



# Create Mods and Options Simultaneously and Terminate Contracts in eMMA Quick Reference Guide

## Overview

This Quick Reference Guide (QRG) is intended for Procurement Officers and Buyers who need to create a *Modification (Mod)*, exercise an *Option simultaneously* for a published Contract in the eMaryland Marketplace Advantage (eMMA). It also shows you how to terminate a contract in eMMA. These instructions show how to:

- [Create a Mod and Option for a Master Contract \(with or without secondary competition\)](#); or
- [Create a Mod and Option for Individual or Secondary-level Contract](#), and
- [Terminate a Contract in eMMA](#).

This QRG assumes that the contract is already published in eMMA and the Procurement Officer/Buyer understands how to create an Amendment.

**NOTE:** Your Master or Individual contract must have options **already in place** to successfully complete these processes.

**NOTE:** For best results, use the Google Chrome browser to access eMMA.

If you need help at any time, please reach out to the eMMA helpdesk at [emma.helpdesk@maryland.gov](mailto:emma.helpdesk@maryland.gov).

## Step-by-Step Instructions

### **Create Mod and Exercise Option Simultaneously for Master Contract (with or without Secondary Competition)**

This process shows how to create a Mod and Exercise Option Simultaneously for Master contracts, with or without Secondary Competition.

1. Access eMMA at <https://emma.maryland.gov> and click the **State SSO Login (Secure Auth)** button or the **MDOT SSO Login (MSAzure)** button, and log in with your credentials, if necessary.
2. Click the **Contracts** tab at the top of the screen and select **Browse Contracts** from the drop-down menu that opens. A list of contracts displays.

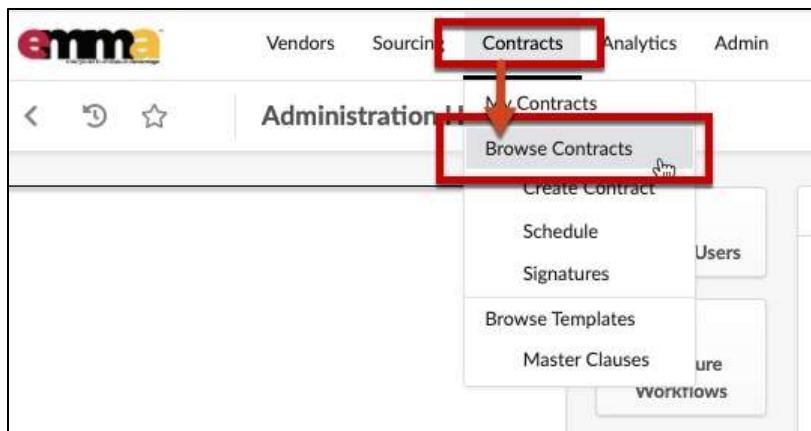


Figure 1: The Contracts tab and Browse Contracts in the drop-down menu.

3. Use the Search fields and filters to find the desired contract in the list displayed and click the Edit (pencil) icon to the left of the Control ID column header to view the contract.

**NOTE:** You can also click the blue links in the Contract ID, or Contract Title columns.

Create Contract					
	Contract ID	Contract Title	Vendor	Contract Type	Expiration Date
	<a href="#">CTR002892</a>	Rebid Stream Bank Restoration Contract	Alliance Technology Group, LLC	Master With Secondary Competition	12/31/2023
	<a href="#">CTR002841-2</a>	EMERGENCY Contract-Background Services Amendment #2	3rd Eye Surveillance, Inc	Individual	5/21/2021
		PORFP-Passport	Alliance	Secondary	

Figure 2: The Edit (pencil) icon for a Contract.

4. Click the **Header** tab on the left-hand side-panel to view the contract information.
5. Click the **Other Actions** button at the top of the page and select **Create Amendment** from the drop-down menu that opens.

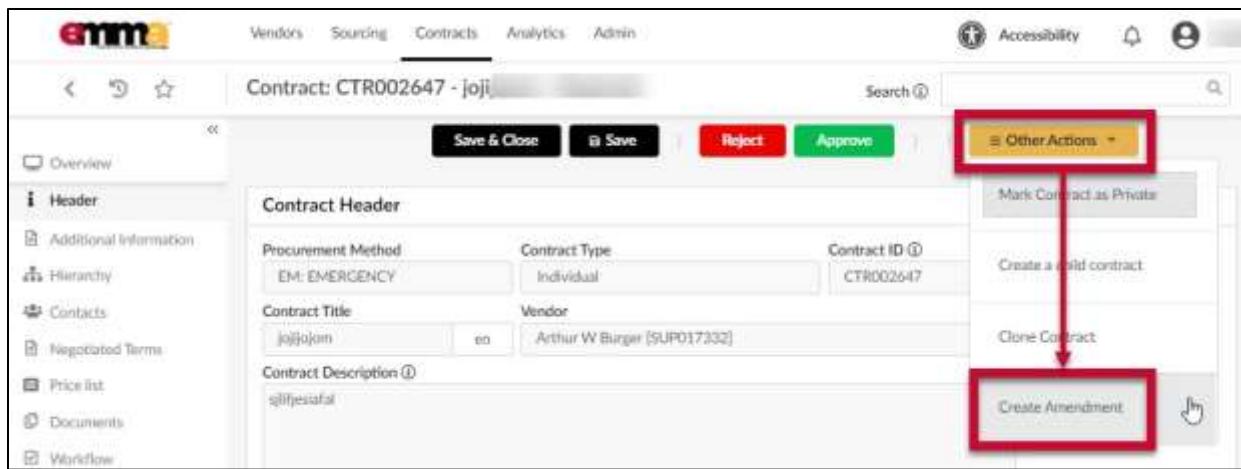


Figure 3: The Header tab in the left-hand side-panel, the Other Actions button, and Create Amendment.

6. A prompt displays. Click the **OK** button to proceed.

**NOTE:** If this is the first Amendment for this contract, the amended contract number displays with “- 1” added to the original Contract ID number, and “Amendment #1” added to the original Contract Title at the top of the page. Future Amendments will increase in number accordingly.

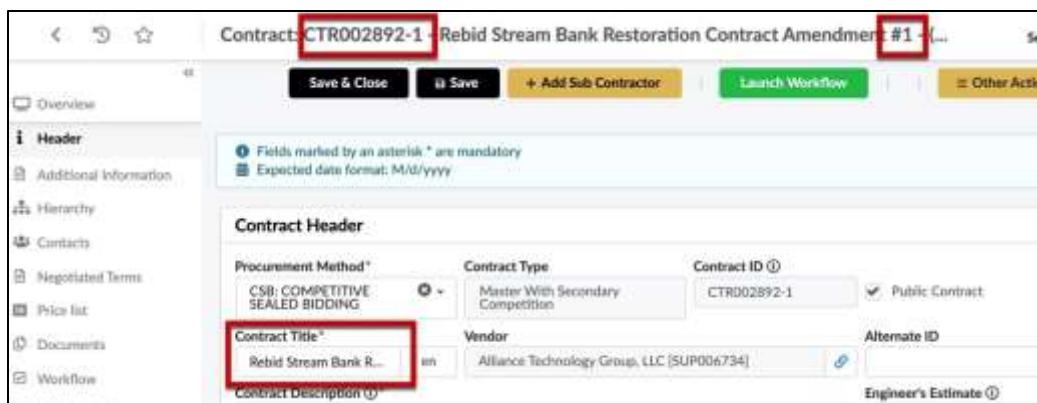


Figure 4: Amended contract with “- #” added to original Contract Number and Contract Title.

7. Click the **Amendment Type** field in the Contract Header section and select **Mods & Options Processed Simultaneously** option from the drop-down menu that opens.

Figure 5: Amendment Type and Mods & Options Processed Simultaneously.

- Click the **Legal Approval Needed?**, **Procurement Leadership Approval Needed?**, and/or **Agency Head Approval?** Fields and select the appropriate option from the drop-down menus.

