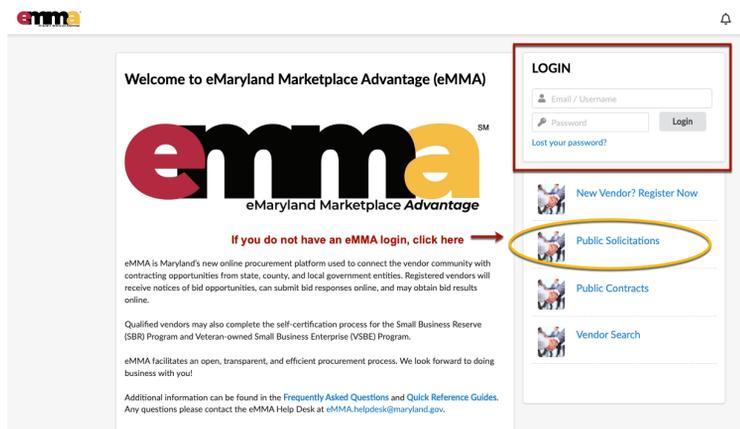


OVERVIEW

This Quick Reference Guide (QRG) is designed to help you understand and locate the Bid Holders List feature in eMMA. The Bid Holders List shows available contact information for any vendor who has acknowledged receipt of a solicitation.

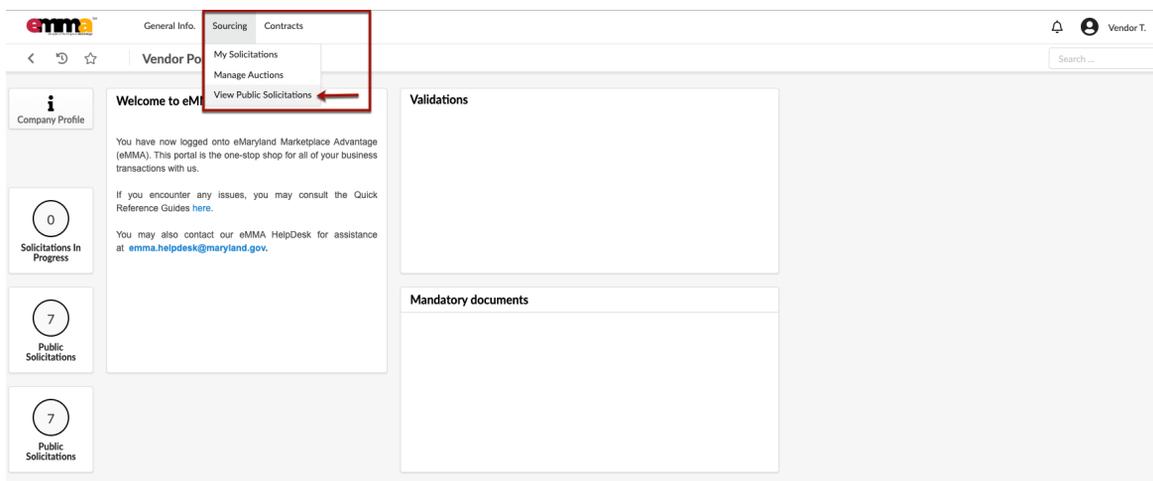
Log in - eMMA Homepage

1.) Log in to eMMA using your username and password. If you do not have an eMMA login, access public solicitations by clicking the Public Solicitations button on the right side of the screen. Proceed to step 3.



