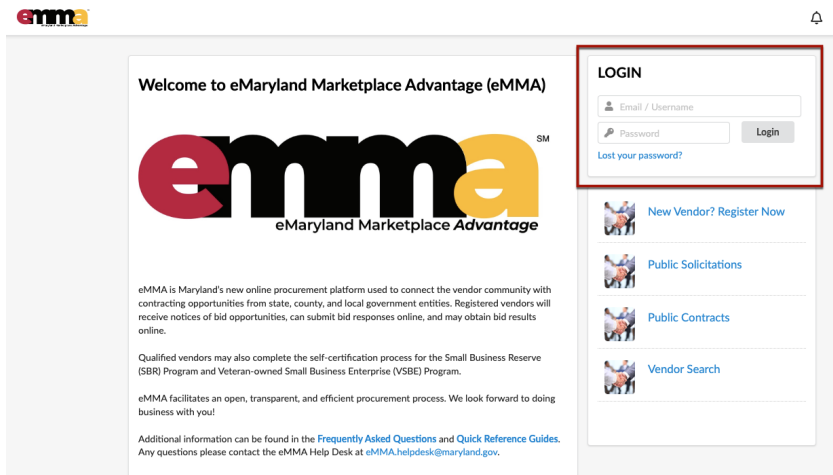


OVERVIEW

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

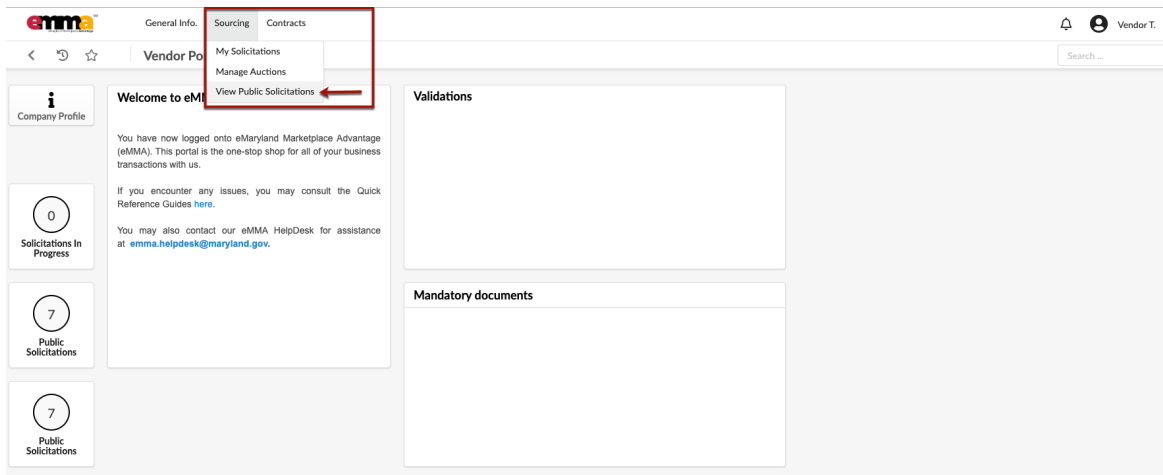
Logging in - eMMA Homepage

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.