**NOTE:** These fields can be changed, as needed.

Figure 6: The Legal Approval Needed?, Procurement Leadership Approval Needed?, and Agency Head Approval? fields.

- Scroll down to the Contract Scope section, click the **Statewide Contract** field and select the **Yes** or **No** option from the drop-down menu.

Figure 7: The Statewide Contract field and its options.

- Click the **Save** button at the top of the page.
- Click the Link (chain) icon next to **Linked Business Request**. A Business Request window opens.

**NOTE:** A linked Business Request is required for all Master Contract types.

Figure 7: The Save button and the Link (chain) icon for Linked Business Request.

12. In the Business Request window, enter the **Revised Amount** of the program (**Original Amount + Mod Amount + Options Amount**) in the **Revised Amount** field.

**IMPORTANT!!** Only the Responsible Team Member on the Business Request Team in eMMA can change the Revised Amount.

Figure 8: The Revised Amount field.

13. Click the **Save & Close** button at the top of the business request window to continue.
14. Click the **Negotiated Terms** tab on the contract window on the left-hand side-panel.

**NOTE:** The **Revised Business Request Amount** field has been updated with the value entered in Step #12.

15. Enter the **Mod Amount** and **Options Amount** in their respective fields.

Figure 9: The Negotiated Terms tab on the left-hand side, Mod Amount, and Options Amount fields.

16. Edit the existing value in the **Total Remaining Options Amount** field. This can be done by deducting the value entered in the **Options Amount** field in Step #15.

**EXAMPLE:** If the **Total Remaining Options Amount** displays as \$100,000 and you exercised an **Options Amount** of \$80,000 in Step #15, you would edit the **Total Options Amount** value by reducing it to \$20,000.

Figure 10: The Total Remaining Options Amount field.

17. Click the green **Calculate** button. This will automatically update the **Calculated Mod/Option Amount (Master)** (mod amount + options amount) and **Estimated Contract Total (Including Options)** (revised business request

amount + total remaining options amount) fields.

The screenshot shows the 'Additional Information' tab with several input fields. On the left, a sidebar lists tabs: Overview, Header, Additional Information, Hierarchy, Contacts, Negotiated Terms, Price list, **Documents**, Workflow, and Sub Contractor. The 'Documents' tab is highlighted with a red box. The main area contains fields for 'Contract (Not-to-Exceed) Amount\*' (0.00), 'Currency' (USD), 'Original Business Request Amount' (250,000.00), 'Revised Business Request Amount' (350,000.00), 'Total Remaining Options Amount\*' (20,000.00), 'Estimated Master Contract Total (Including Options)' (370,000.00), 'Calculated Mod/Option Amount (Master)' (100,000.00), 'Options Amount\*' (20,000.00), and 'Additional Comments'. A green 'Calculate' button is positioned between the 'Calculated Mod/Option Amount (Master)' and 'Estimated Master Contract Total (Including Options)' fields. Red arrows point from the 'Calculated Mod/Option Amount (Master)' field to the 'Calculate' button and from the 'Calculate' button to the 'Estimated Master Contract Total (Including Options)' field.

Figure 11: The Calculate button, and the Calculated Mod/Option Amount (Master) and Estimated Master Contract Total (Including Options) fields.

18. Click the **Save** button at the top of the screen.
19. (Optional) If you need to attach any required documentation, click the **Documents** tab on the left-hand side-panel and click the **+Add Document** button above the list of existing documentation.

**NOTE:** You cannot upload documents larger than 300,000 KB.

The screenshot shows the 'Documents' tab. The left sidebar has a red box around the 'Documents' tab. The main area has a header with '0 Selected' and a yellow '+ Add Document' button. Below is a table with columns: Document Name, Version, Edit, Document Type, Status, Visible to Vendor, Download, and Pending Validations. The table lists four documents: 'Cert of Standing' (V1, Approved, Yes), 'Contract' (V1, Contract Document, Approved, Yes), 'Contract Document - Amendment' (V3, Contract Document, Approved, Yes), and 'Tax' (V1, Tax Clearance, Approved, Yes). A red arrow points from the 'Documents' tab in the sidebar to the '+ Add Document' button.

Document Name	Version	Edit	Document Type	Status	Visible to Vendor	Download	Pending Validations
Cert of Standing	V1		Certificate of Standing	Approved	Yes		
Contract	V1		Contract Document	Approved	Yes		
Contract Document - Amendment	V3		Contract Document	Approved	Yes		
Tax	V1		Tax Clearance	Approved	Yes		

Figure 12: The Documents tab can be used to attach documentation, as needed.

a. Select the document type from the drop-down menu that opens. A Document window opens.

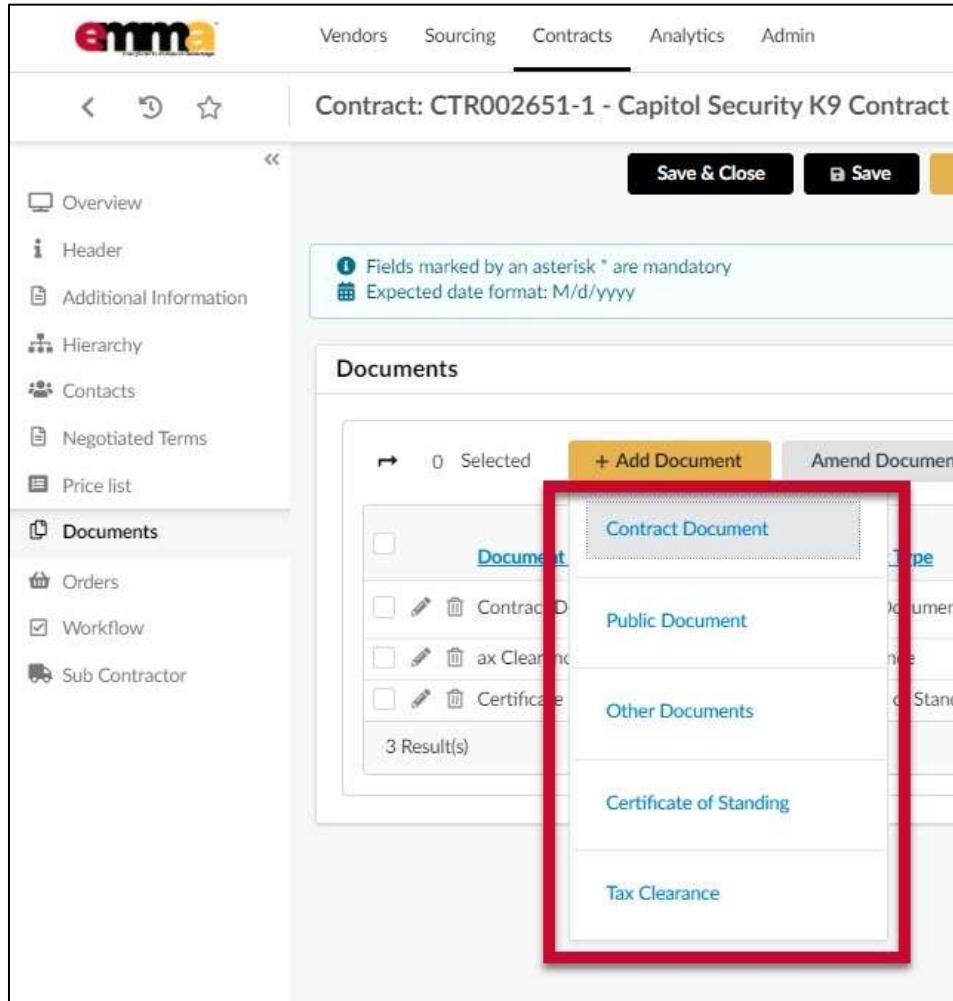
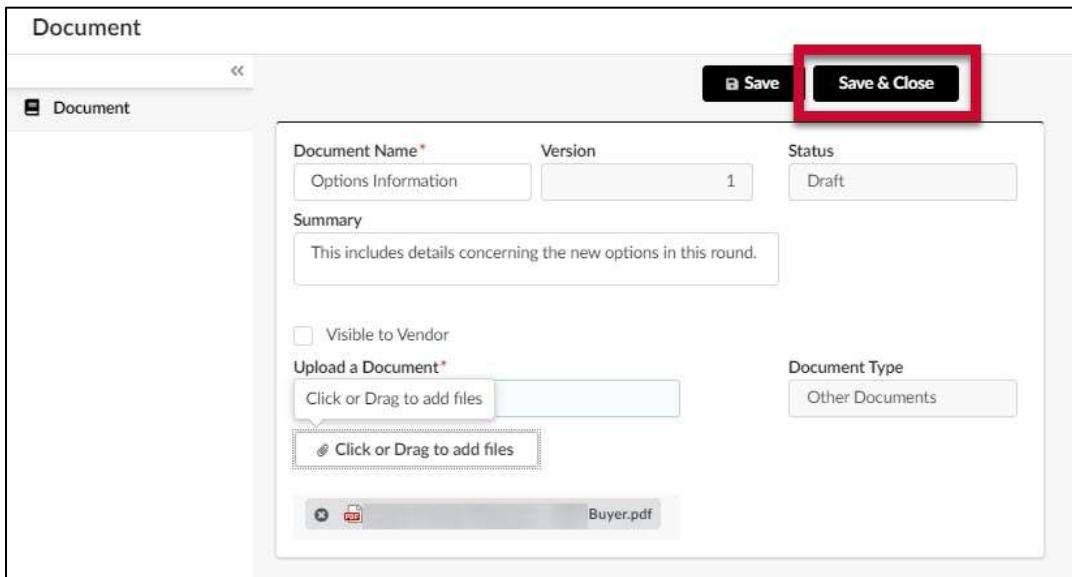


