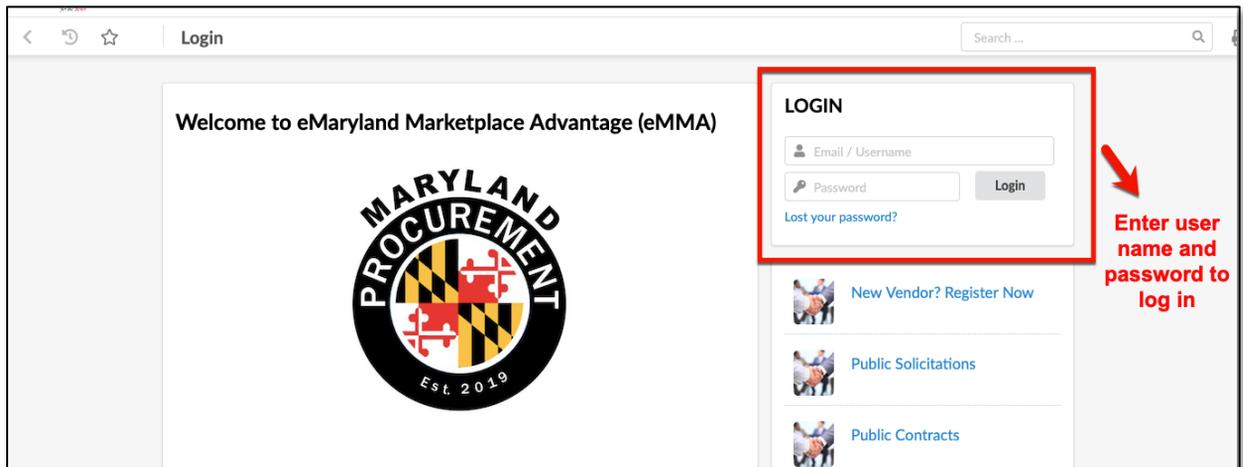


### OVERVIEW

This Quick Reference Guide (QRG) is designed to help you understand how to respond to an IFB in eMMA.

