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.
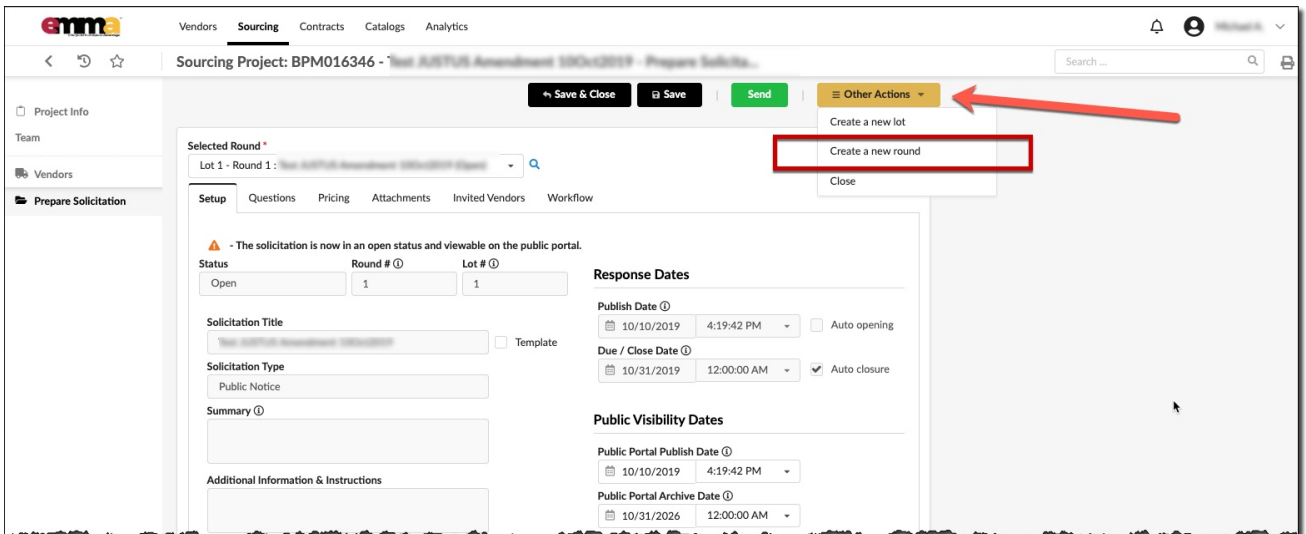
Creating an Amendment

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.

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

6. 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".
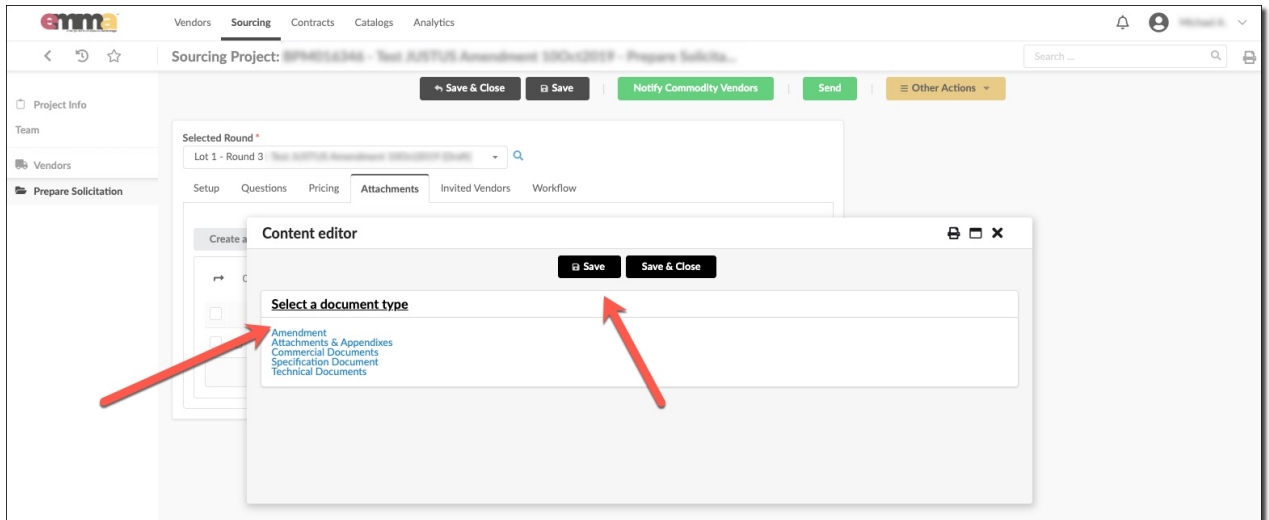
Creating an Amendment