Figure 13: The +Add Documents drop-down menu.

b. In the Document window, enter the information required in the fields provided, upload the new document, and click the **Save & Close** button at the top of the Document window. Your document now

displays in the list on the Document webpage for this contract.



Document

Document Name\* Version Status

Options Information 1 Draft

Summary

This includes details concerning the new options in this round.

Visible to Vendor

Upload a Document\*

Click or Drag to add files

Document Type

Other Documents

Buyer.pdf

Save & Close

Figure 14: The Document window and the Save & Close button.

20. Click the green **Launch Workflow** button to initiate the review and approval process.



Contract: CTR002892-1 - Rebid Stream Bank Restoration Contract Amendment #1 - [...]

Save & Close Save + Add Sub Contractor Launch Workflow

Overview Header Additional Information Documents

Figure 15: The Launch Workflow button.

Once the Amendment is created and the workflow is launched, eMMA will direct the contract for approvals based on the mod amount and option amount of the amendment and the established logic built into the tool.

## Create Mod and Exercise Option Simultaneously for Individual or Secondary Level Contract

This process shows how to create a Mod and exercise Option simultaneously for an individual or a Secondary level contract.

1. Access eMMA at <https://emma.maryland.gov> and click the **State SSO Login (Secure Auth)** button or the **MDOT SSO Login (MSAzure)** button, and log in with your credentials, if necessary.

2. Click the **Contracts** tab at the top of the screen and select **Browse Contracts** from the drop-down menu that opens. A list of contracts displays.

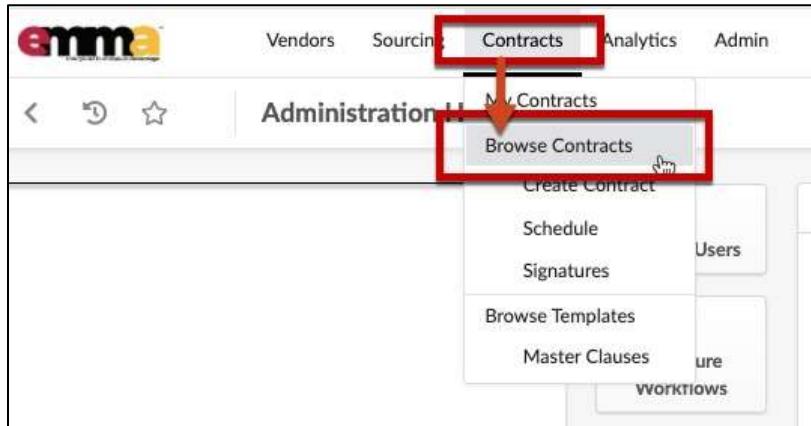


Figure 16: The Contracts tab and Browse Contracts in the drop-down menu.

3. Use the Search fields and filters to find the desired contract in the list displayed and click the Edit (pencil) icon to the left of the Contract ID to view the contract.

**NOTE:** You can also click the blue links in the Contract ID, or Contract Title columns.

Create Contract						
	Contract ID	Contract Title	Vendor	Contract Type	Expiration Date	Notes
	CTR002841	EMERGENCY Contract- Background Services	3rd Eye Surveillance, Inc	Individual	1/21/2021	
		EMERGENCY Contract- Background	3rd Eye			

Figure 17: The Edit (pencil) icon for a Contract.

4. Click the **Header** tab on the left-hand side-panel to view the contract information.
5. Click **Other Actions** and select **Create Amendment** from the drop-down menu that opens.

Figure 18: The Header tab in the left-hand side-panel, the Other Actions button, and Create Amendment.

6. A prompt displays. Click the **OK** button to proceed.

**NOTE:** If this is the first Amendment for this contract, the amended contract displays with “-1” added to the original Contract ID, and “Amendment #1” added to the original Contract Title. Future Amendments will increase in number accordingly.

Contract: CTR002841-1 - EMERGENCY Contract- Background Services Amendment #1 - 1

Save & Close Save + Add Sub Contractor Launch Workflow

**Contract Header**

Procurement Method: EM: EMERGENCY Contract Type: Individual Contract ID: CTR002841-1

Contract Title: EMERGENCY Contract- Ba... Vendor: 3rd Eye Surveillance, Inc [SUP017193]

Contract Description: Background Check Services

Figure 19: Amended contract with “- #” added to original Contract Number and Contract ID.

7. Click the **Amendment Type** field in the Contract Header section and select the **Mods & Options Processed Simultaneously** option from the drop-down menu that opens.

Procurement Officer / Buyer: Pam MALECH

Linked Sourcing Project:

Is Secondary Non-Competitive Award?: No

Linked Business Request:

Amendment #: 2

Amendment Type:

- Mods
- Options
- Mods & Options Processed Simultaneously** (selected)
- Terminate Contract

Legal Approval Needed?: Yes

Is P3?: No

Agency Head Approval?: Yes

Figure 20: The Amendment Type field with Mods & Options Processed Simultaneously selected.

8. Make any changes needed to the **Legal Approval Needed?**, **Procurement Leadership Approval Needed?**, and/or **Agency Head Approval?** fields.

**NOTE:** These fields can be changed, as needed.

Legal Approval Needed? *	Procurement Leadership Approval? *	Agency Head Approval? *
Yes	Yes	Yes

Figure 21: The Legal Approval Needed?, Procurement Leadership Approval Needed?, and Agency Head Approval? fields.

9. Scroll down to the Contract Scope section, click the **Statewide Contract** field and select the **Yes** or **No** option from the drop-down menu.

The screenshot shows the 'Contract Scope' section of a contract creation form. On the left, there are navigation links for 'Documents', 'Orders', 'Workflow', and 'Sub Contractor'. The 'Contract Scope' section is expanded, showing 'Main Contract Using Agency/Sub-Agency/Site' (State of Maryland) and 'Additional Contract Using Organizations' (Department of General Services (MDDGS)). A dropdown menu for 'Statewide Contract' is open, with 'Yes' selected and highlighted by a red box, and 'No' as the other option. The 'Contract Scope' section also includes fields for 'Award Authority' and 'Competitor'.

Figure 22: The Statewide Contract field and its drop-down menu.

