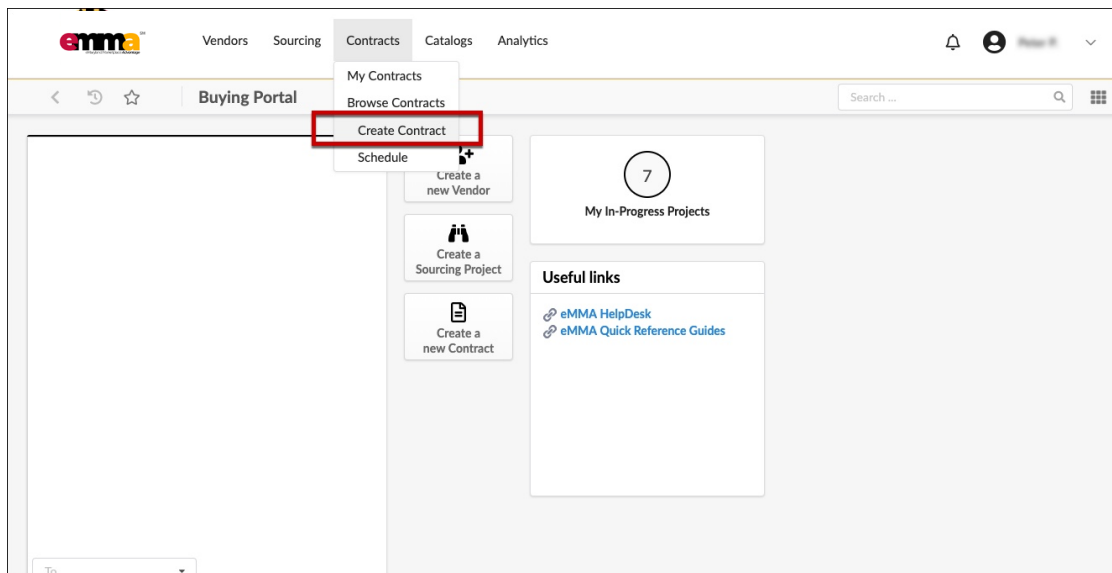


OVERVIEW

This Quick Reference Guide (QRG) will help you create a new/ad-hoc public contract.

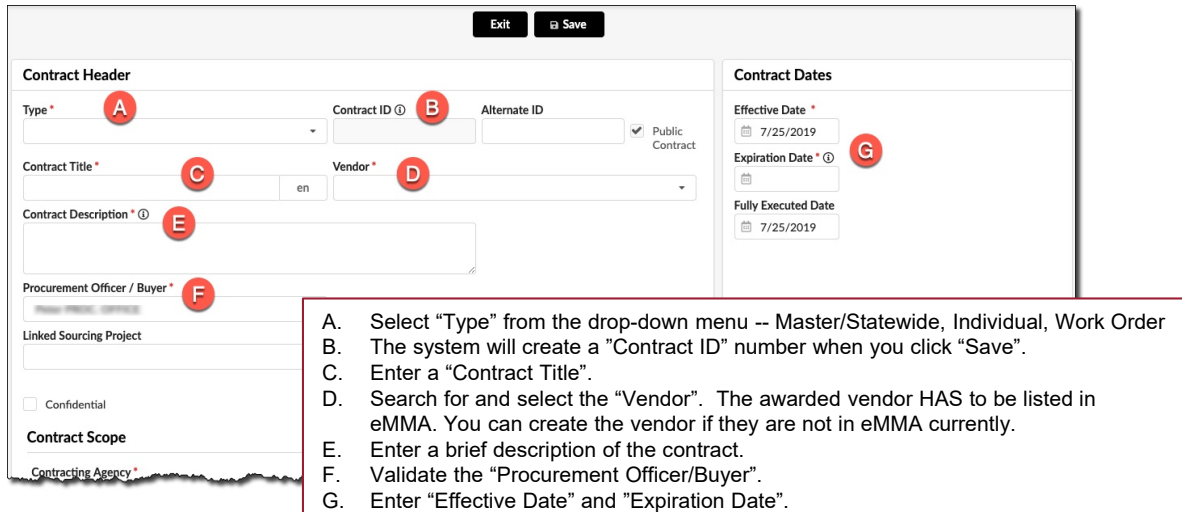
PROCESS

1. Access eMMA via SecureAuth or your login. IMPORTANT: For best results, access eMMA via Google Chrome.
2. From the “Contracts” tab, click “Create Contract” from the drop-down menu.