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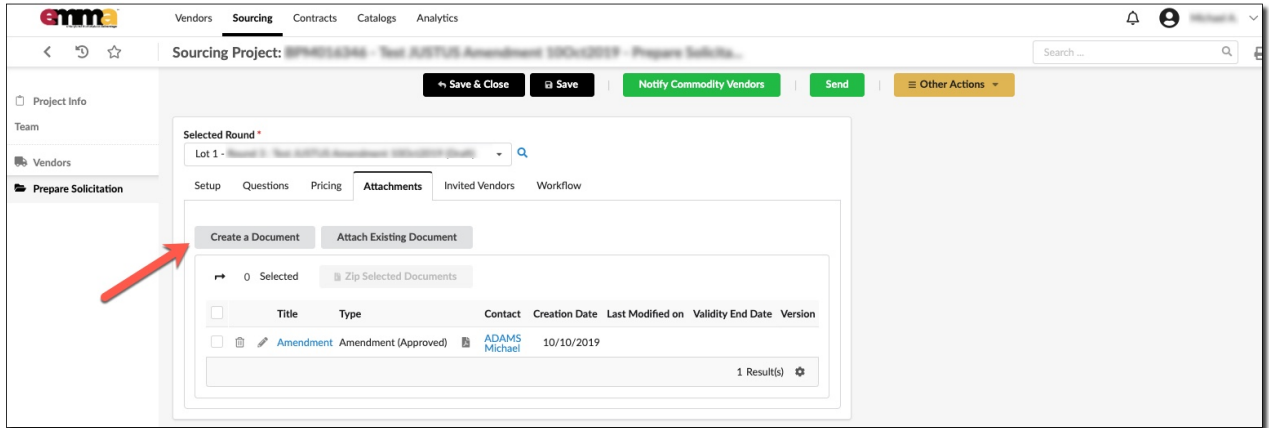
8. Choose "Amendment".

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

12. 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**".

13. Click "**Send**".

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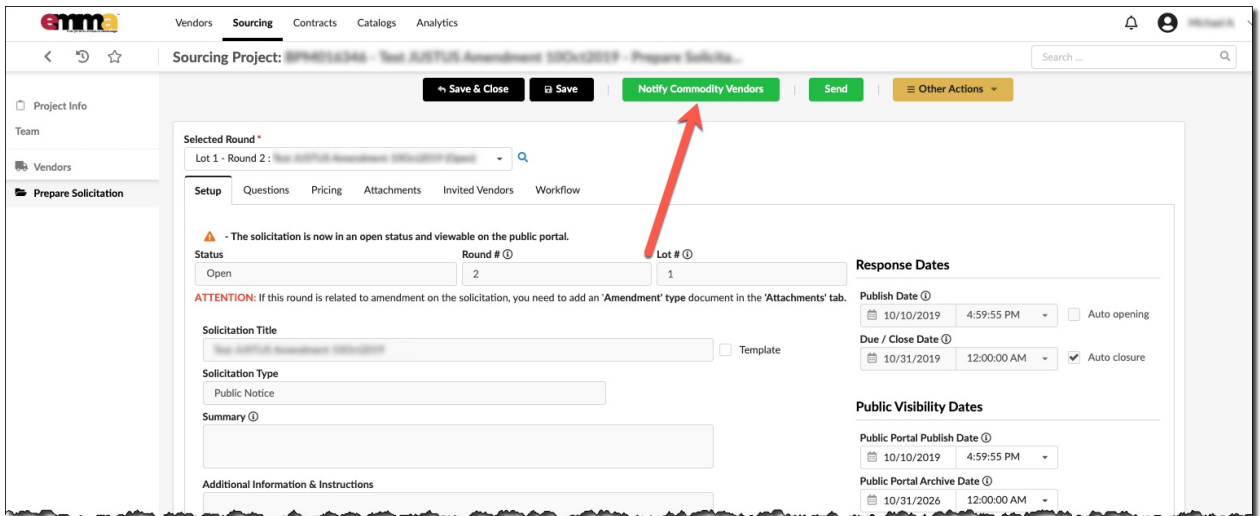

15. Three pop-up prompts appear:
    a) 1st prompt asks for confirmation to move forward, click "OK";
    b) 2nd prompt asks for opening the solicitation immediately upon submission – click "OK", if round should auto-open at specific date and time entered on Setup sub-tab, click "Cancel";
    c) 3rd prompt asks for closing the previous round, click "OK".

16. Click "Save".

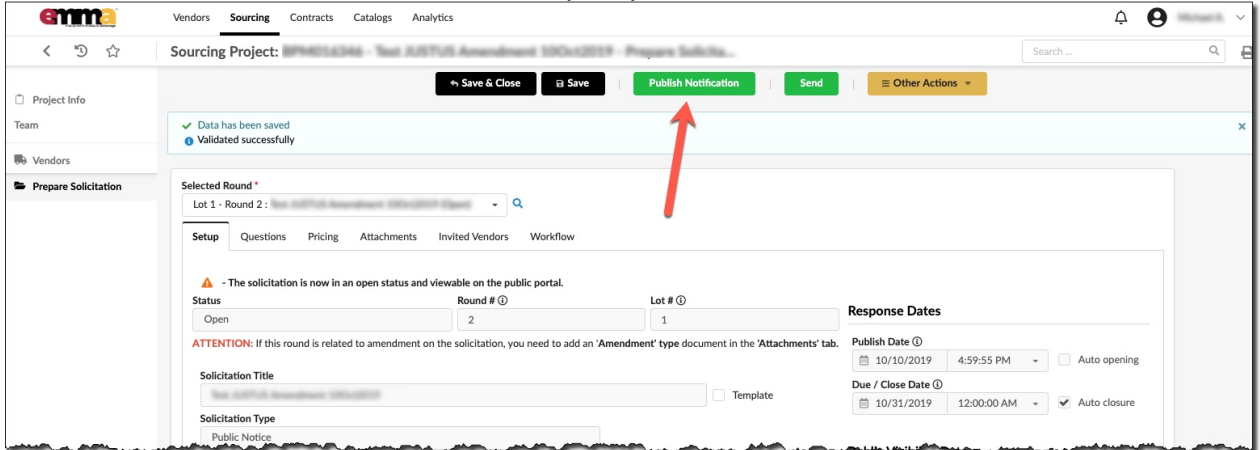## Creating an Amendment

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

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

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**.