10. Click the **Negotiated Terms** tab on the contract window on the left-hand side-panel. Enter the **Mod Amount** and the **Options Amount** in the respective fields.

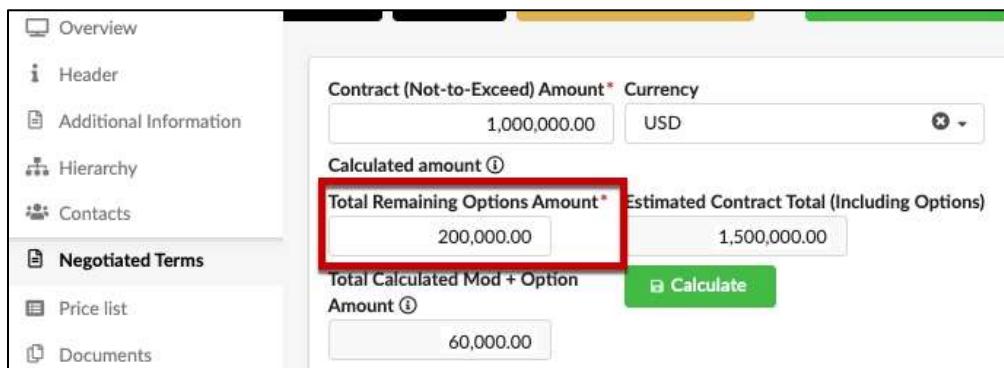
The screenshot shows the 'Negotiated Terms' tab of the contract window. The left sidebar lists tabs: Overview, Header, Additional Information, Hierarchy, Contacts, Negotiated Terms (which is selected and highlighted with a red box), Price list, Documents, Workflow, and Sub Contractor. The main area shows contract details: 'Contract (Not-to-Exceed) Amount' (1,000,000.00), 'Currency' (USD), 'Calculated amount' (500,000.00), 'Estimated Contract Total (Including Options)' (1,500,000.00), 'Total Calculated Mod + Option Amount' (60,000.00), and 'Mod Amount' (60,000.00). A 'Calculate' button is present. The 'Options Amount' field (300,000.00) is also highlighted with a red box. An 'Additional Comments' text area is at the bottom.

Figure 23: The Negotiated Terms tab with the Mod Amount and Options Amount fields.

11. Edit the value in the **Total Remaining Options Amount** field by deducting the value entered in the **Options Amount** field in Step #10.

EXAMPLE: If the **Total Remaining Options Amount** displays as \$500,000 and you exercised an **Options Amount**

of \$300,000 in Step #10, you would edit the **Total Options Amount** value by reducing it to \$200,000.

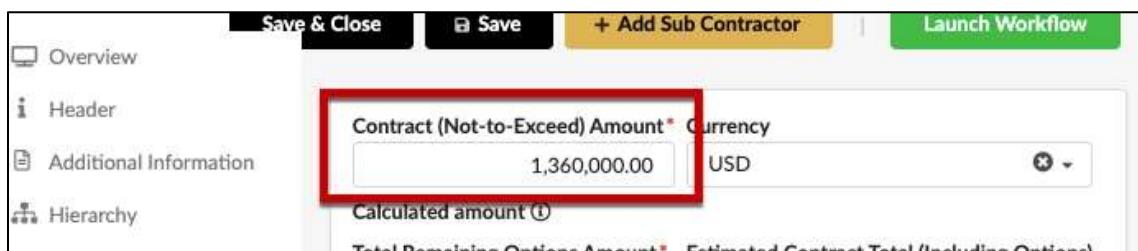


The screenshot shows a software interface with a sidebar on the left containing links: Overview, Header, Additional Information, Hierarchy, Contacts, Negotiated Terms (which is selected), Price list, and Documents. The main content area has several input fields. At the top is a 'Contract (Not-to-Exceed) Amount' field set to 1,000,000.00 USD. Below it is a 'Calculated amount' section. A red box highlights the 'Total Remaining Options Amount' field, which is set to 200,000.00. To the right of this field is the 'Estimated Contract Total (Including Options)' field, set to 1,500,000.00. Further down are 'Total Calculated Mod + Option Amount' (60,000.00) and 'Mod Amount' (60,000.00) fields. A green 'Calculate' button is located between the 'Mod Amount' and 'Options Amount' fields.

Figure 24: The Total Options Amount field adjusted for the Options Amount.

12. Edit the value in the **Contract (Not-to-Exceed) Amount** field by entering the sum of the original **Contract (Not-to-Exceed) Amount**, the **Mod Amount**, and the **Options Amount**.

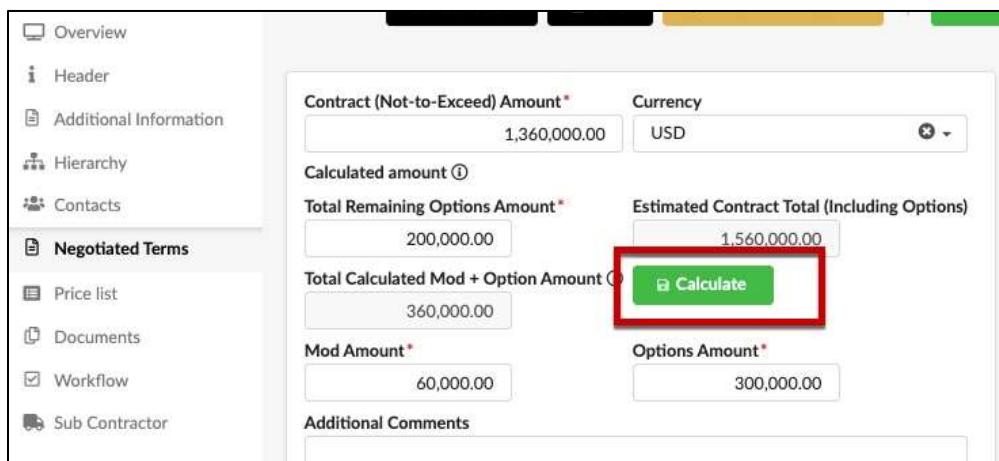
EXAMPLE: If the original **Contract (Not-to-Exceed) Amount** = \$1,000,000, the **Mod Amount** = \$60,000, and the **Options Amount** = \$300,000, you would edit the **Contract (Not-to-Exceed) Amount** field to display \$1,360,000.



The screenshot shows a software interface with a sidebar on the left containing links: Overview, Header, Additional Information, Hierarchy, Contacts, Negotiated Terms, Price list, Documents, Workflow (which is checked), and Sub Contractor. The main content area has a 'Contract (Not-to-Exceed) Amount' field set to 1,360,000.00 USD, which is highlighted with a red box. Below it is a 'Calculated amount' section.

Figure 25: The original Contract (Not-to-Exceed) Amount, the Mod Amount, and the Options Amount are added together and entered in the Contract (Not-to-Exceed) Amount field.

13. Click the green **Calculate** button in the middle of the form. This will automatically update the **Total Calculated Mod+Option Amount (Mod Amount + Options Amount)** and **Estimated Contract Total (Including Options) (Contract Not-to-Exceed Amount + Total Remaining Options Amount)** fields.



The screenshot shows a software interface with a sidebar on the left containing links: Overview, Header, Additional Information, Hierarchy, Contacts, Negotiated Terms, Price list, Documents, Workflow (checked), and Sub Contractor. The main content area has several input fields. At the top is a 'Contract (Not-to-Exceed) Amount' field set to 1,360,000.00 USD. Below it is a 'Calculated amount' section. A red box highlights the 'Calculate' button, which is located between the 'Mod Amount' and 'Options Amount' fields. The 'Mod Amount' field is set to 60,000.00 and the 'Options Amount' field is set to 300,000.00. To the right of the 'Mod Amount' field is the 'Total Remaining Options Amount' field, set to 200,000.00. To the right of the 'Options Amount' field is the 'Estimated Contract Total (Including Options)' field, set to 1,560,000.00.

