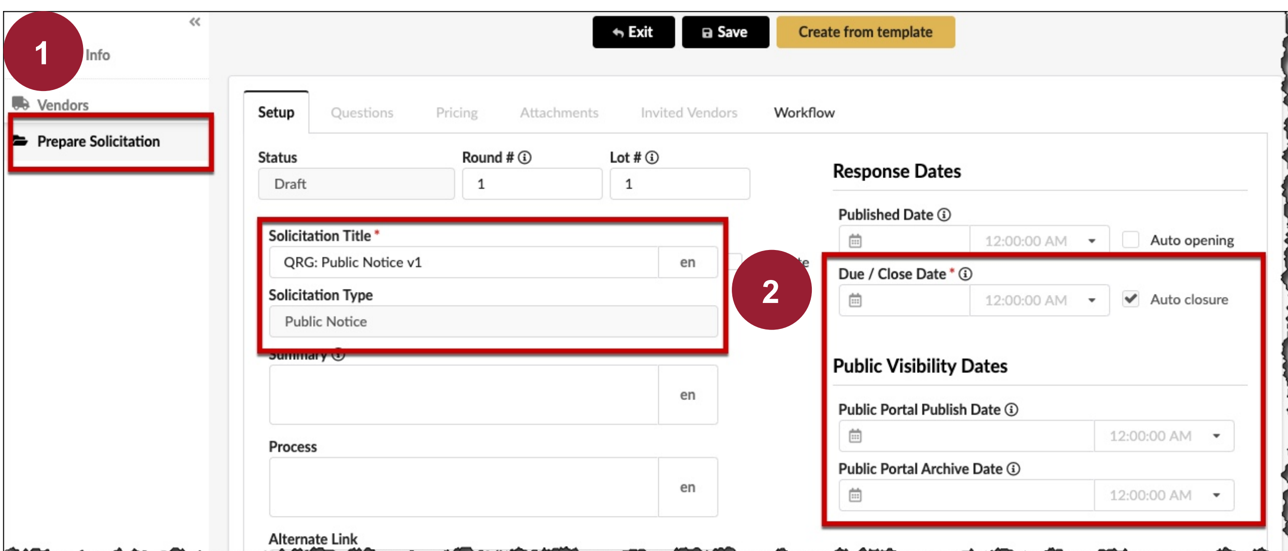


SECTION 5: Prepare Solicitation - Setup

Utilize the **Prepare Solicitation** step on the left side of the screen in order to define the identified criteria and requirements for the Public Posting 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: "***Public Notice" is defaulted*
    - **Due/Close Date:** *The date/time when responses can no longer be submitted. NOTE: Due/Close date must be in the future.*
    - **Public Portal Publish Date:** *The date/time this solicitation will be visible on the public solicitation board. NOTE: the system will automatically set this date EQUAL to the 'Publish' date.*
    - **Public Portal Archive Date:** *The date/time the solicitation will be hidden from the public solicitation board. This is defaulted to five (5) years from "Due/Close" date.*