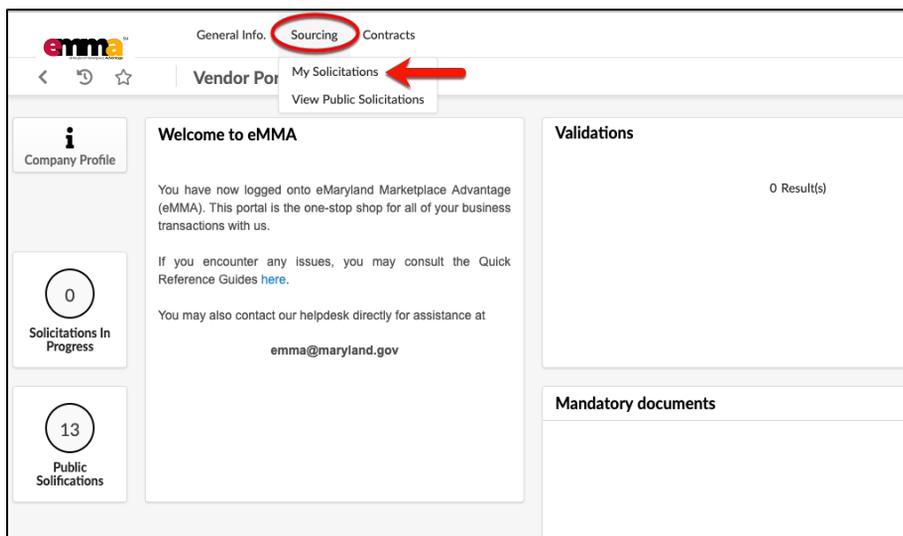
### Logging in – eMMA Homepage

1. Log in using the email and password populated from the Registration page.



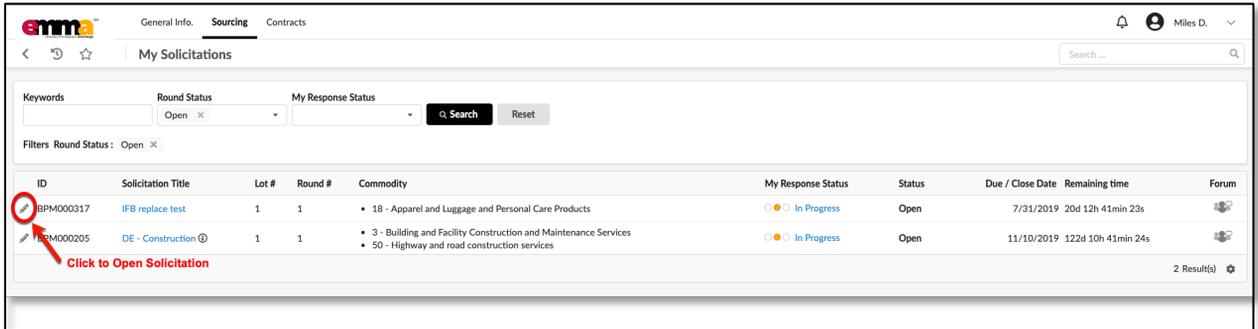
### Responding to Solicitations (IFB)

2. Click "Sourcing" on the top ribbon; then click "My Solicitations."



### Responding to Solicitations (IFB) continued

- From your list of Open Solicitations, choose the one you want to respond to by clicking the pencil icon on the left hand side of the Title.