Figure 26: The Calculate button updates the Total Calculated Mod + Option Amount and Estimated Contract Total (Including Options) fields.

14. (Optional) If you need to attach any required documentation, click the **Documents** tab on the left-hand side-panel and click the **+Add Document** button above the list of existing documentation.

**NOTE:** You cannot upload documents larger than 300,000 KB.

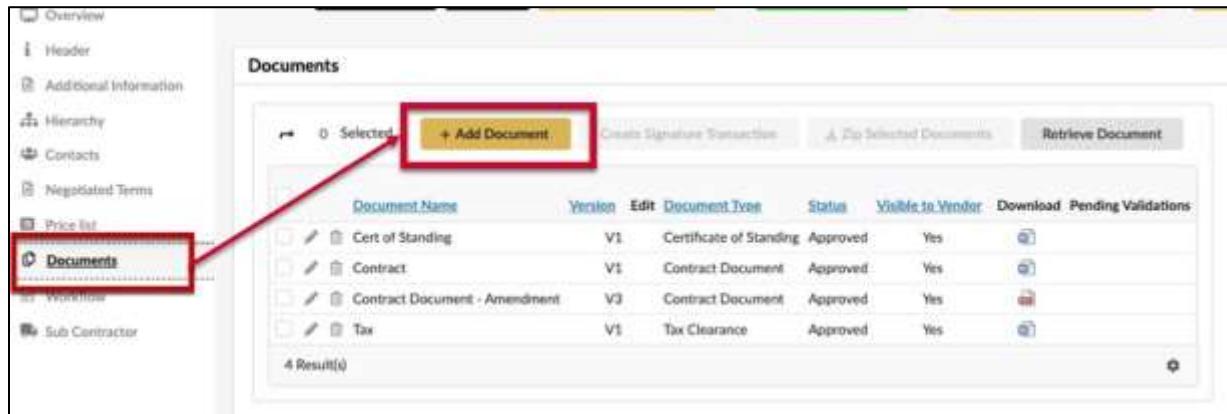


Figure 27: The Documents tab can be used to attach documentation, as needed.

a. Select the document type from the drop-down menu that opens. A Document window opens.

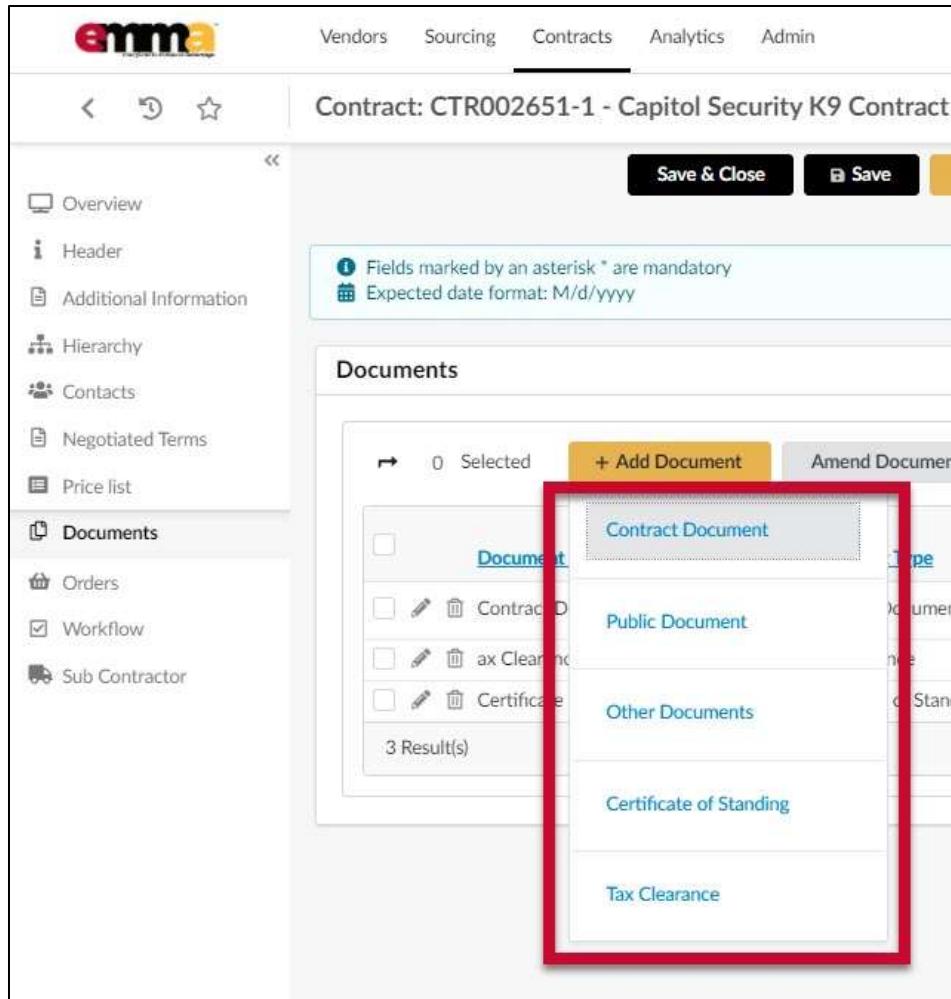
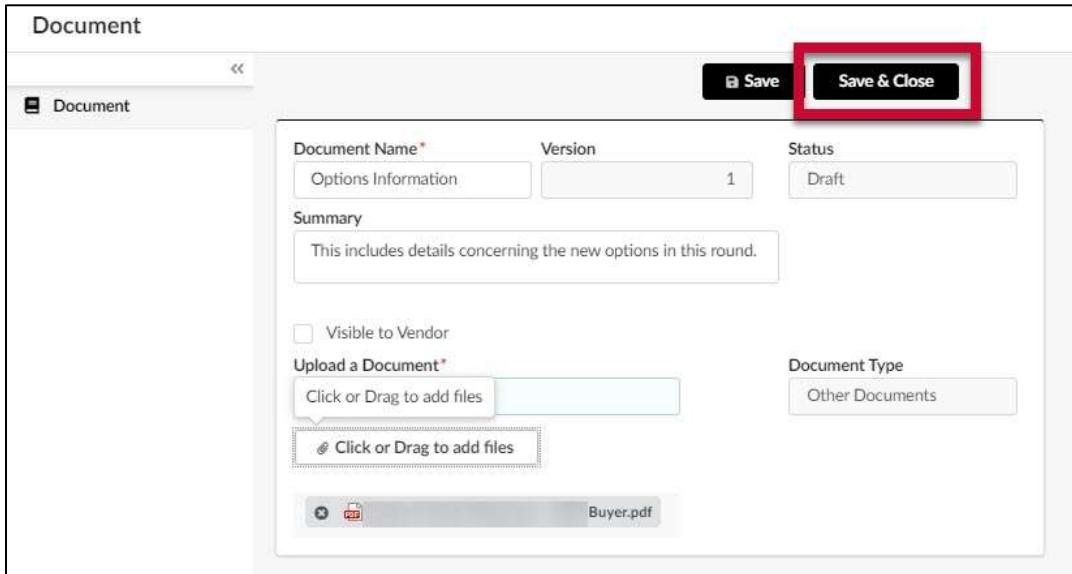


Figure 28: The +Add Documents drop-down menu.

b. In the Document window, enter the information required in the fields provided, upload the new document, and click the **Save & Close** button at the top of the Document window.



The screenshot shows the 'Document' window. At the top right, there are two buttons: 'Save' and 'Save & Close'. The 'Save & Close' button is highlighted with a red box. The window contains fields for 'Document Name\*' (Options Information), 'Version' (1), and 'Status' (Draft). A 'Summary' section contains a text box with placeholder text: 'This includes details concerning the new options in this round.' Below this, there is a checkbox for 'Visible to Vendor'. Under 'Upload a Document\*', there are two input fields: 'Click or Drag to add files' and 'Click or Drag to add files'. To the right, a 'Document Type' field shows 'Other Documents'. At the bottom, there is a PDF icon and the file name 'Buyer.pdf'.