PROCESS (continued)

3. The “Contract” screen displays. Complete all fields as noted below. Required fields are denoted with “ * ”.



Contract Header

Type * **A** Contract ID **B** Alternate ID ☒ Public Contract

Contract Title * **C** Vendor * **D**

Contract Description * **E**

Procurement Officer / Buyer * **F**

Linked Sourcing Project

☐ Confidential

Contract Dates

Effective Date * **G** 7/25/2019

Expiration Date * **G**

Fully Executed Date 7/25/2019

Contract Scope

Contracting Agency *

Options & Review Schedule

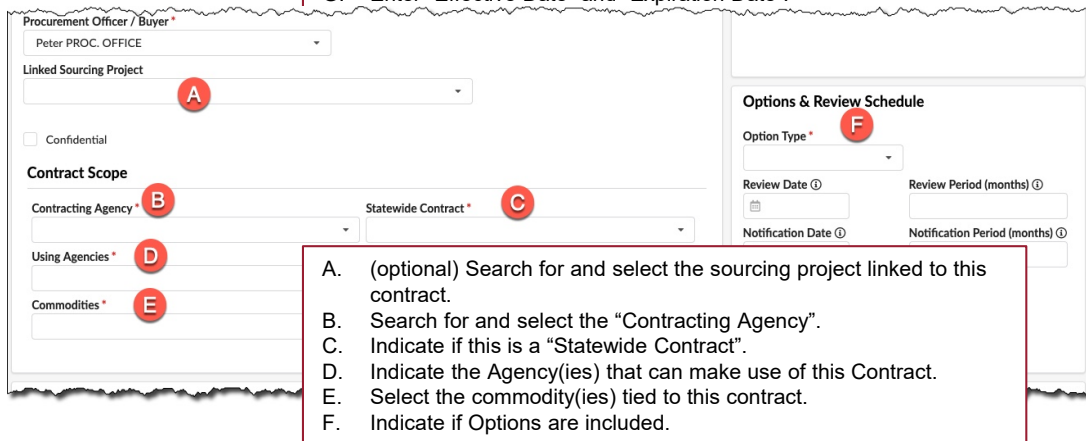
Option Type * **F**

Review Date Review Period (months)

Notification Date Notification Period (months)

Instructions:

- A. Select “Type” from the drop-down menu -- Master/Statewide, Individual, Work Order
- B. The system will create a “Contract ID” number when you click “Save”.
- C. Enter a “Contract Title”.
- D. Search for and select the “Vendor”. The awarded vendor HAS to be listed in eMMA. You can create the vendor if they are not in eMMA currently.
- E. Enter a brief description of the contract.
- F. Validate the “Procurement Officer/Buyer”.
- G. Enter “Effective Date” and “Expiration Date”.