General Info. Sourcing Contracts

My Solicitations

Keywords Round Status My Response Status Search Reset

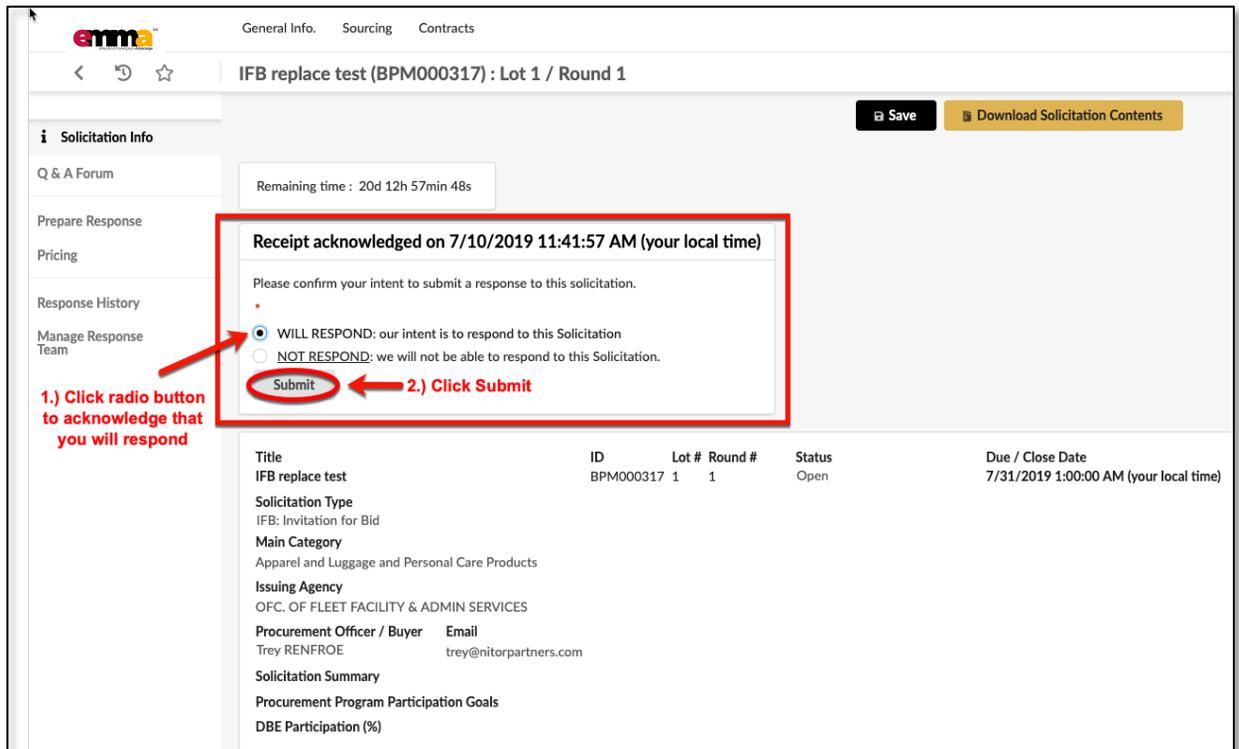
Filters Round Status: Open

ID	Solicitation Title	Lot #	Round #	Commodity	My Response Status	Status	Due / Close Date	Remaining time	Forum
BPM000317	IFB replace test	1	1	18 - Apparel and Luggage and Personal Care Products	In Progress	Open	7/31/2019	20d 12h 41min 23s	
BPM000205	DE - Construction	1	1	3 - Building and Facility Construction and Maintenance Services 50 - Highway and road construction services	In Progress	Open	11/10/2019	122d 10h 41min 24s	

Click to Open Solicitation

2 Result(s)

- Confirm that you will Respond to the Solicitation by clicking the corresponding radio button.
- Click "Submit".



General Info. Sourcing Contracts

IFB replace test (BPM000317) : Lot 1 / Round 1

Save Download Solicitation Contents

Solicitation Info

Q & A Forum Remaining time : 20d 12h 57min 48s

Prepare Response

Pricing

Response History

Manage Response Team

**Receipt acknowledged on 7/10/2019 11:41:57 AM (your local time)**

Please confirm your intent to submit a response to this solicitation.

WILL RESPOND: our intent is to respond to this Solicitation  
 NOT RESPOND: we will not be able to respond to this Solicitation.

Submit

1.) Click radio button to acknowledge that you will respond

2.) Click Submit

Title	ID	Lot #	Round #	Status	Due / Close Date
IFB replace test	BPM000317	1	1	Open	7/31/2019 1:00:00 AM (your local time)

Solicitation Type  
IFB: Invitation for Bid

Main Category  
Apparel and Luggage and Personal Care Products

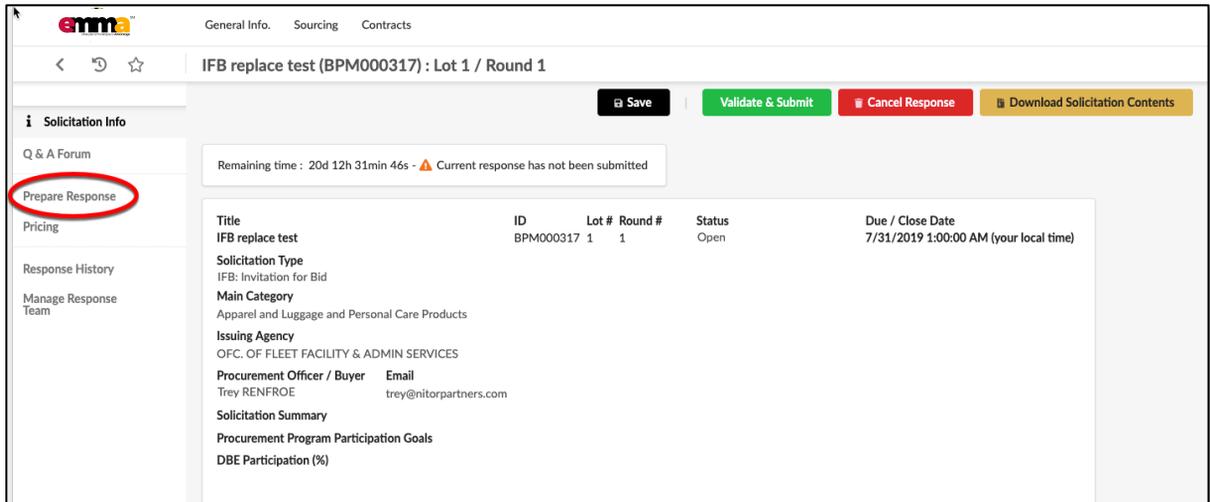
Issuing Agency  
OFC. OF FLEET FACILITY & ADMIN SERVICES