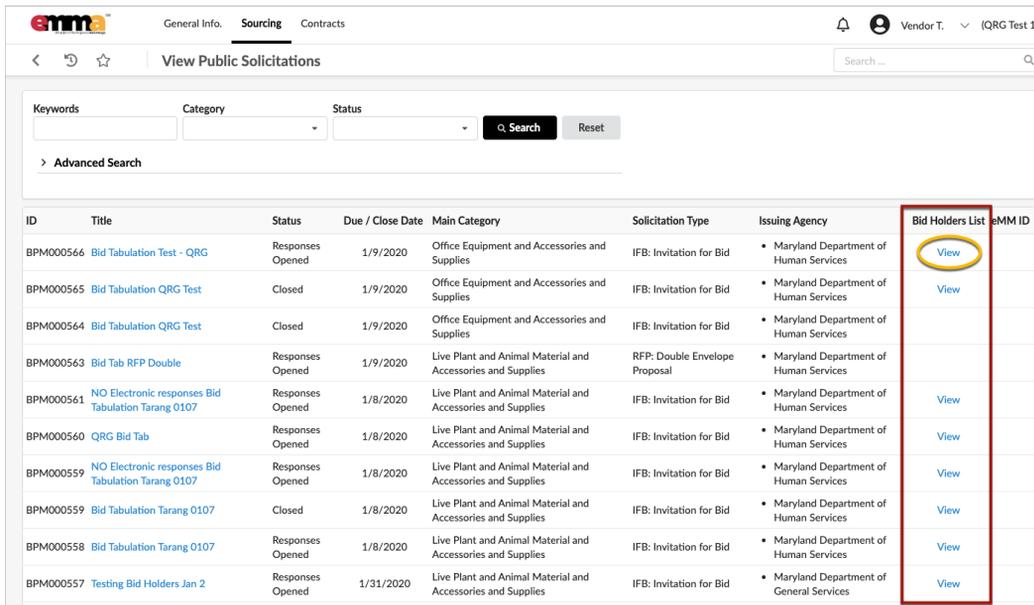
Access Public Solicitations

2.) Click the Sourcing tab at the top of the page and choose View Public Solicitations.



View Bid Holders List

- 3.) Locate your solicitation by BPM ID or Title.
- 4.) Click View under the Bid Holders List column.

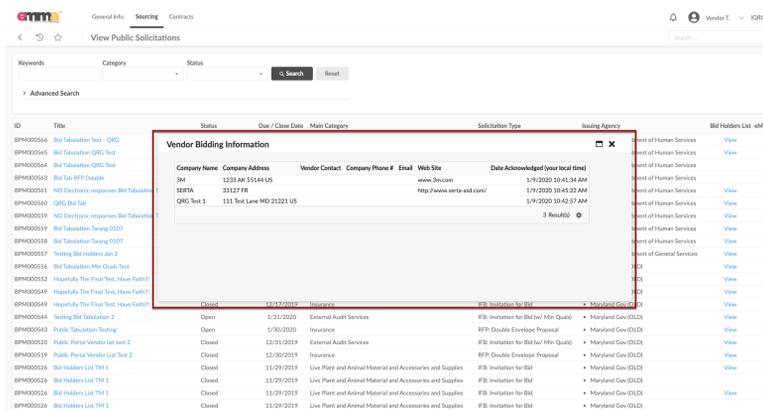


ID	Title	Status	Due / Close Date	Main Category	Solicitation Type	Issuing Agency	Bid Holders List	eMM ID
BPM000566	Bid Tabulation Test - QRG	Responses Opened	1/9/2020	Office Equipment and Accessories and Supplies	IFB: Invitation for Bid	Maryland Department of Human Services	View	
BPM000565	Bid Tabulation QRG Test	Closed	1/9/2020	Office Equipment and Accessories and Supplies	IFB: Invitation for Bid	Maryland Department of Human Services	View	
BPM000564	Bid Tabulation QRG Test	Closed	1/9/2020	Office Equipment and Accessories and Supplies	IFB: Invitation for Bid	Maryland Department of Human Services		
BPM000563	Bid Tab RFP Double	Responses Opened	1/9/2020	Live Plant and Animal Material and Accessories and Supplies	RFP: Double Envelope Proposal	Maryland Department of Human Services		
BPM000561	NO Electronic responses Bid Tabulation Tarang 0107	Responses Opened	1/8/2020	Live Plant and Animal Material and Accessories and Supplies	IFB: Invitation for Bid	Maryland Department of Human Services	View	
BPM000560	QRG Bid Tab	Responses Opened	1/8/2020	Live Plant and Animal Material and Accessories and Supplies	IFB: Invitation for Bid	Maryland Department of Human Services	View	
BPM000559	NO Electronic responses Bid Tabulation Tarang 0107	Responses Opened	1/8/2020	Live Plant and Animal Material and Accessories and Supplies	IFB: Invitation for Bid	Maryland Department of Human Services	View	
BPM000559	Bid Tabulation Tarang 0107	Closed	1/8/2020	Live Plant and Animal Material and Accessories and Supplies	IFB: Invitation for Bid	Maryland Department of Human Services	View	
BPM000558	Bid Tabulation Tarang 0107	Responses Opened	1/8/2020	Live Plant and Animal Material and Accessories and Supplies	IFB: Invitation for Bid	Maryland Department of Human Services	View	
BPM000557	Testing Bid Holders Jan 2	Responses Opened	1/31/2020	Live Plant and Animal Material and Accessories and Supplies	IFB: Invitation for Bid	Maryland Department of General Services	View	

View Bid Holders List

5.) A box will populate with all vendors who are on the Bid Holders List. Results cannot be saved, exported, or downloaded.

Please note: Vendors who acknowledge receipt of a solicitation appear on the Bid Holders List.



Company Name	Company Address	Vendor Contact	Company Phone #	Email	Web Site	Date Acknowledged (your local time)
IM	1223 AK 5554 US			www.im.com		1/9/2020 10:41:34 AM
SERVA	33127 FR			http://www.serva-usd.com/		1/9/2020 10:45:22 AM
QRG Test 1	111 Test Lane MD 21221 US					1/9/2020 10:45:22 AM