Procurement Officer / Buyer * Peter PROC. OFFICE

Linked Sourcing Project **A**

☐ Confidential

Contract Scope

Contracting Agency * **B** Statewide Contract * **C**

Using Agencies * **D**

Commodities * **E**

Options & Review Schedule

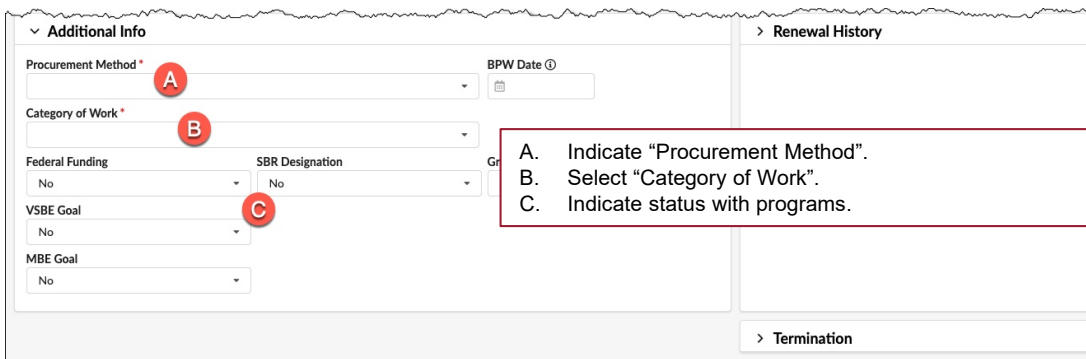
Option Type * **F**

Review Date Review Period (months)

Notification Date Notification Period (months)

Instructions:

- A. (optional) Search for and select the sourcing project linked to this contract.
- B. Search for and select the “Contracting Agency”.
- C. Indicate if this is a “Statewide Contract”.
- D. Indicate the Agency(ies) that can make use of this Contract.
- E. Select the commodity(ies) tied to this contract.
- F. Indicate if Options are included.



Additional Info

Procurement Method * **A** BPW Date

Category of Work * **B**

Federal Funding SBR Designation

VSBE Goal

MBE Goal

Instructions:

- A. Indicate “Procurement Method”.
- B. Select “Category of Work”.
- C. Indicate status with programs.

Renewal History

Termination

4. Click “Save”.

PROCESS (continued)

4. The “Contract” screen updates and displays. Note that new tabs are available (left navigation).

Contract: CTR000074 - Test Justice 2 - (Active)

Search ...

Exit Save Move to Publish Mark Contract as Private Other Actions

Overview

Header

Hierarchy

Contacts

Negotiated Terms

Price list

Documents

Workflow

Contract Header

Type

Master / Statewide

Contract ID ⓘ

CTR000074

Alternate ID

Public Contract

☒

Contract Title *

Test Justice 2

Vendor *

en

Private Justice, LLC (SUPP000074)

Contract Description ⓘ

test

Contract Dates

Effective Date *

7/25/2019

Expiration Date ⓘ

7/24/2020

Fully Executed Date

7/25/2019

5. Click “Hierarchy” to view related contracts. Click “Save” when complete.

Contract: CTR000074 - *Test Justice 2 - (Active)*

Exit Save Move to Publish Mark Contract as Private Other Actions

Overview

Header

Hierarchy

Contacts

Negotiated Terms

Price list

Documents

Workflow

Active Related Contracts

CTR000074 *Test Justice 2*

View all Related Contract(s)

Amendment History

0 Result(s)

6. Click “Contacts” to assign internal users (and roles) and/or Vendor contacts. Click “Save” when complete.

Contract: CTR000074 - Test Justice 2 - (Active)

Exit Save Move to Publish Mark Contract as Private Other Actions

Overview Header Hierarchy **Contacts** Negotiated Terms Price list Documents Workflow

Internal Team

Select user(s)

Contact	Email	Profile(s)
Pooja PRASAD, CTR000074	pooja.prasad@epam.com	Responsible (Contract) X

