

This Quick Reference Guide (QRG) is designed to help you understand and locate the Bid Tabulation feature which displays the results of all bids received for a solicitation in eMMA.

If you need help at any point, please email the eMMA helpdesk at emma.helpdesk@maryland.gov.

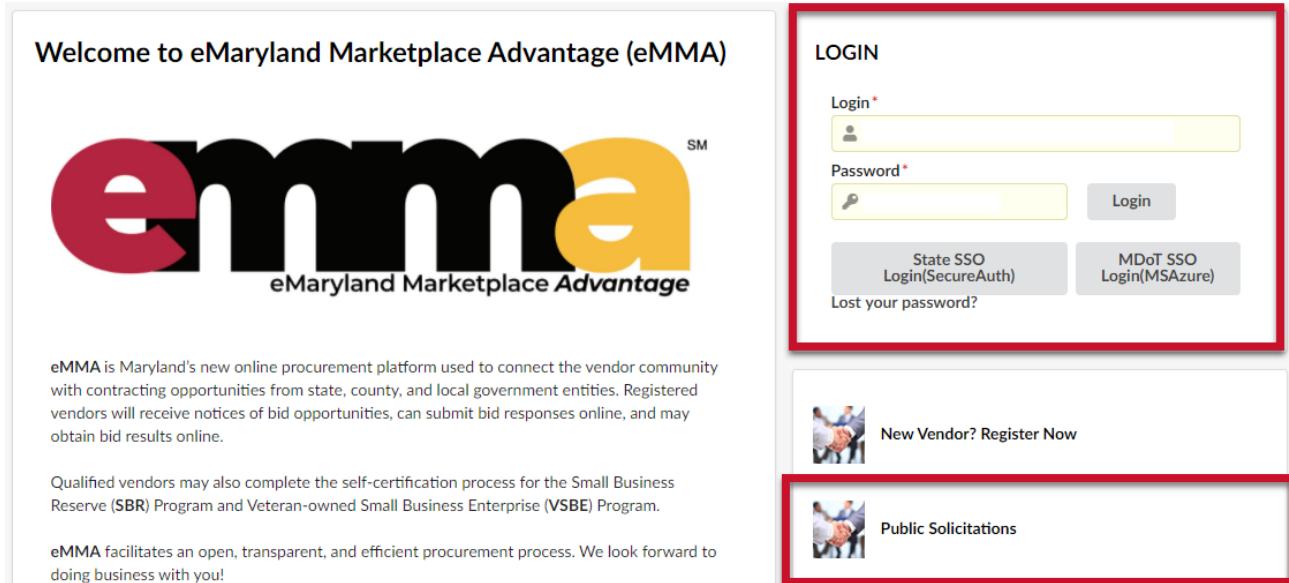
Instructional Video

<Place Holder for **Instructional Video**>

Accessing Public Solicitations

1. Log in to eMMA using your username and password.

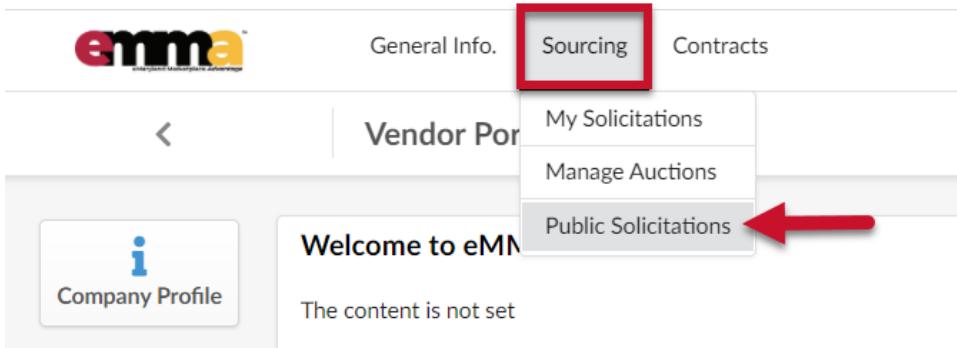
Note: If you do not have an eMMA login, access public solicitations by clicking the **Public Solicitations** button on the right side of the screen. Proceed to **step 3**.



The image shows two screenshots. The left screenshot is the 'Welcome to eMaryland Marketplace Advantage (eMMA)' page. It features the eMMA logo and a brief description of the platform. The right screenshot is the 'LOGIN' page, which includes fields for 'Login*' and 'Password*', and links for 'State SSO Login(SecureAuth)', 'MDOT SSO Login(MSAzure)', and 'Lost your password?'. Below these are two buttons: 'New Vendor? Register Now' and 'Public Solicitations', the latter of which is highlighted with a red box and an arrow pointing to it.