Figure 29: The Document window and the Save & Close button.

15. Click the green **Launch Workflow** button to initiate review and approval process.



The screenshot shows the 'Contract: CTR002841-1 - EMERGENCY Contract- Background Services Amendment #1 - ...' window. At the top right, there is a 'Search' field. Below the title, there are several buttons: 'Save & Close' (black), 'Save' (black), '+ Add Sub Contractor' (yellow), 'Launch Workflow' (green and highlighted with a red box), and 'Extend End Date (rene)' (yellow). The 'Launch Workflow' button is the focus of the screenshot.

Figure 30: The Launch Workflow button to initiate review and approval.

a. Click the red **DocuSign** button at the top of the Workflow page to use the DocuSign service. The Signature Type point in the process turns red after you click it. The Vendor listed will receive an email

from DocuSign with the contract attached and guidance as to where to sign.

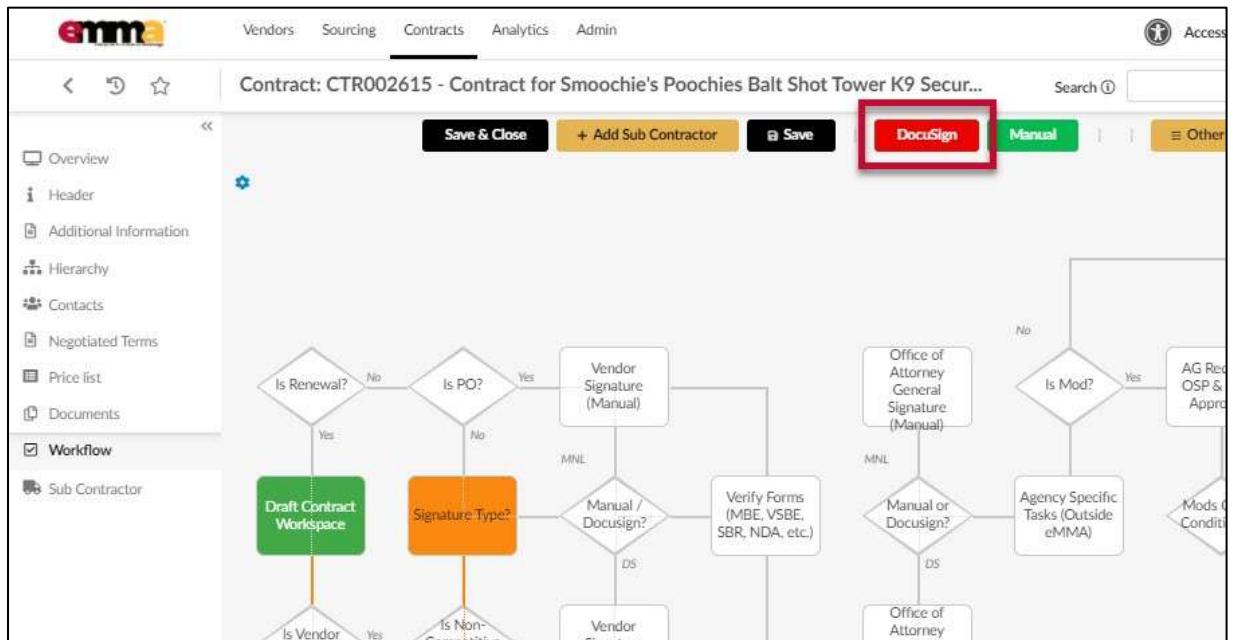


Figure 31: The DocuSign button on the Workflow page for electronic signatures in eMMA.

- Click the green **Manual** button at the top of the Workflow page to obtain a signature manually. The Signature Type point turns green after you click it.

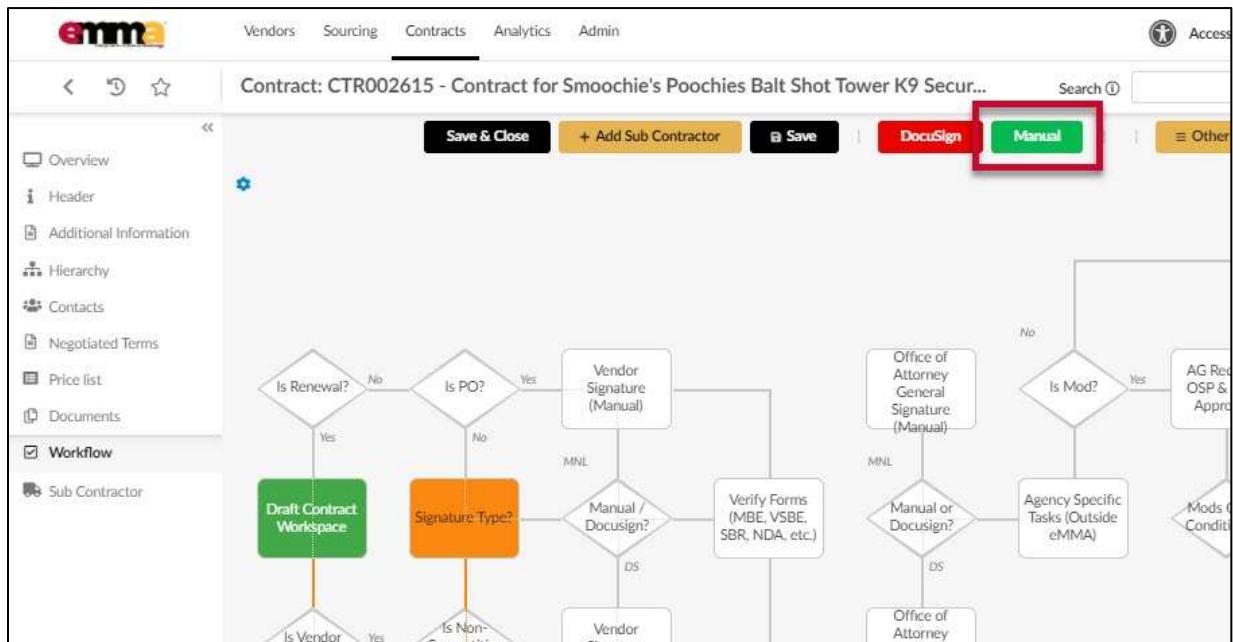


Figure 32: The Manual button on the Workflow page for manual signatures in eMMA.

