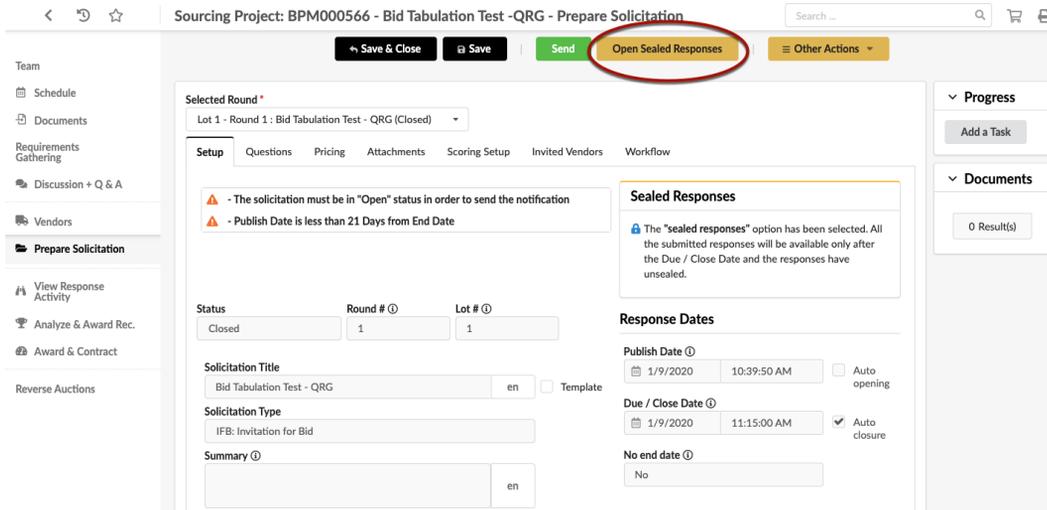


OVERVIEW

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

Process – Open Sealed Responses

1.) From within your solicitation, click Open Sealed Responses at the top of the page



Sourcing Project: BPM000566 - Bid Tabulation Test -QRG - Prepare Solicitation

Buttons: Save & Close, Save, Send, **Open Sealed Responses**, Other Actions

Selected Round: Lot 1 - Round 1: Bid Tabulation Test - QRG (Closed)

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

Warnings:

- The solicitation must be in "Open" status in order to send the notification
- Publish Date is less than 21 Days from End Date

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.

Response Dates:

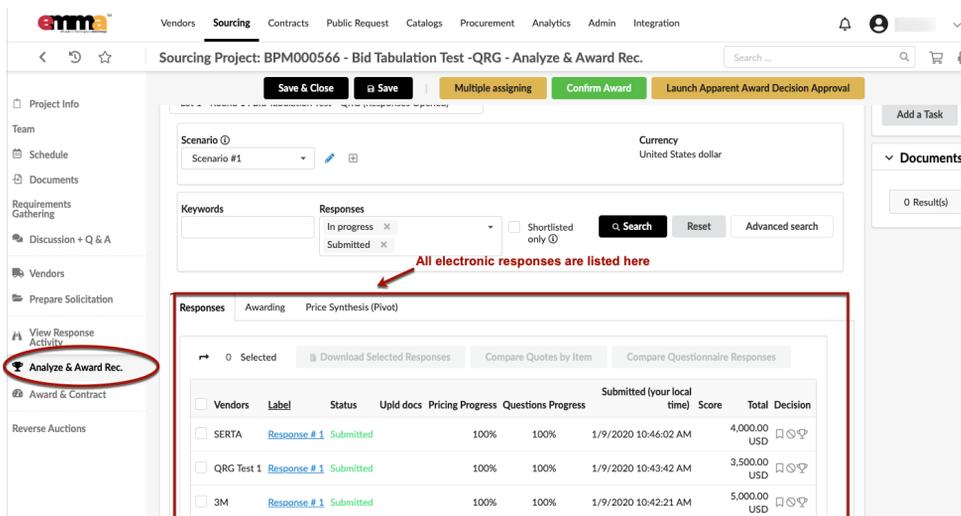
- Publish Date: 1/9/2020 10:39:50 AM (Auto opening)
- Due / Close Date: 1/9/2020 11:15:00 AM (Auto closure)
- No end date: No

Fields:

- Status: Closed
- Round #: 1
- Lot #: 1
- Solicitation Title: Bid Tabulation Test - QRG
- Solicitation Type: IFB: Invitation for Bid
- Summary: en

Process - View Electronic Bid Responses

2.) Click Analyze & Award on the left side of the screen.
 3.) All electronic responses are shown in the table.



Sourcing Project: BPM000566 - Bid Tabulation Test -QRG - Analyze & Award Rec.