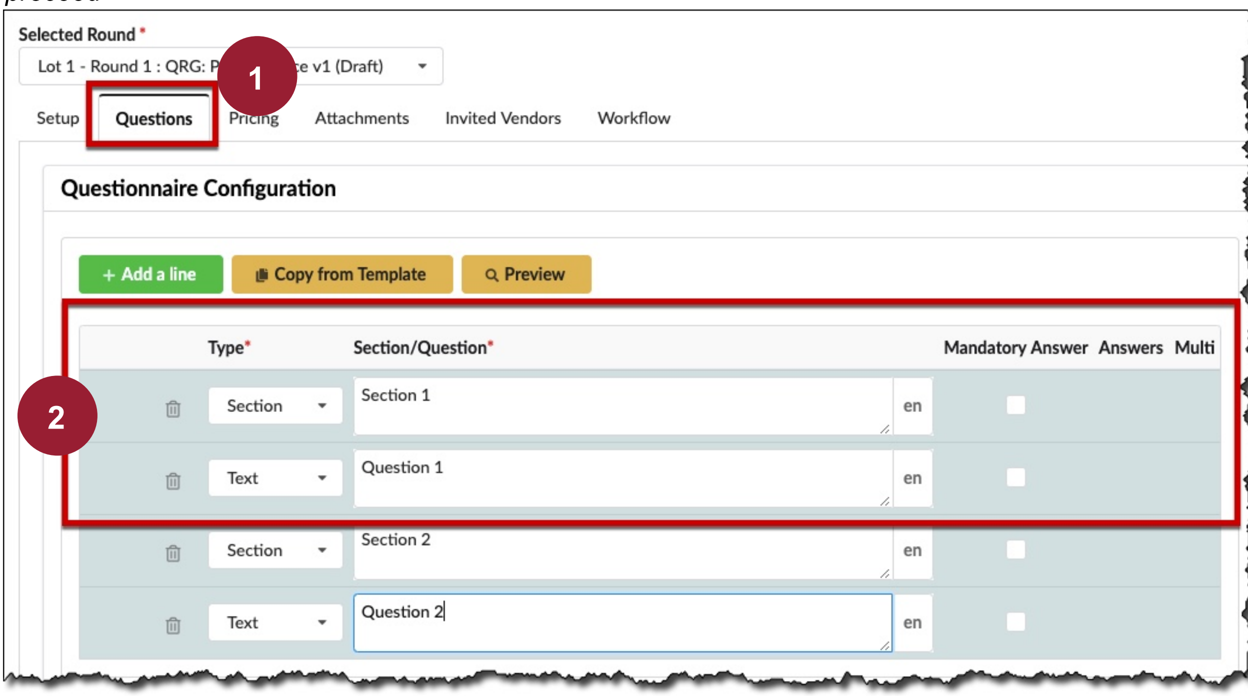


➢ **Once the required criteria is complete, click the "Save" button at the top of the screen**

SECTION 6: Prepare Solicitation – Questions (optional)

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. Enter the required Questions as appropriate to each section of the Public Notice solicitation
   – When entering the Questions, ensure to check the **"Question scored"** box to enable the scoring functionality for that line item.

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



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

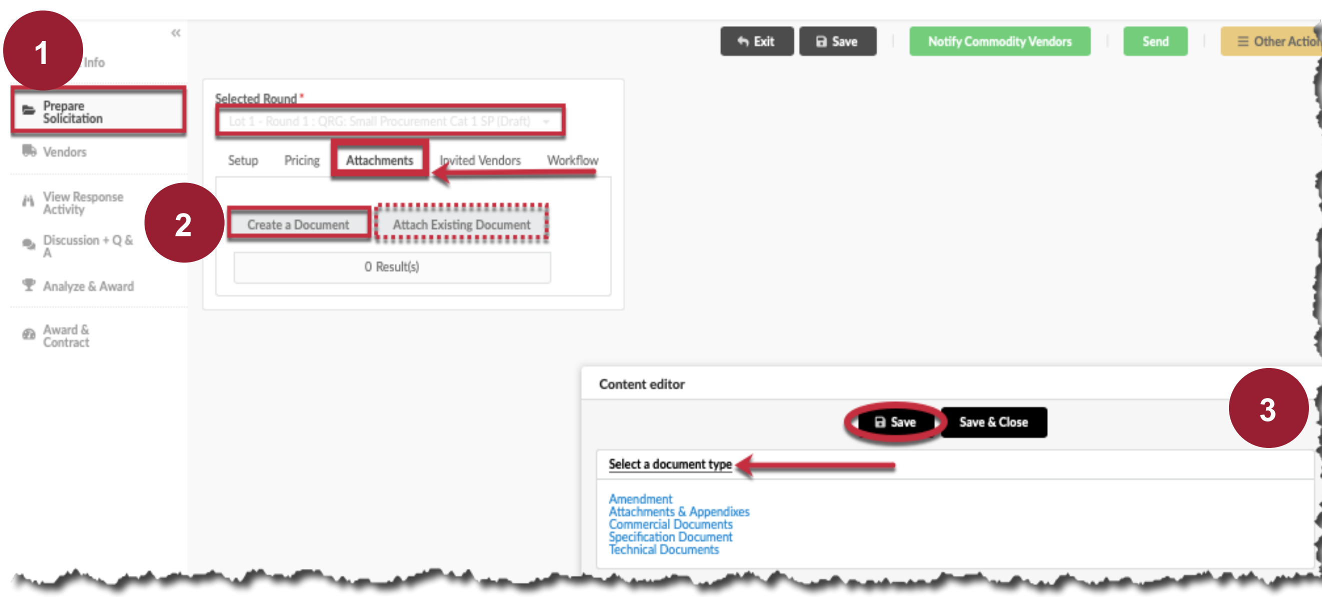
➢ **Once the required criteria is complete, click the "Save" button at the top of the screen**