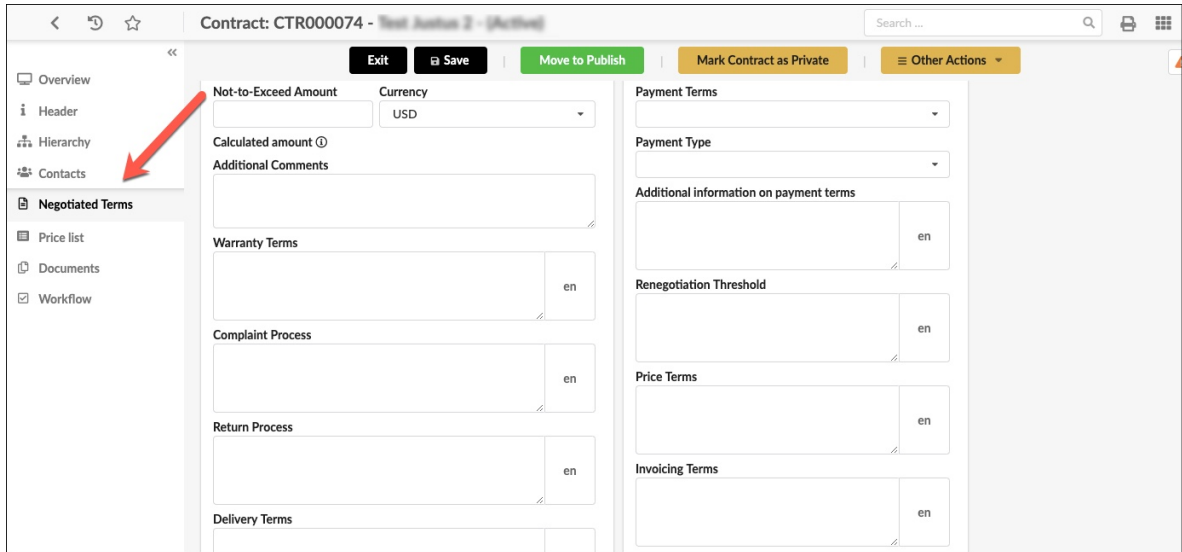
Vendor Contacts

Select Existing Contact Create Contact

NOTE: You can assign existing Vendor contacts or create new contacts.

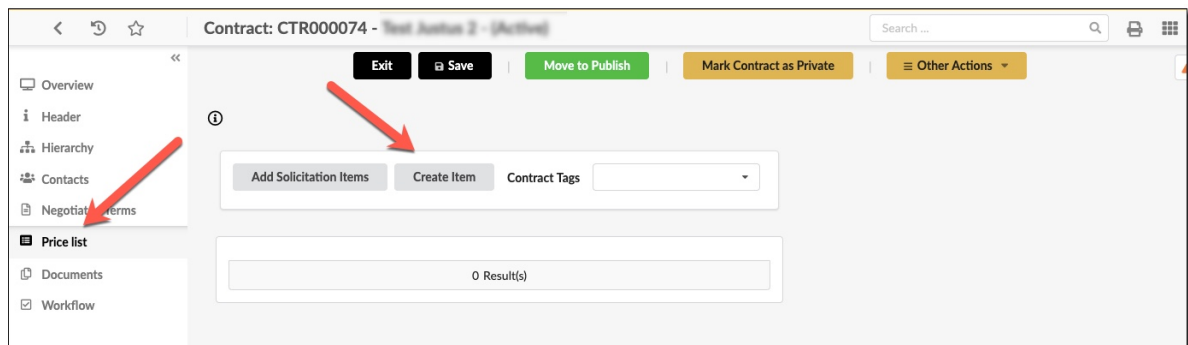
PROCESS (continued)

7. Click “Negotiated Terms”. Complete applicable fields. Click “Save” when complete.



The screenshot shows the 'Negotiated Terms' section of the eMMA interface. The left sidebar has a red arrow pointing to the 'Negotiated Terms' menu item. The main form area contains several sections: 'Not-to-Exceed Amount' (with a 'Calculated amount' field), 'Currency' (set to 'USD'), 'Additional Comments', 'Warranty Terms', 'Complaint Process', 'Return Process', 'Delivery Terms', 'Payment Terms', 'Payment Type', 'Additional information on payment terms', 'Renegotiation Threshold', 'Price Terms', and 'Invoicing Terms'. Each of these sections has a text area and a language dropdown (set to 'en'). At the top of the form, there are buttons: 'Exit', 'Save', 'Move to Publish', 'Mark Contract as Private', and 'Other Actions'.

