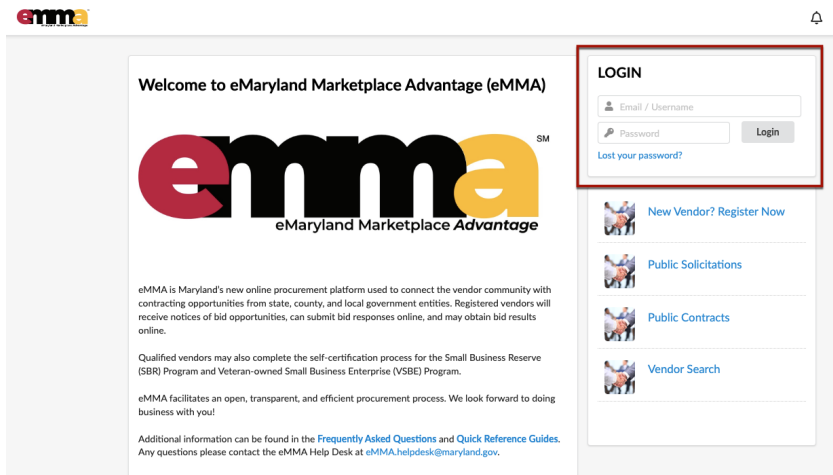## OVERVIEW

This Quick Reference Guide (QRG) is designed to help you understand and locate the Bid Tabulation feature in eMMA.
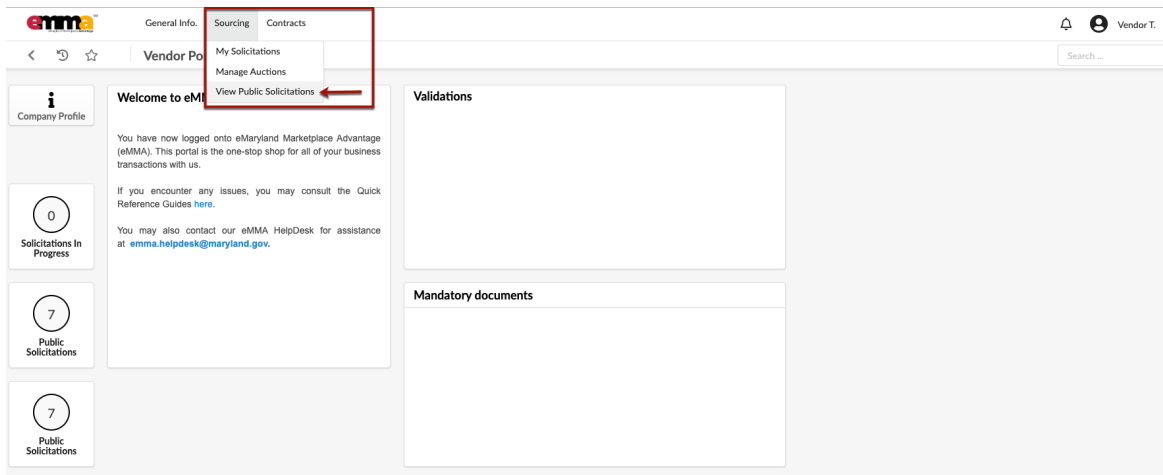
Logging in - eMMA Homepage

