

OVERVIEW

This Quick Reference Guide (QRG) is designed to help you understand how to create an Amendment in eMMA as well as how to use the Amendment to notify vendors that you are cancelling the solicitation.

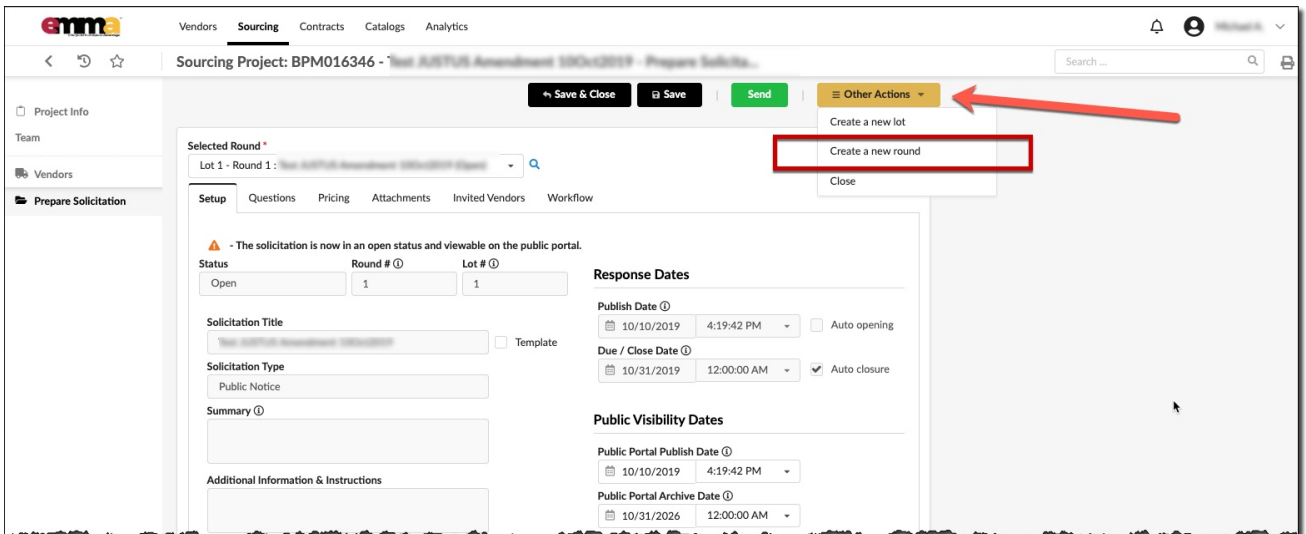
Creating an Amendment

1. Access eMMA via SecureAuth or your login. IMPORTANT: For best results, access eMMA via Google Chrome.

CANCELLATION AMENDMENTS: To cancel a published sourcing project:

- Create an amendment to the sourcing project as you see here. Note that you will use it as a notification of the Cancellation that goes to all vendors.
- Input the field names and notes into the Cancellation Amendment with information about the cancellation, any information on future solicitations, and/or any contact information for questions, etc.
- Publish the Cancellation Amendment as seen here.
- Click the Project Info tab on the left side of the screen in the solicitation, change the status box from "In Progress" to "Cancelled" and click **Save**.
- Your solicitation will be cancelled and all vendors were notified.

2. Find your sourcing project under Sourcing, "Browse Sourcing Projects".
3. In your Sourcing project, click on the "Prepare Solicitation" tab.
4. Click "Other Actions" and select "Create a new round" from the drop-down menu.



The screenshot shows the eMMA web application interface. The top navigation bar includes 'Vendors', 'Sourcing', 'Contracts', 'Catalogs', and 'Analytics'. The main header displays 'Sourcing Project: BPM016346 - [Status] Amendment 10/01/2019 - Prepare Solicitation'. Below the header, there are buttons for 'Save & Close', 'Save', and 'Send'. The 'Other Actions' dropdown menu is open, showing options: 'Create a new lot', 'Create a new round' (highlighted with a red box), and 'Close'. A red arrow points to the 'Other Actions' button. The left sidebar shows a navigation menu with 'Project Info', 'Team', 'Vendors', and 'Prepare Solicitation' (selected). The main content area shows the 'Setup' tab for the solicitation, with fields for 'Status' (Open), 'Round # 1', 'Lot # 1', 'Solicitation Title', 'Solicitation Type' (Public Notice), 'Summary', and 'Additional Information & Instructions'. There are also sections for 'Response Dates' and 'Public Visibility Dates'.

Creating an Amendment

- Click "Create" to pull all information from your solicitation into the new round. Click "Continue" on the warning.