16. Click **Save** at the top of the Workflow page and continue as needed through the workflow.

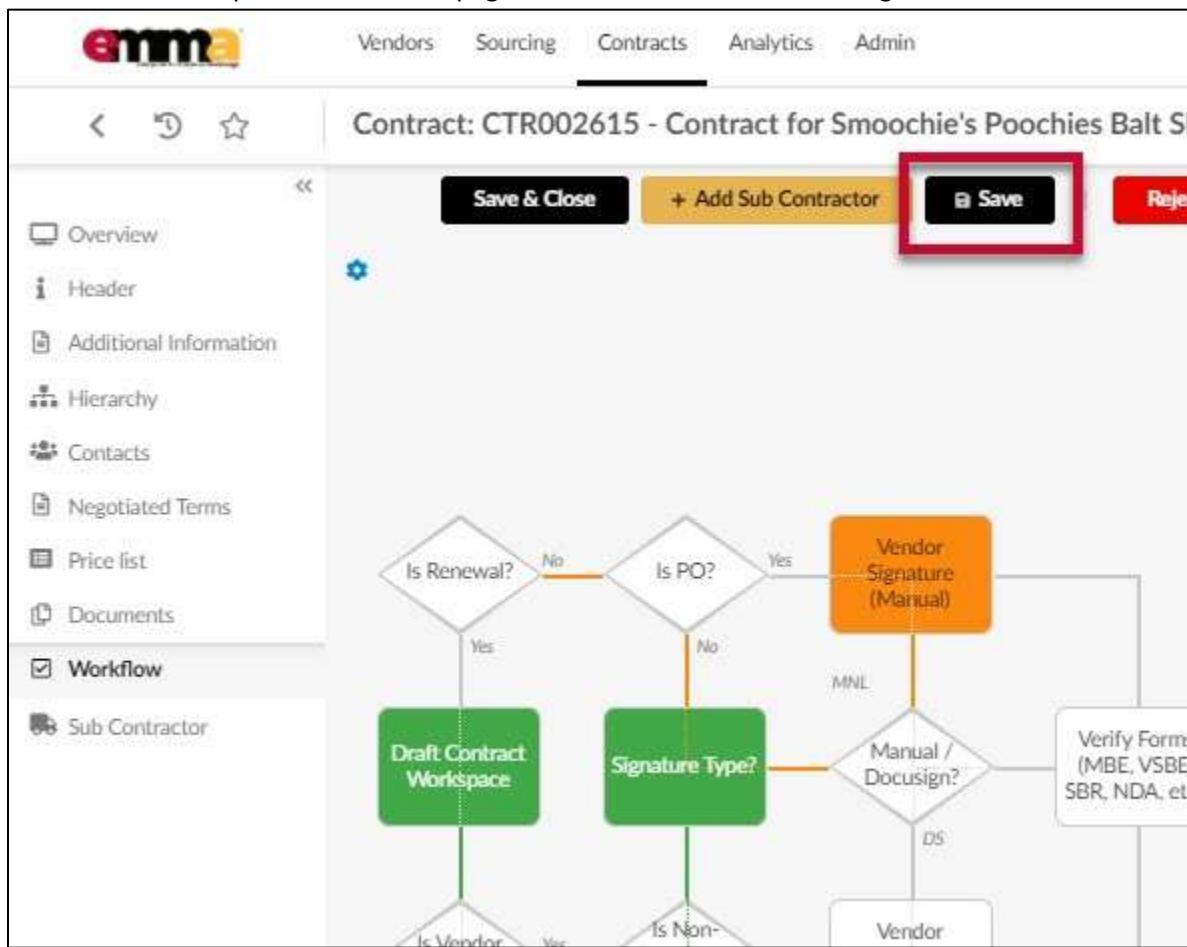


Figure 33: The Save button at the top of the Workflow page.

Once the Amendment is created and the workflow is launched, eMMA will direct the contract for approvals based on the mod amount and option amount of the amendment and the established logic built into the tool.

## Terminate a Contract in eMMA

This process shows how to terminate an established contract in eMMA.

**NOTE:** This QRG uses diagrams with specific callouts to show required and optional fields in forms. A yellow callout with

**a**

a red border indicates a required field, while yellow callouts with a black border  indicate optional fields. Letters within the callouts correspond to the explanations below the diagram.

**NOTE:** Additional fields may display depending on your selections.

1. Access eMMA at <https://emma.maryland.gov> and click the **State SSO Login (Secure Auth)** button or the **MDOT SSO Login (MSAzure)** button, and log in with your credentials, if necessary.
2. Click the **Contracts** tab at the top of the screen and select **Browse Contracts** from the drop-down menu that opens. A list of contracts displays.

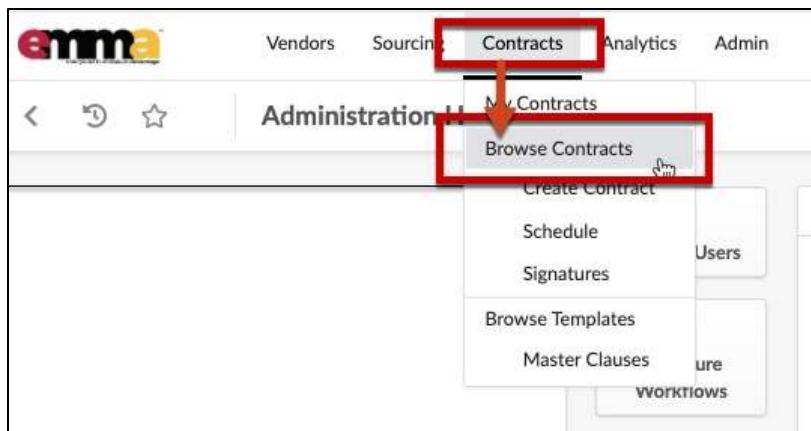


Figure 34: The Contracts tab and Browse Contracts in the drop-down menu.

3. Use the Search fields and filters to find the desired contract in the list displayed and click the Edit (pencil) icon to the left of the Control ID column header to view the contract.

**NOTE:** You can also click the blue links in the Contract ID, or Contract Title columns.

Create Contract					
Contract ID	Contract Title	Vendor	Contract Type	Expiration Date	
<a href="#"> CTR002892</a>	<a href="#">Rebid Stream Bank Restoration Contract</a>	<a href="#">Alliance Technology Group, LLC</a>	Master With Secondary Competition	12/31/2023	
<a href="#"> CTR002841-2</a>	<a href="#">EMERGENCY Contract-Background Services Amendment #2</a>	<a href="#">3rd Eye Surveillance, Inc</a>	Individual	5/21/2021	
	<a href="#">PORFP-Passport</a>	<a href="#">Alliance</a>	Secondary		

Figure 35: The Edit (pencil) icon for a Contract.

4. Click the **Header** tab on the left-hand side-panel to view the contract information.
5. Click the **Other Actions** button at the top of the page and select **Create Amendment** from the drop-down menu that opens.

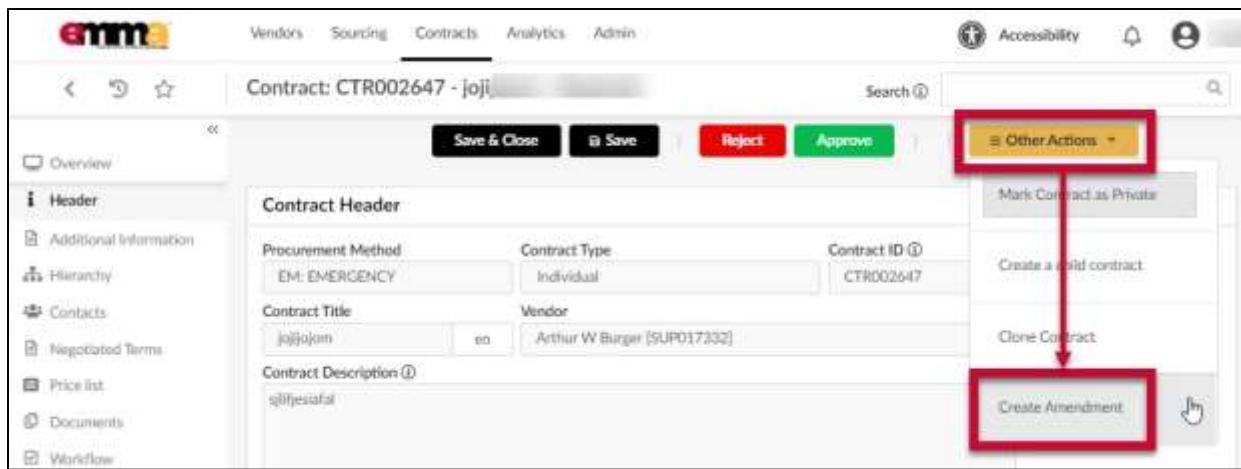


Figure 36: The Header tab in the left-hand side-panel, the Other Actions button, and Create Amendment.

6. A prompt displays. Click the **OK** button to proceed.

**NOTE:** If this is the first Amendment for this contract, the amended contract number displays with “- 1” added to the original Contract ID number, and “Amendment #1” added to the original Contract Title at the top of the page.