SECTION 7: Prepare Solicitation – Attachments (optional)

1. Within the **Prepare Solicitation** step, select the **Attachments** tab from the top of the screen.
2. **Create a New Document:** Click the "**Create a Document"** button to create a net new Document.
3. Review the **Content Editor** pop-up window and select the appropriate document type to attach; follow the prompts to upload the document.

- Alternatively **Attach Existing Document:** Click the **"Attach Existing Document"** button to include an attachment from the **Documents** portion of an existing Sourcing Project

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".*

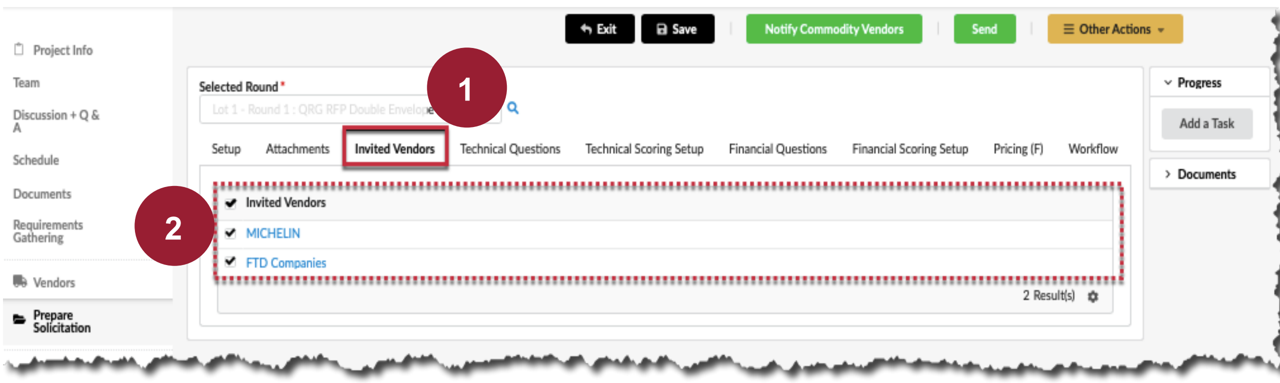


➢ **Once the required criteria is complete, click the "Save" button at the top of the screen**

SECTION 8: Prepare Solicitation – Invited Vendors

1. Within the **Prepare Solicitation** step, select the **Invited Vendors** tab from the top of the screen.
2. Review the **Vendors** as selected within the previous Vendors step (*see Section 9 of this Guide)*
   – Check the box of all Vendor Recipients to receive the Solicitation