Selected Round *
Lot 1 - Round 1

Round / Lot copy

Create **Save & Close**

Commodity: 45000000 - Printing and Photographic and Audio and Visual Equipment
Organization: State Highway Administration (J02)

☐ Templates only

Solicitation Type	Lot #	Round #	Solicitation Title	Publish Date	Due / Close Date	Status
Public Notice	1	1	Test JUTUS Amendment 100000000	10/10/2019	10/31/2019	Open

1 Result(s)

Tabs to be duplicated
Choose the components to copy from the solicitation/template selected above:

	Don't copy	Copy from template	Copy and add
Action plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gen. Info.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pricing Columns	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

☐ Pre-Bid/Proposal Conference?

- A new round is created in "Draft" status with an Attention Message regarding information about how to proceed with an Amendment. Update the solicitation as needed (e.g. change due date in "Setup" sub-tab). Click "Save".

Selected Round *
Lot 1 - Round 2: Test JUTUS Amendment 100000000

Setup Questions Pricing Attachments Invited Vendors Workflow

ATTENTION: - The solicitation must be in "Open" status in order to send the notification

Status: Draft Round #: 2 Lot #: 1

ATTENTION: If this round is related to amendment on the solicitation, you need to add an 'Amendment' type document in the 'Attachments' tab.