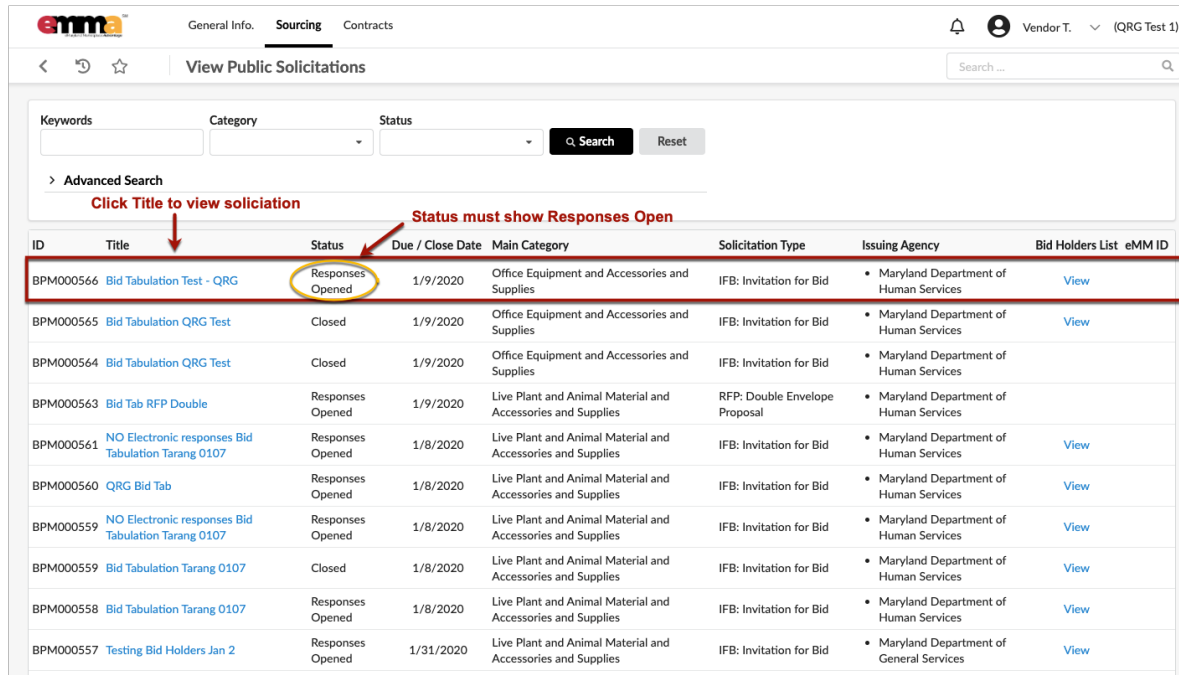
Accessing Public Solicitations

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



Viewing Public Solicitations

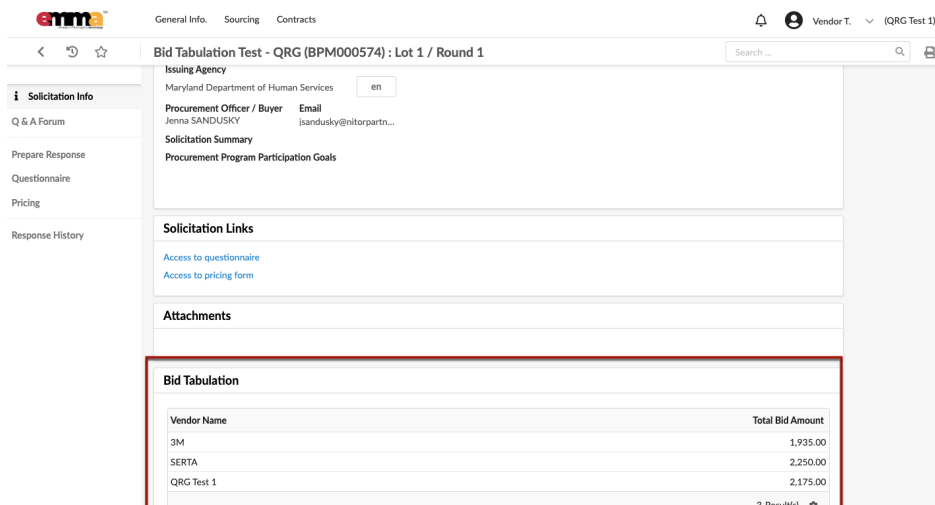
- 3.) Locate your solicitation by BPM ID or Title, then click on the solicitation name to open it.
- 4.) Note: The solicitation status must show as "Responses Open" in order to view Bid Tabulation.



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

Bid Tabulation Table

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



Bid Tabulation	
Vendor Name	Total Bid Amount
3M	1,935.00
SERTA	2,250.00
QRG Test 1	2,175.00