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

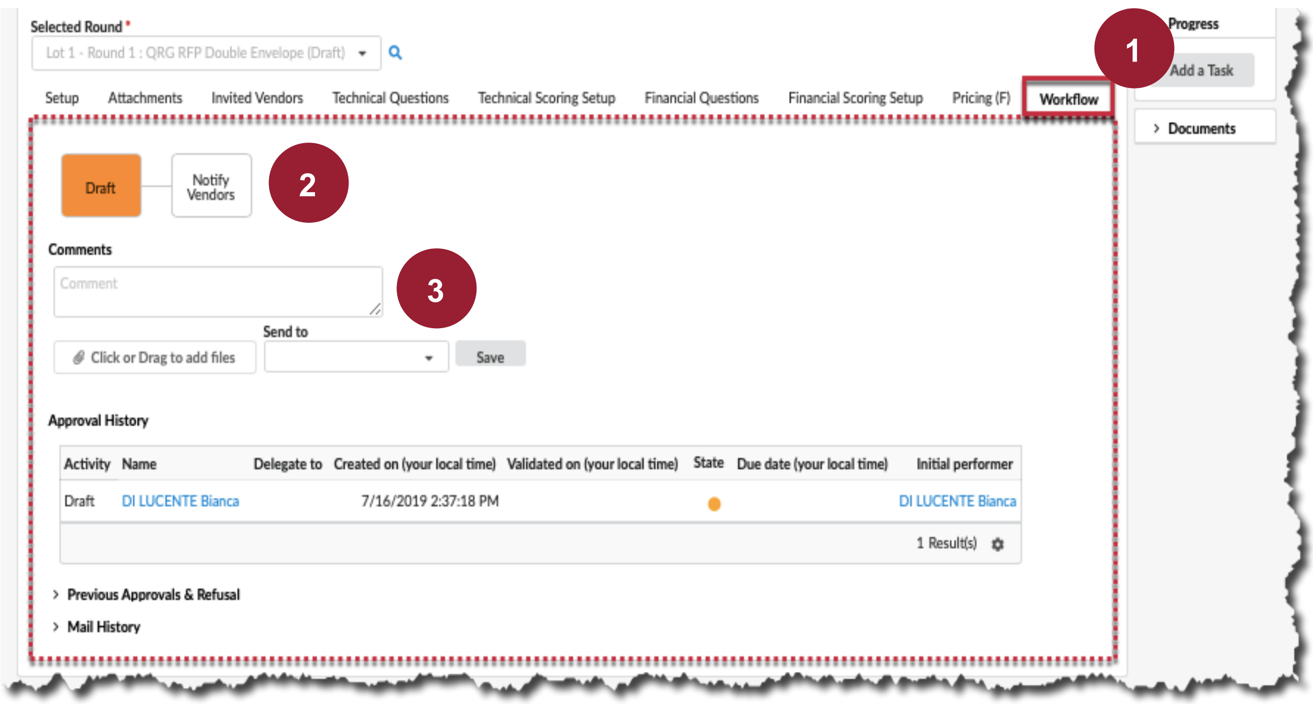


➢ **Once the required criteria is complete, click the "Save" button at the top of the screen**

SECTION 9: Prepare Solicitation – Workflow

1. Within the **Prepare Solicitation** step, select the **Workflow** tab from the top of the screen.
2. Review the **Workflow status.**
3. Enter any final **Comments** or **Documents** specific to the Workflow.