Buttons: Save & Close, Save, Multiple assigning, Confirm Award, Launch Apparent Award Decision Approval

Scenario: Scenario #1 | Currency: United States dollar

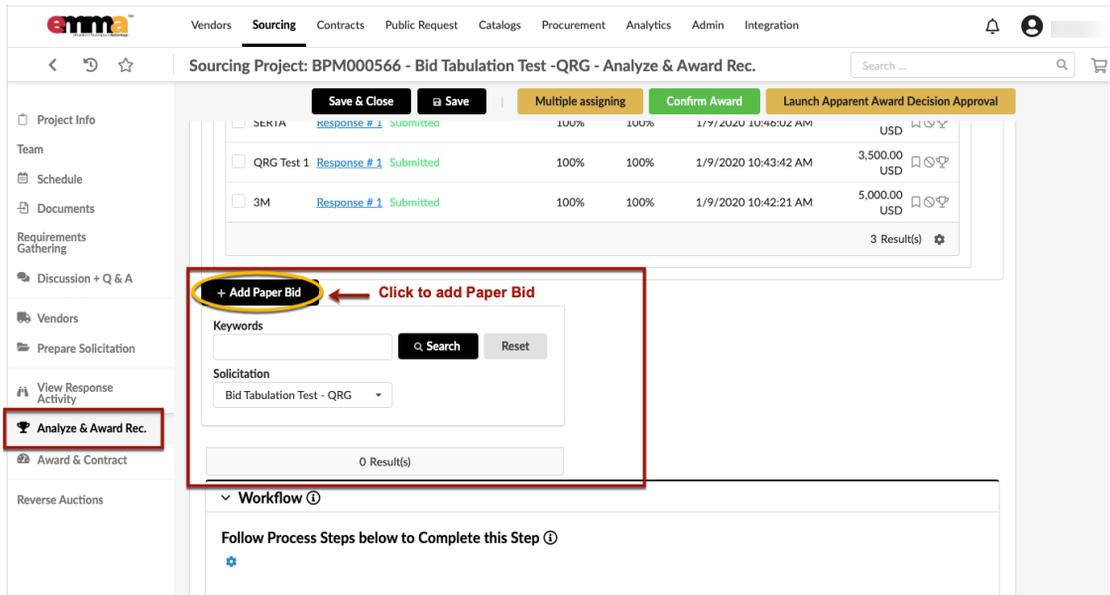
Keywords: | Responses: In progress, Submitted | Search | Reset | Advanced search

All electronic responses are listed here

Vendors	Label	Status	Upld docs	Pricing Progress	Questions Progress	Submitted (your local time)	Score	Total Decision
SERTA	Response # 1	Submitted		100%	100%	1/9/2020 10:46:02 AM	4,000.00 USD	
QRG Test 1	Response # 1	Submitted		100%	100%	1/9/2020 10:43:42 AM	3,500.00 USD	
3M	Response # 1	Submitted		100%	100%	1/9/2020 10:42:21 AM	5,000.00 USD	

Process – Add Paper Bid Response

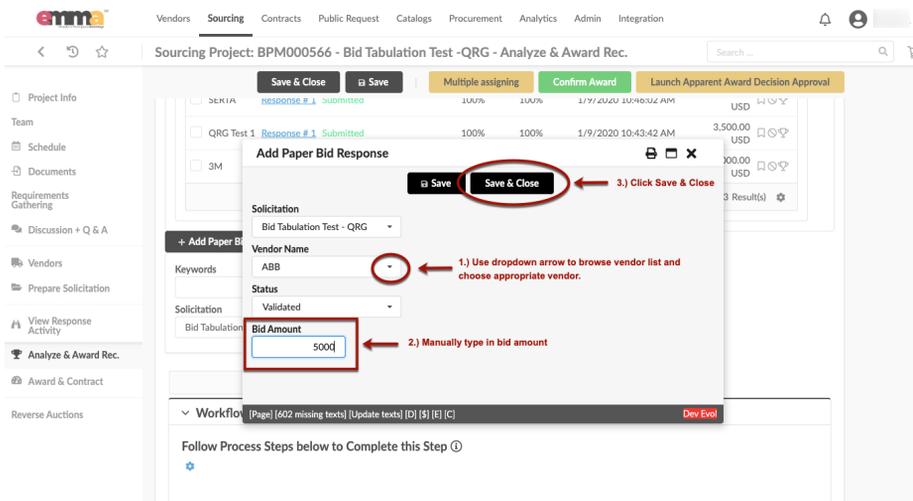
- 4.) If a vendor submits a paper bid, manually add the bid information.
- 5.) Click Analyze & Award on the left side of the screen.
- 6.) Click Add Paper Bid.



The screenshot shows the eMMA interface for a Sourcing Project: BPM000566 - Bid Tabulation Test - QRG - Analyze & Award Rec. The left sidebar has 'Analyze & Award Rec.' highlighted. The main content area shows a table of responses with columns for Vendor Name, Response #, Submitted status, Bid Amount, and Bid Date. A modal form titled '+ Add Paper Bid' is open, with a red box around the '+ Add Paper Bid' button and the 'Analyze & Award Rec.' button. The modal form includes a 'Keywords' field, a 'Solicitation' dropdown menu (set to 'Bid Tabulation Test - QRG'), and a 'Search' button. Below the modal, a 'Workflow' section indicates 'Follow Process Steps below to Complete this Step'.