Solicitation Title: Test JUTUS Amendment 100000000 en ☐ Template

Solicitation Type: Public Notice

Summary: en

Additional Information & Instructions: en

Alternate Link

Response Dates

Publish Date: 12:00:00 AM ☐ Auto opening

Due / Close Date: 10/31/2019 12:00:00 AM ☒ Auto closure

Public Visibility Dates

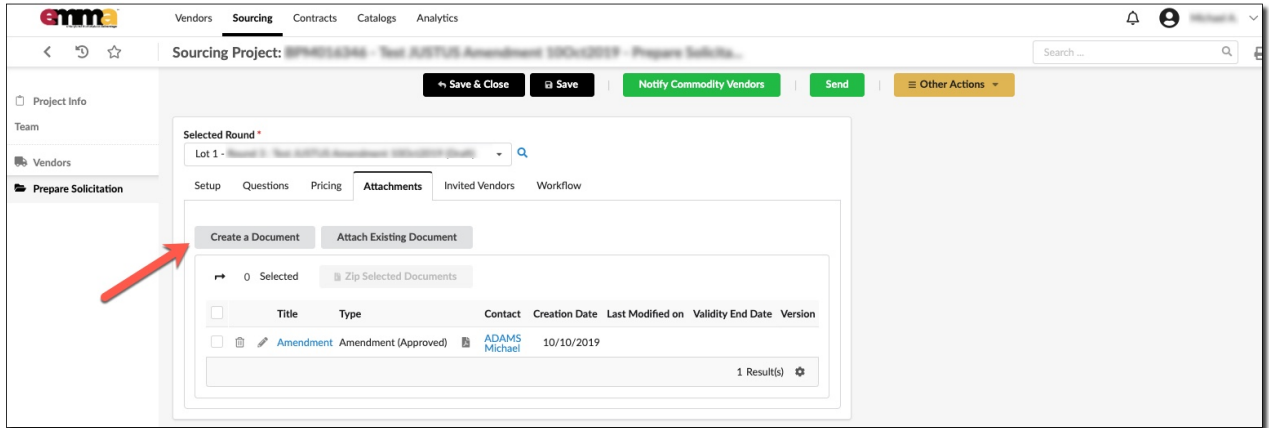
Public Portal Publish Date: 12:00:00 AM

Public Portal Archive Date: 10/31/2026 12:00:00 AM

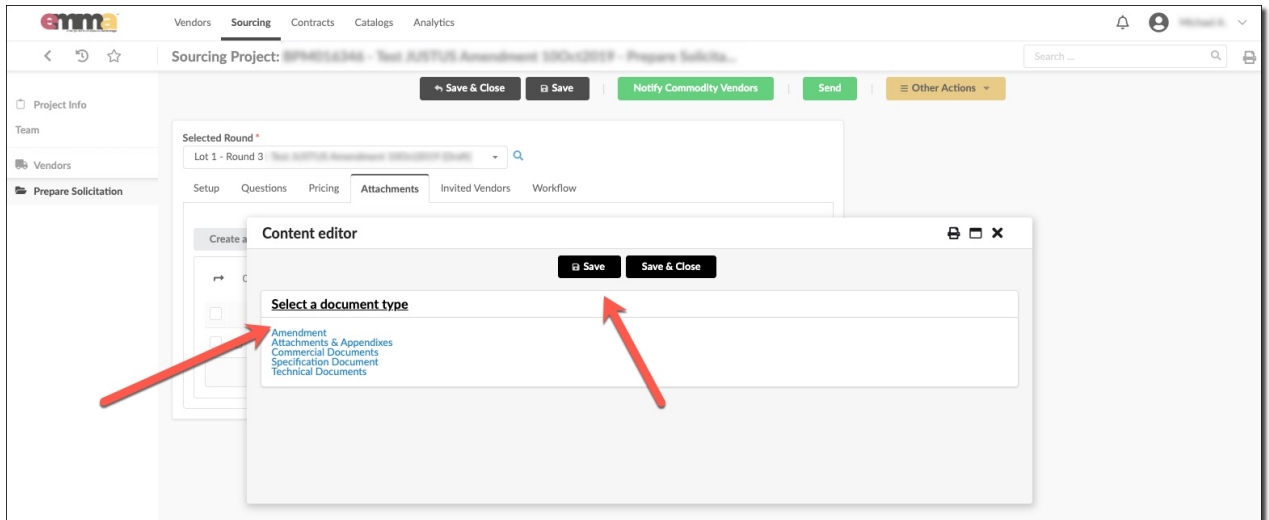
> Advanced options

Creating an Amendment

7. Navigate to the Attachments sub-tab, then click "Create a Document".



8. Choose "Amendment".



Creating an Amendment

- Fill in all required fields marked with an asterisk (*). Change status from "Draft" to the appropriate status ("Approved"). Click **"Save & Close"**.

- Return to the "Setup" sub-tab. To send the new round immediately, leave the open date and time fields blank. To send at a particular date and time, enter that information and click auto-open. Click **"Save"**.
- Click **"Send"**.

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14. Mark at least one (1) vendor. Click **“Send and close”**.

The screenshot shows the 'Solicitation: Test JUSTUS Amendment 100Oct2019' window. At the top right, there are two buttons: 'Send' and 'Send and close'. A red arrow points to the 'Send and close' button. Below the buttons, there is a section for 'Files to attach' and a 'Send to' section. The 'Send to' section lists two vendors: Aleron Consulting LLC and A. Morton Thomas and Associates, Inc. Each vendor has a 'Sending modes' dropdown set to 'Email' and a 'User' dropdown set to 'Deja BRACEY'. There is also a 'Contacts' dropdown for each vendor. At the bottom, there is an 'Email' section with a 'Subject' field and a 'Send me a copy' checkbox.

15. Three pop-up prompts appear:

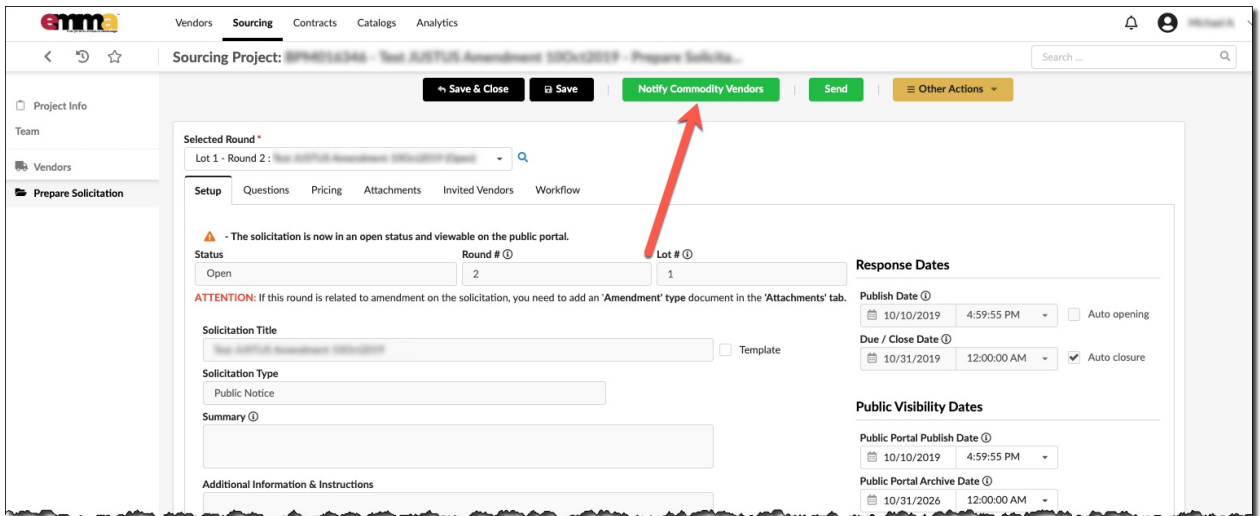
- 1st prompt asks for confirmation to move forward, click **“OK”**;
- 2nd prompt asks for opening the solicitation immediately upon submission – click **“OK”**, if round should auto-open at specific date and time entered on Setup sub-tab, click **“Cancel”**;
- 3rd prompt asks for closing the previous round, click **“OK”**.