Figure 1: Login Field and Public Solicitations Button

2. Click the **Sourcing** tab at the top of the page then click on **Public Solicitations**.



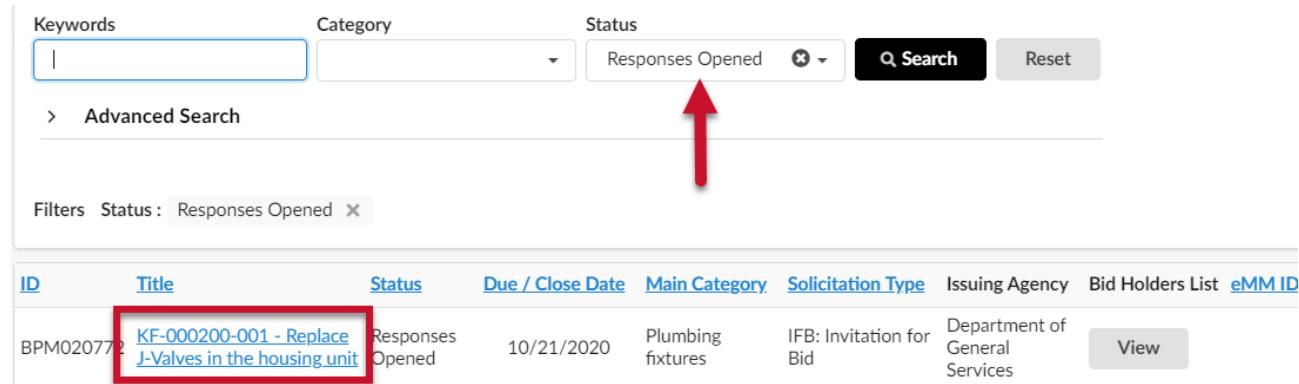
The image shows the 'Vendor Port' section of the eMMA vendor portal. At the top, there are tabs for 'General Info.', 'Sourcing' (which is highlighted with a red box), and 'Contracts'. Below these, a dropdown menu is open under the 'Vendor Port' heading, showing options: 'My Solicitations', 'Manage Auctions', and 'Public Solicitations', with the last one highlighted with a red box and an arrow pointing to it. To the left, there is a 'Company Profile' section with an 'i' icon.

Figure 2: Sourcing Tab Drop Down Menu and Public Solicitations button.

Viewing Public Solicitations

3. Locate your solicitation by **BPM ID or Title**, then click on the **Solicitation name** to open it.

Note: The solicitation status must show as **Response Open** to view Bid Tabulation.



Keywords Category Status

Responses Opened

> Advanced Search

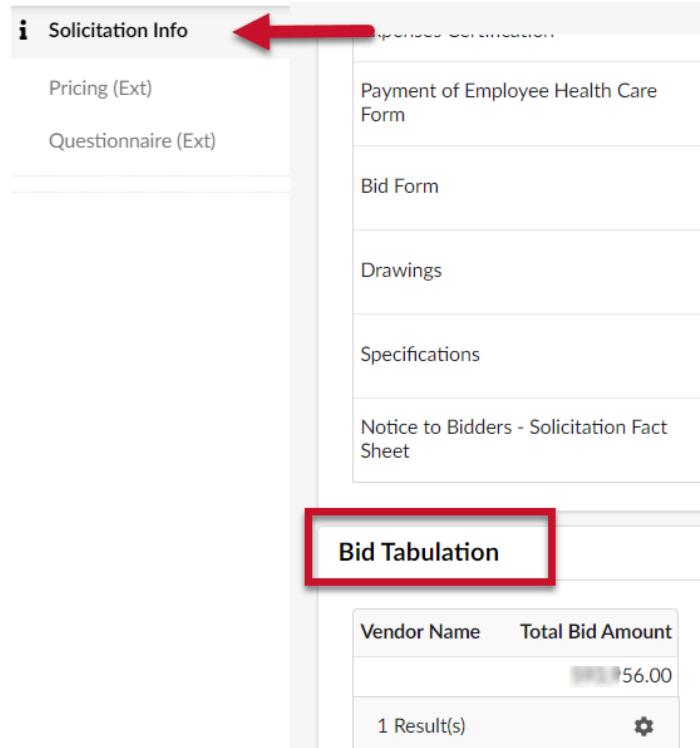
Filters Status: Responses Opened

ID	Title	Status	Due / Close Date	Main Category	Solicitation Type	Issuing Agency	Bid Holders List	eMM ID
BPM020772	KF-000200-001 - Replace J-Valves in the housing unit	Responses Opened	10/21/2020	Plumbing fixtures	IFB: Invitation for Bid	Department of General Services	<input type="button" value="View"/>	

Figure 3: Response Opened and Name of Solicitation under title column.

Bid Tabulation Table

4. Scroll to the bottom of the page to view **Bid Tabulation Table**.



Solicitation Info

Pricing (Ext)

Questionnaire (Ext)

Payment of Employee Health Care Form

Bid Form

Drawings

Specifications

Notice to Bidders - Solicitation Fact Sheet

Bid Tabulation

Vendor Name	Total Bid Amount
██████████	56.00

1 Result(s)

Figure 4: Bid Tabulation Section.