



Inviting Vendors for Contracts

OVERVIEW

To award a contract to a vendor or track spend against a contract, the vendor must be registered in the Vendor Management module at a Profile 2 Registration Type. The table below shows the different registration statuses and the suggested action to be taken to invite the vendor.

A user with the appropriate permissions can invite vendors via the Vendor Management module.

If you have questions or for more information, contact the eMACS Support Unit, emacs@mt.gov.

INVITING VENDORS FOR CONTRACTS

1. Before inviting a vendor, first search to make sure the vendor isn't already registered. Search for the vendor using any one of the search tools below.
 - a. Click in the quick-search field in the top right toolbar to display the drop-down filter. Chose **Vendor Profile**, then type in the vendor's name.
 - b. Or using the left navigation bar click on **Vendors > Manage Vendors > Search for a Vendor**.
 - c. Enter the vendor's name in the Simple search bar and click **Go**. Vendors in the system that match the search criteria will display in a list. Vendors should have this icon displayed to the left of their name. This icon designates registration in the State of Montana network.

Note: Vendors with this icon displayed to the right of their name are Internally Managed Vendors (example below) and should not be invited. Please contact the eMACS Support unit at emacs@mt.gov if this Vendor needs to be invited.

Staples Advantage	Type: Preferences:	Last Updated: 5/2/2017 6:57 AM	Manage ▼
Registration Status: None	Diversity Classifications: None		
Registration Type: Profile 1			
Contract Party Types: Vendor			





2. Once the search results are available, note the vendor's registration Status and Type and use the Suggested Action listed in the table below for that Statues and Type to invite your vendor. Use the **Manage** drop-down list located at the right of each vendor entry to perform the actions.

24 Hour Data, LLC (24 Hour Data)	Type:	Date Registered: 5/4/2016 10:16 AM	Manage ▼
Registration Status: Approved	DUNS Number: 021895819	Last Updated: 5/4/2016 10:30 AM	View Vendor Profile
Registration Type: Profile 1	Diversity Classifications: SBE		Invite Vendor
Contract Party Types: Vendor			Send Email
2M Company, Inc.	Type:	Date Registered: 6/22/2015 8:31 AM	Manage ▼
Registration Status: Approved	DUNS Number: 089505895	Last Updated: 6/22/2015 9:13 AM	
Registration Type: Profile 1	Diversity Classifications: DoesNotQualify		
Contract Party Types: Vendor			



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Note: if the vendor search results in multiple listings for your vendor, contact the eMACS Support Unit for assistance in determining which entry to use.

Registration Type	Registration Status	Status Definition	Suggested Action
Profile 1	None	The vendor has not been invited to register and has not attempted to "cold" or self-register. If the Vendor has this symbol  to the right of their name they are an Internally Managed Vendor.	Vendor can be invited to Profile 1 to participate in bids, or to Profile 2 if being awarded a contract. Different Contact Information can be used. Do not invite Vendor Profiles with this icon  without contacting the eMACS Support unit for assistance (emacs@mt.gov).
Profile 1	Invited	The vendor has been invited to register. However, the vendor has not yet responded to the invitation by activating their login.	Vendor can be re-invited if NO progress has been made to the vendor's registration profile. User should use the Resend Invitation option. User can invite to either Profile 1 or 2 and can use the Contact Information in the registration profile or Enter Different Contact information.
Profile 1	In Progress	The vendor has begun filling out their registration profile but has not yet submitted it for approval.	Invite this vendor to Profile 2 only. Contact Information CANNOT be changed. If the vendor Contact Information is not the contact on the contract, that information can be added to the contract which in turn will update the vendor's profile.
Profile 1	Approved	The vendor has completed their registration profile and it has been approved.	Invite this vendor to Profile 2 only. Contact Information CANNOT be changed. If the vendor Contact Information is not the contact on the contract, that information can be added to the contract which in turn will update the vendor's profile.
Profile 1	Profile Complete	The vendor has completed all required fields in their registration profile and certified that the information is correct.	Vendor's registration has not been approved. This information should be sent to the eMACS Support Unit to assist with the vendor record, emacs@mt.gov .
Profile 1	Rejected	eMACS has rejected the new vendor registration for whatever reason.	Vendor record has been rejected because it's a duplicate registration. It can't be deleted because it's tied to a sourcing event. Record should NOT be used at all.
Profile 2	None	The vendor has not been invited to register and has not attempted to "cold" or self-register. If the Vendor has this symbol  to the right of their name they are an Internally Managed Vendor.	Vendor can be invited to Profile 2. Different Contact Information can be used. Do not invite Vendor Profiles with this icon  without contacting the eMACS Support unit for assistance (emacs@mt.gov).
Profile 2	Invited	The vendor has been invited to register in Profile 2. However, the vendor has not yet responded to the invitation by activating their login.	Vendor can be re-invited if NO progress has been made to the vendor's registration profile. User should use the Resend Invitation option. User can invite to Profile 2 only and can use the Contact