Procurement Officer / Buyer Email  
Trey RENFROE trey@nitorpartners.com

Solicitation Summary  
Procurement Program Participation Goals  
DBE Participation (%)

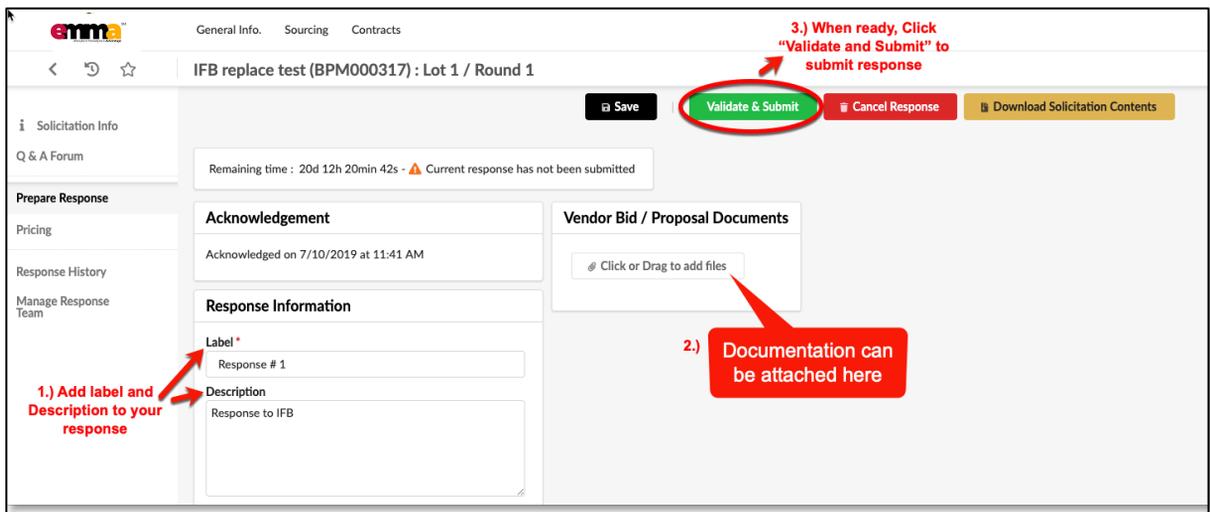
### Preparing Response

1. Start Preparing your Response by clicking “Prepare Response” on the left hand side of the screen.
2. Click “Open” to show only open solicitations.
3. All results will be listed in the large space below.



The screenshot shows the eMMA interface for a solicitation titled "IFB replace test (BPM000317) : Lot 1 / Round 1". The left sidebar contains a menu with "Prepare Response" circled in red. The main content area displays solicitation details including Title, ID, Lot #, Round #, Status, and Due / Close Date. A "Validate & Submit" button is visible at the top right.