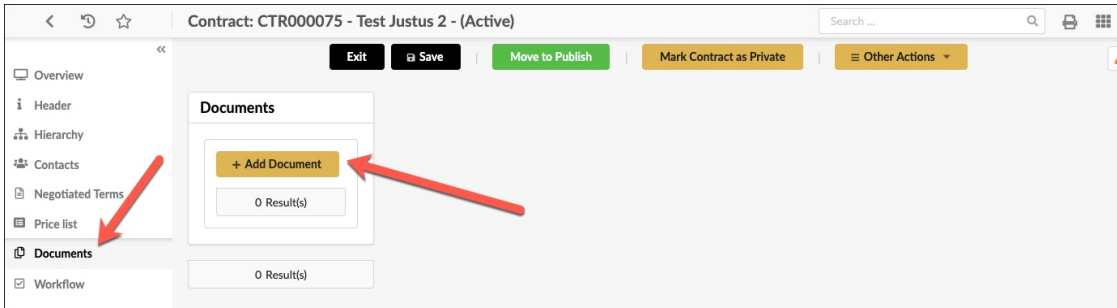
8. Click “Price List”. Click “Create Item”. Complete the pop-up window; repeat as needed. Click “Save” when complete. *** NOTE: The Price List section will not be available for use until release 1.1 of eMMA is released, estimated to be in August 2020. ***



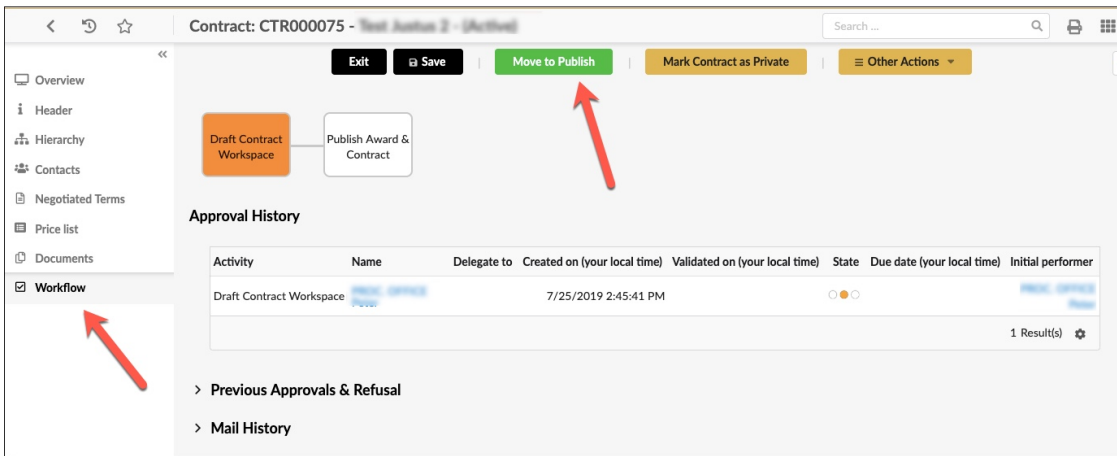
The screenshot shows the 'Price List' section of the eMMA interface. The left sidebar has a red arrow pointing to the 'Price list' menu item. The main form area shows a 'Create Item' button, which is highlighted with a red arrow. Below the button is a text area displaying '0 Result(s)'. At the top of the form, there are buttons: 'Exit', 'Save', 'Move to Publish', 'Mark Contract as Private', and 'Other Actions'.

PROCESS (continued)

9. Click “Documents”. Click “+Add Document”. Complete pop-up screen. Repeat, as needed. Click “Save” when complete.



10. Click “Workflow”. Confirm workflow. Click “Move to Publish”.



11. Click “Publish”. Validate that pricing lines can be visible publicly, if applicable.