NOTE: *This portion is optional; there are no required fields to complete*

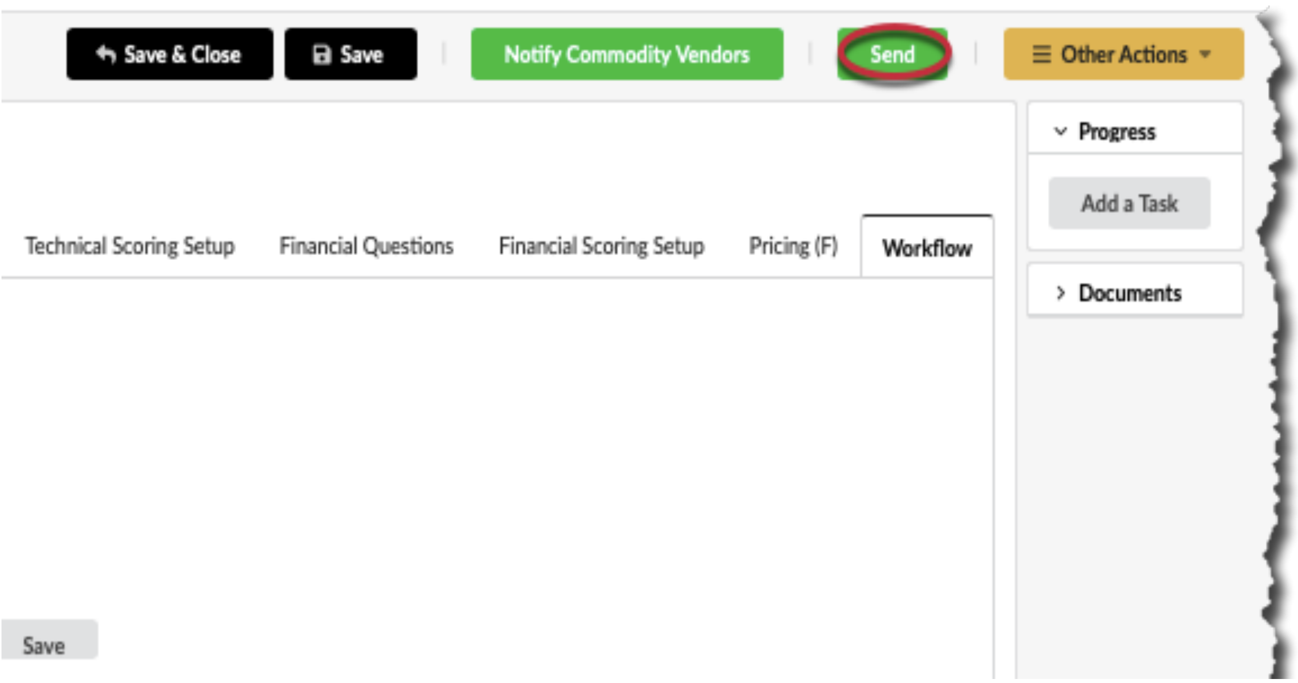


➢ **Once the required criteria is complete, click the "Save" button at the top of the screen**

SECTION 10: 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*

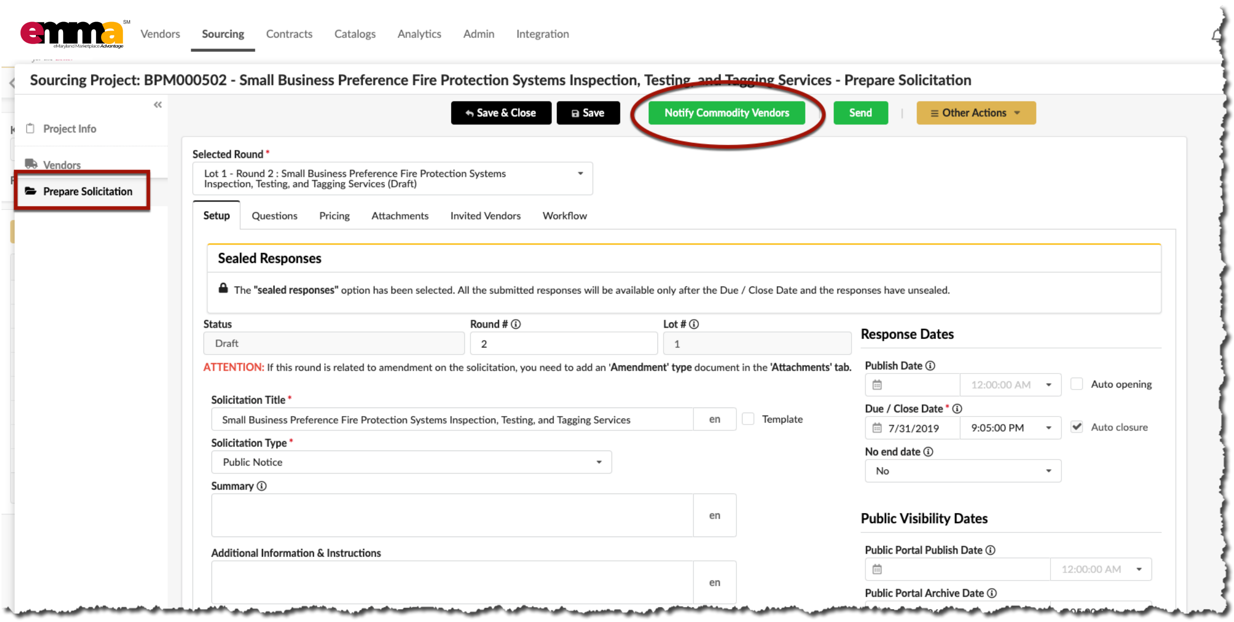


2. Click "Notify Commodity Vendors".

SECTION 11: 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.*



SECTION 12: 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.