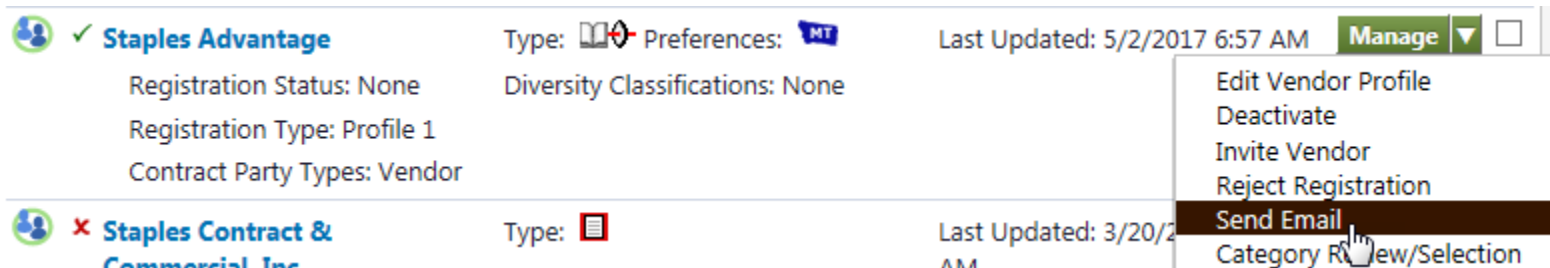


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Registration Type	Registration Status	Status Definition	Suggested Action
			Information in the registration profile or Enter Different Contact information.
Profile 2	In Progress	The vendor has begun filling out their registration profile but has not yet submitted it for approval.	User can send a reminder email to the contact listed in the registration profile to complete the registration. An existing email template can be used, or an email can be compiled to be sent to this vendor**.
Profile 2	Approved	The vendor has completed their registration profile and it has been approved.	No action needs to be taken.
Profile 2	Profile Complete	The vendor has completed all required fields in their registration profile and certified that the information is correct.	Vendor's registration has not been approved. This information should be sent to the eMACS Support Unit to assist with the vendor record, emacs@mt.gov .
Profile 2	Rejected	eMACS has rejected the new vendor registration for whatever reason.	Vendor record has been rejected because it's a duplicate registration. It can't be deleted because it's tied to a sourcing event. Record should NOT be used at all.

** To send an email to a vendor,

- Click on the **Manage** drop-down list, **Send Email**.



- Click on **Select All** to select all contact types. Click **Next**.



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Email Selected Vendors [Close]

Select Contact Types (Step 1 of 2) [?]

Select the Contact Type(s) that should receive this email. Please note only active, primary contacts will be targeted. [Select All](#)

<input type="checkbox"/> Catalog	<input type="checkbox"/> Corporate	<input type="checkbox"/> Customer Care
<input type="checkbox"/> Fulfillment	<input type="checkbox"/> Other	<input type="checkbox"/> PO Failure
<input type="checkbox"/> Remittance	<input type="checkbox"/> Sales	<input type="checkbox"/> Technical
<input type="checkbox"/> Vendor Support		

* Required to Send Email Next >

- Either compose an email to send to the vendor, or use templates found in the **Email Content** section, **Use Email Template** drop-down list.

Email Selected Vendors [Close]

To * 1 Selected Vendor(s)
View 1 Targeted Contact(s)
⚠ There are selected vendors missing contact type(s).

From Name * State of Montana eMACS [X]

From Email Address * noreply@sciquest.com [X]

Reply To Email Address * eMACS@mt.gov [X]

CC [+]
No Values Entered

Email Content

Use Email Template Type to filter... [?]

Subject * []

Attachment(s)
No File Attached [Upload]
No File Attached [Upload]
No File Attached [Upload]

Message *
Right click on placeholders to edit or remove them.

[Size] [B] [I] [U] [S] [x_o] [x^o] [A-] [A+]
[I_x] [List] [List] [Link] [Link] [Image] [Image] [Placeholders]

* Required to Send Email < Previous Send Email