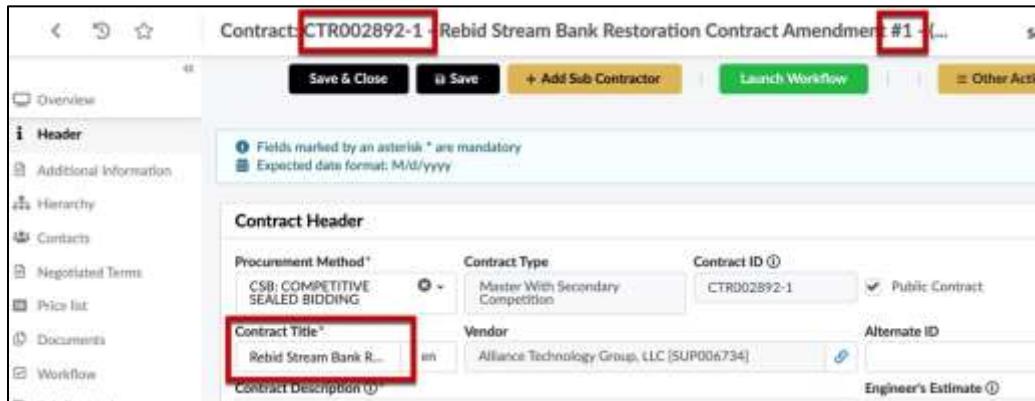


Figure 37: Amended contract with “- #” added to original Contract Number and Contract Title.

7. Click the **Amendment Type** field in the Contract Header section and select the **Terminate Contract** option from the drop-down menu that opens. A pop-up window displays. Click the **OK** button in the pop-up window. The webpage refreshes.

Contract: CTR002690-1 - Dog Grooming - 4.29.21 Amendment #1 - (Active)

Save & Close | Save | + Add Sub Contractor | Launch Workflow | Other Actions

Contract Title: Dog Grooming - 4.29.21 | Vendor: Smoochies Pooches Grooming and dog services [SUP029226] | Alternate ID:

Contract Description: For dog grooming for the MD State Police K-9 Units. | Engineer's Estimate:

Procurement Officer / Buyer: Amanda HENDRIX | Linked Sourcing Project: BPM021933: Dog Grooming - 4.29.21

Is Secondary Non-Competitive Award?: No | Linked Business Request:

Amendment #: 1 | Amendment Type:

Legal Approval Needed?:  | Agency Head Approval?:

Is P3?: No | Options:  Mode: Options, Renegotiate Simultaneously | Terminate Contract:

Figure 38: Amendment Type and Terminate Contract option.

8. Enter required information in the empty approval fields. A red asterisk (\*) indicates a required field.

Price list | Documents | Workflow | Sub Contractor

Amendment #: 1 | Amendment Type: Terminate Contract

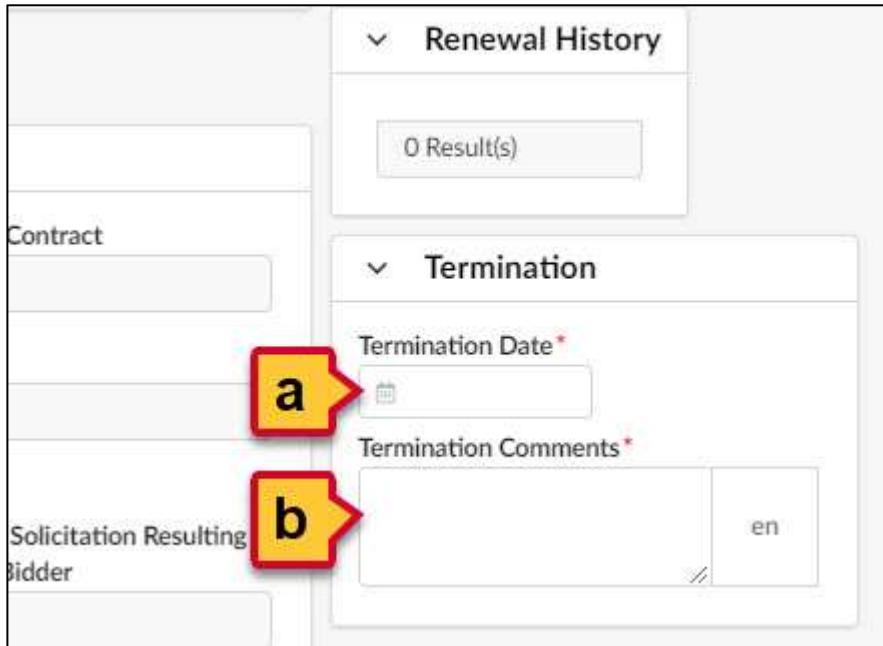
Procurement Leadership Approval?:  | Agency Head Approval?:

Is P3?: No

Figure 39: The Procurement Leadership Approval and Agency Head Approval fields.

- Procurement Leadership Approval?\***: Does this contract termination need Procurement Leadership Approval? Click the field to open the drop-down menu and select Yes or No.
- Agency Head Approval?\***: Does this Contract termination need Agency Head Approval? Click the field to open the drop-down menu and select Yes or No.

9. Enter required information concerning the termination in the **Termination** section on the right-hand side of the screen. You may need to scroll horizontally to see this section.

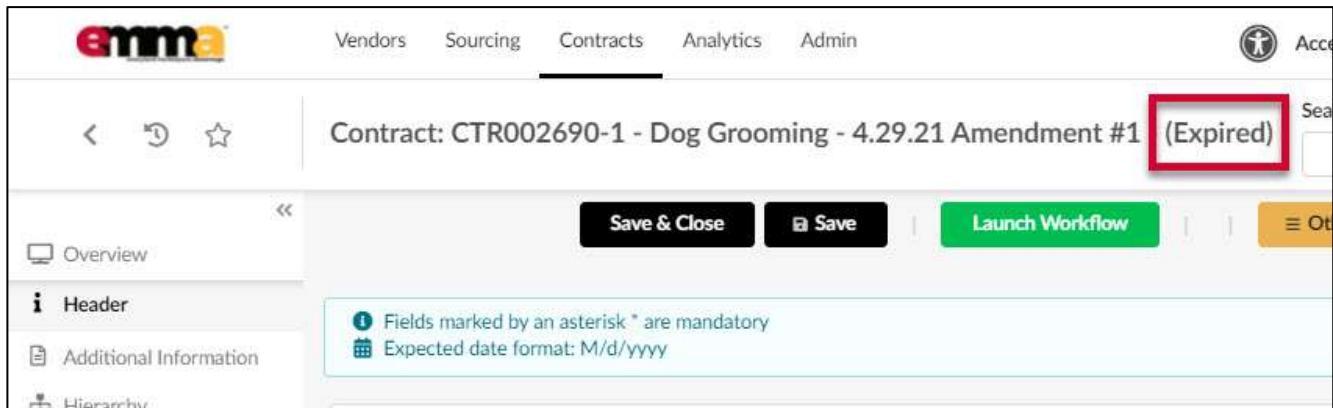


The screenshot shows the 'Renewal History' and 'Termination' sections. The 'Termination' section contains fields for 'Termination Date\*' and 'Termination Comments\*'. A yellow arrow labeled 'a' points to the 'Termination Date' field, and another yellow arrow labeled 'b' points to the 'Termination Comments' field.

Figure 40: The Termination Date and Termination Comments field.

- Termination Date\***: Click this field and select a date for the contract to terminate from the calendar that displays.
- Termination Comments\***: Enter comments about the contract termination in this field.

10. Click the **Save** button at the top of the web page. The contract page will refresh and will show as **Expired**.



The screenshot shows a contract page for 'Contract: CTR002690-1 - Dog Grooming - 4.29.21 Amendment #1'. The status '(Expired)' is highlighted with a red box. The page includes a navigation bar with 'Vendors', 'Sourcing', 'Contracts', 'Analytics', and 'Admin' tabs. Below the navigation bar, there are buttons for 'Save & Close', 'Save', 'Launch Workflow', and 'Other'. A sidebar on the left shows 'Overview', 'Header' (which is selected), 'Additional Information', and 'Hierarchy'. A note at the bottom of the page states: 'Fields marked by an asterisk \* are mandatory' and 'Expected date format: M/d/yyyy'.

Figure 41: A terminated contract in eMMA.

Your Contract in eMMA is now terminated.