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.
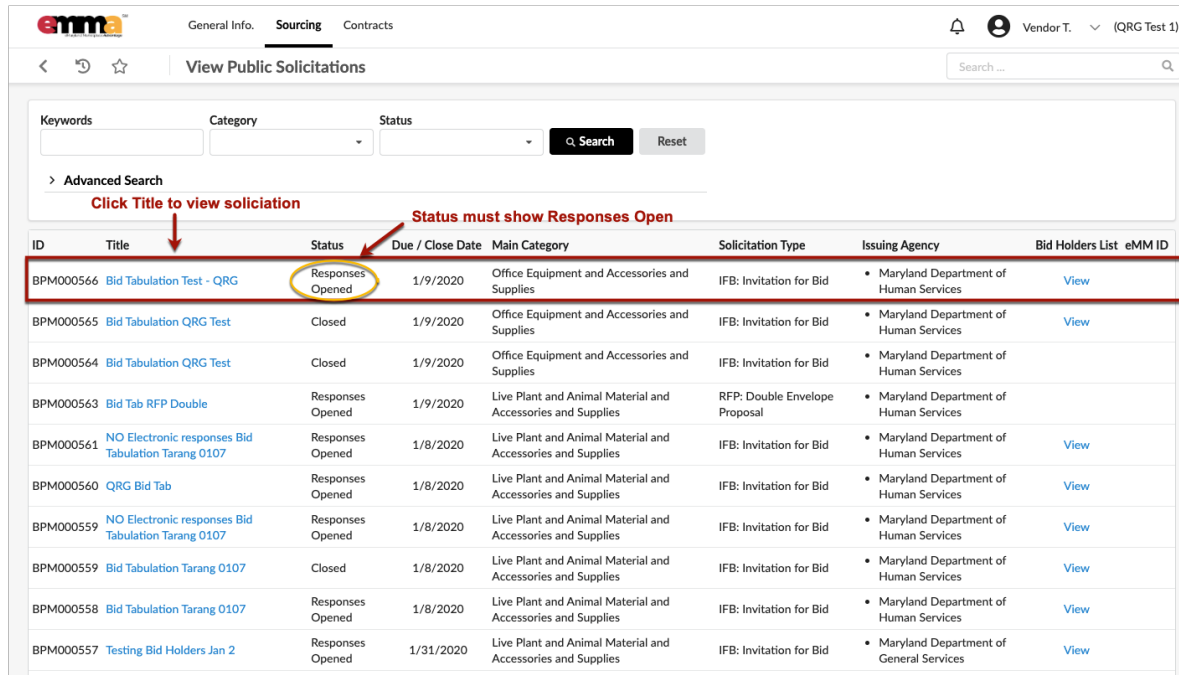

Accessing Public Solicitations

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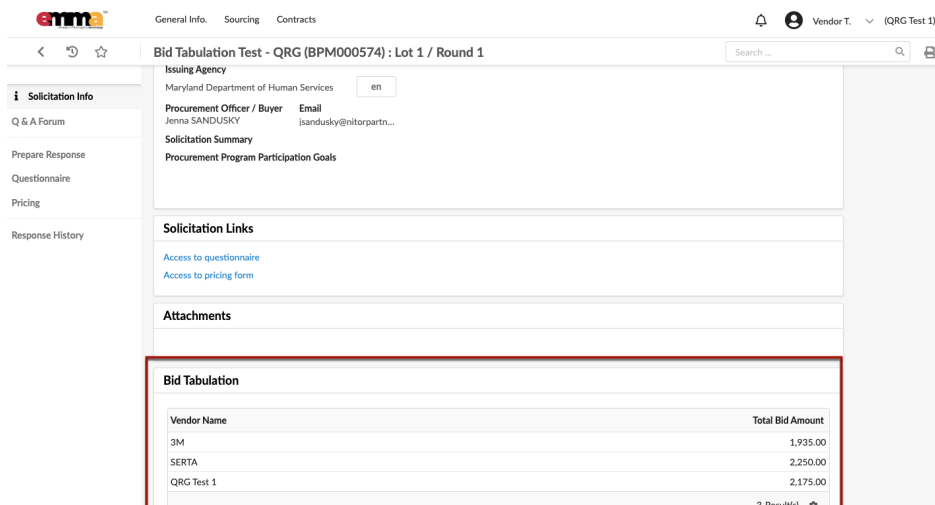
Viewing Public Solicitations

3.) Locate your solicitation by BPM ID or Title, then click on the solicitation name to open it.

4.) Note: The solicitation status must show as "Responses Open" in order to view Bid Tabulation.

Bid Tabulation Table

5.) Scroll to the bottom of the page to view Bid Tabulation Table.