Process – Add Paper Bid Response

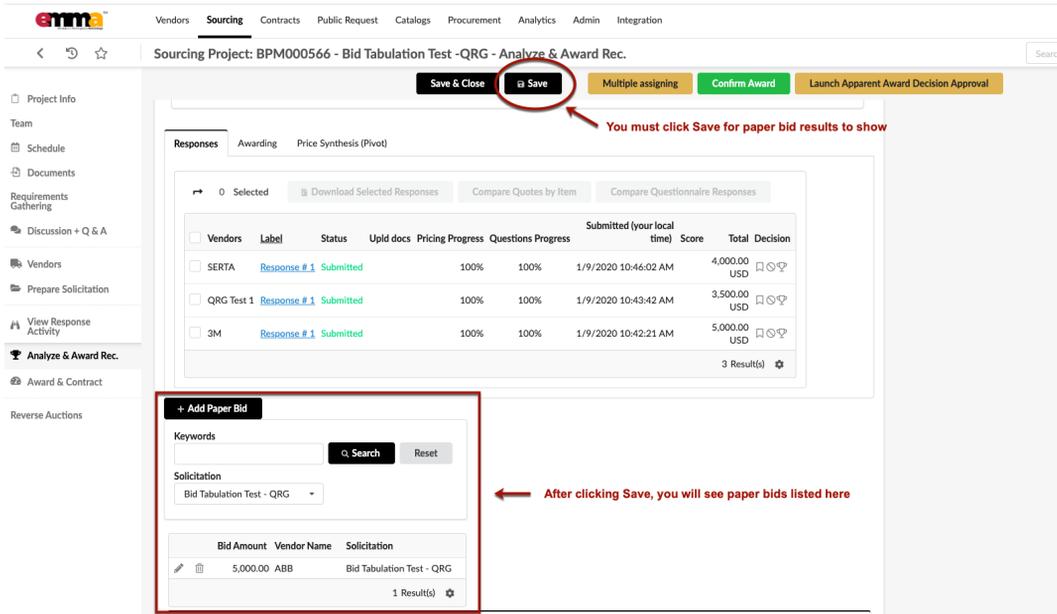
- 7.) Click the dropdown name under Vendor Name to see a list of all vendors. Choose the appropriate vendor.
- 8.) Manually type in the bid amount in the Bid Amount section.
- 9.) Click Save and Close.



The screenshot shows the eMMA interface for a Sourcing Project: BPM000566 - Bid Tabulation Test - QRG - Analyze & Award Rec. The 'Add Paper Bid Response' modal form is open. The 'Vendor Name' dropdown is set to 'ABB'. The 'Bid Amount' field contains '5000'. The 'Save & Close' button is highlighted. Red arrows point to the dropdown arrow, the 'Save & Close' button, and the 'Bid Amount' field. The modal form includes a 'Keywords' field, a 'Solicitation' dropdown menu (set to 'Bid Tabulation Test - QRG'), a 'Vendor Name' dropdown menu (set to 'ABB'), a 'Status' dropdown menu (set to 'Validated'), and a 'Bid Amount' field (set to '5000'). Below the modal, a 'Workflow' section indicates 'Follow Process Steps below to Complete this Step'.

Process – Add Paper Bid Response

- 10.) Click Save at the top of the screen. *You must do this for your paper bid results to populate*
- 11.) Repeat steps 6-10 for all paper bids.



The screenshot shows the eMMA interface for a sourcing project. At the top, there are navigation tabs: Vendors, Sourcing, Contracts, Public Request, Catalogs, Procurement, Analytics, Admin, and Integration. The main header reads "Sourcing Project: BPM000566 - Bid Tabulation Test - QRG - Analyze & Award Rec." and includes buttons for "Save & Close", "Save", "Multiple assigning", "Confirm Award", and "Launch Apparent Award Decision Approval".

Below the header, there are tabs for "Responses", "Awarding", and "Price Synthesis (Pivot)". A red arrow points to the "Save" button with the text "You must click Save for paper bid results to show".

The main content area displays a table of responses:

Vendors	Label	Status	Upld docs	Pricing Progress	Questions Progress	Submitted (your local time)	Score	Total	Decision
<input type="checkbox"/>	SERTA	Response # 1 Submitted		100%	100%	1/9/2020 10:46:02 AM	4,000.00 USD		
<input type="checkbox"/>	QRG Test 1	Response # 1 Submitted		100%	100%	1/9/2020 10:43:42 AM	3,500.00 USD		
<input type="checkbox"/>	3M	Response # 1 Submitted		100%	100%	1/9/2020 10:42:21 AM	5,000.00 USD		

Below the table, there is a section titled "+ Add Paper Bid" with a search bar and a "Search" button. Below that, a table shows the results of the search:

Bid Amount	Vendor Name	Solicitation
5,000.00	ABB	Bid Tabulation Test - QRG

A red arrow points to this table with the text "After clicking Save, you will see paper bids listed here".