16. Click **“Save”**.

The screenshot shows the 'Sourcing Project: 094016443 - TEST Justice 11Oct2019 - Prepare Solicitation' window. At the top right, there are several buttons: 'Save & Close', 'Save', 'Notify Commodity Vendors', 'Send', and 'Other Actions'. A red arrow points to the 'Save' button. Below the buttons, there is a green banner that says 'Data has been saved'. The main content area shows the 'Setup' tab with various fields for the solicitation, including 'Status' (Draft), 'Round #', 'Lot #', 'Solicitation Title', 'Solicitation Type', and 'Response Dates'. There is also a 'Public Visibility Dates' section.

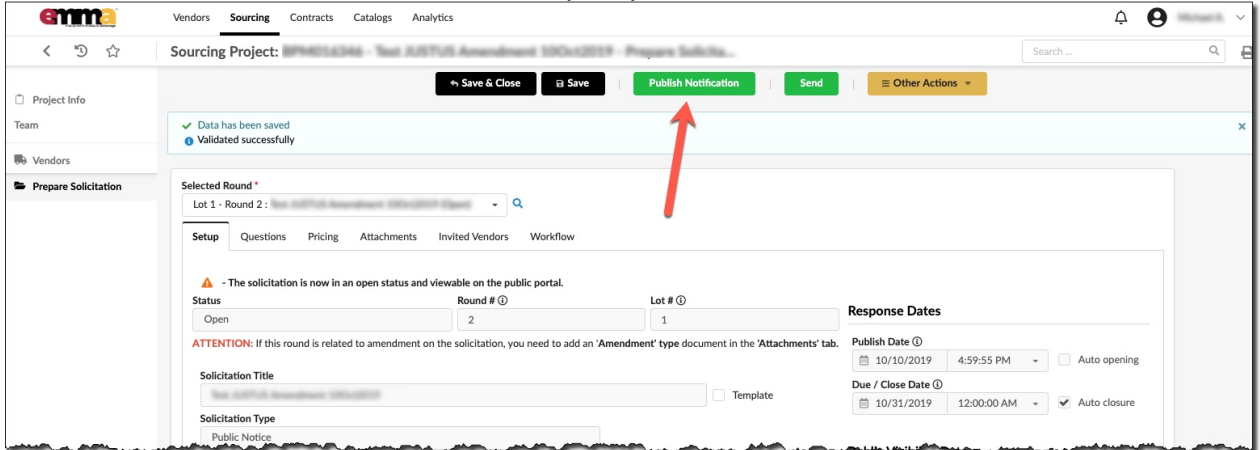
Creating an Amendment

17. Click **"Notify Commodity Vendors"**. This notifies all vendors in the commodity. Click **"OK"** at the prompt.



The screenshot shows the eMMA Sourcing Project page for 'Sourcing Project: 0PM014346 - Test JUSTUS Amendment 10/10/2019 - Prepare Solicita...'. The 'Notify Commodity Vendors' button is highlighted with a red arrow. The page includes a left sidebar with 'Project Info', 'Team', 'Vendors', and 'Prepare Solicitation'. The main content area has tabs for 'Setup', 'Questions', 'Pricing', 'Attachments', 'Invited Vendors', and 'Workflow'. The 'Setup' tab is active, showing fields for 'Status' (Open), 'Round # ①' (2), 'Lot # ①' (1), 'Solicitation Title', 'Solicitation Type' (Public Notice), 'Summary ①', and 'Additional Information & Instructions'. On the right, there are 'Response Dates' and 'Public Visibility Dates' sections with date and time pickers and checkboxes for 'Auto opening' and 'Auto closure'.

18. Click **Publish Notification**. Click **"OK"** at the prompt.



The screenshot shows the eMMA Sourcing Project page after clicking 'Publish Notification'. A green notification banner at the top states 'Data has been saved' and 'Validated successfully'. The 'Publish Notification' button is highlighted with a red arrow. The page layout is identical to the previous screenshot, showing the 'Setup' tab with various fields and the right-hand date and visibility sections.

19. If this was a Cancellation Amendment, click the **Project Info** tab on the left, change the status from **"In Progress"** to **"Cancelled"** and click **Save** or **Save and Close**.