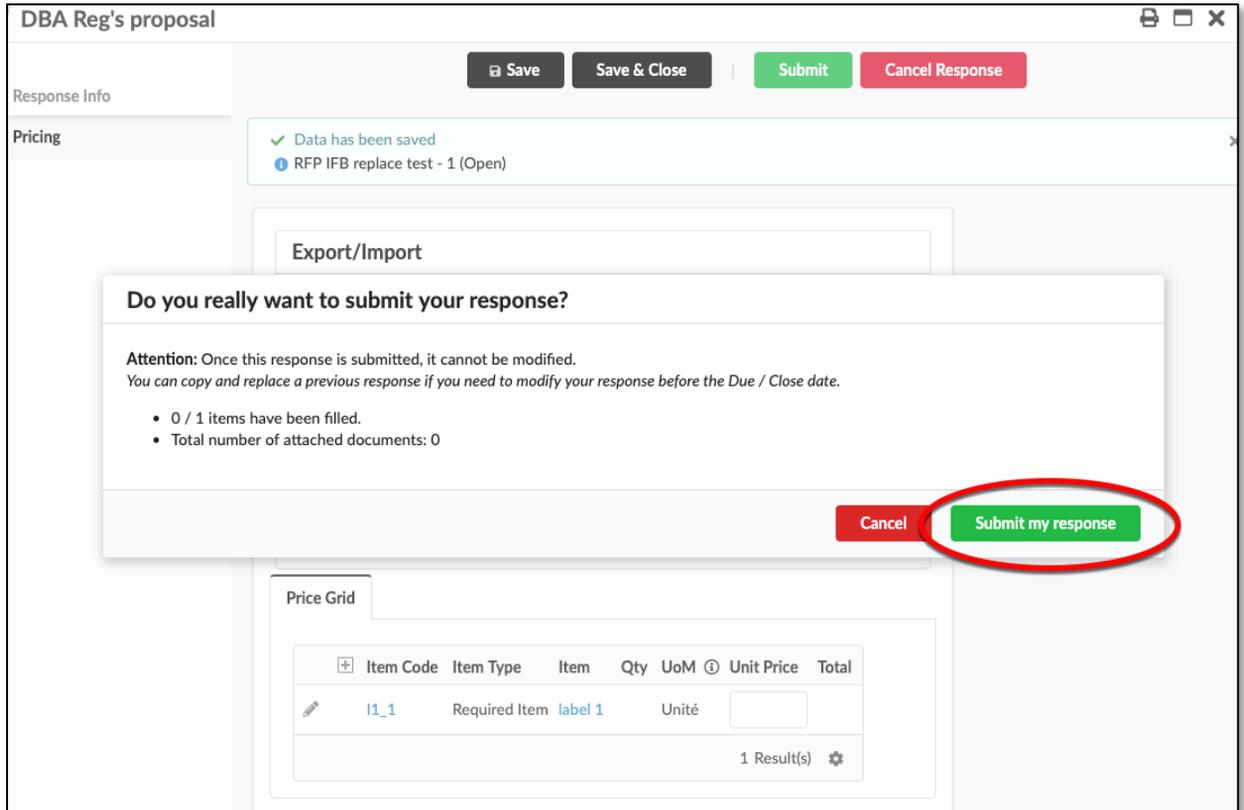
4. Label your Solicitation Response and add a Description.
5. Upload any Supporting Documentation (See #2 below).
6. Click “Validate and Submit” to submit your response.



The screenshot shows the eMMA interface for the same solicitation, now in the "Prepare Response" stage. The "Validate & Submit" button is circled in red. Red annotations provide instructions: "1.) Add label and Description to your response" points to the "Label" and "Description" fields; "2.) Documentation can be attached here" points to the "Vendor Bid / Proposal Documents" section; and "3.) When ready, Click 'Validate and Submit' to submit response" points to the "Validate & Submit" button.

### Submitting your Response

1. When you receive the pop-up below, confirm that you want to submit your response by clicking “Submit My Response.”



The screenshot shows the 'DBA Reg's proposal' window with a confirmation dialog box overlaid. The dialog box contains the following text:

**Do you really want to submit your response?**

**Attention:** Once this response is submitted, it cannot be modified.  
*You can copy and replace a previous response if you need to modify your response before the Due / Close date.*

- 0 / 1 items have been filled.
- Total number of attached documents: 0

At the bottom of the dialog, there are two buttons: 'Cancel' and 'Submit my response'. The 'Submit my response' button is circled in red.

The background interface includes a 'Response Info' section with 'Save', 'Save & Close', 'Submit', and 'Cancel Response' buttons. A notification bar indicates 'Data has been saved' and 'RFP IFB replace test - 1 (Open)'. Below the dialog is a 'Price Grid' table:

Item Code	Item Type	Item	Qty	UoM	Unit Price	Total
I1_1	Required Item	label 1		Unité		

1 Result(s)