



Viewing a Vendor Profile



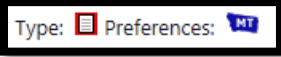
OVERVIEW

A vendor's profile is created when the vendor is added in the Vendor Management module. Vendors can be added through an ERP import, by an internal user, via a registration invitation, by self-registration, or added by the eMACS Support Unit as an Internally Managed Vendor (IMV).

To view a vendor's profile, a user must have the **Vendor Profile View Only** permission. There are separate permissions needed to access more specific data, as a means of protecting sensitive company information.

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

VIEWING A VENDOR PROFILE

1. To view a vendor's profile, find the vendor in the system 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 which includes high-level information about the vendor such as their registration status, type, and more. Vendors with this icon:  displayed to the left of their name are registered in the State of Montana network. Vendors with this icon to the right of their name:  are an Internally Managed Vendor (IMV).
 - d. Users should see the **Manage** drop-down menu to the right of each vendor profile. Depending on permissions, users can perform several actions on the vendor from this drop-down menu, including emailing the vendor, viewing the vendor profile, or inviting the vendor. Internally Managed Vendor (IMV) profiles should never be invited. For assistance with IMVs please contact the eMACS Support Unit at emacs@mt.gov.
 - e. Click the name of the appropriate vendor to view their profile or click on **Manage** and select **View Vendor Profile**.
2. By default, the **Vendor 360 View** displays. This view provides a global view of the vendor's information. In the menu on the left side of the screen, the vendor profile provides a series of pages that provide critical business


information about that vendor. Click on a menu category to see sub-menus that are organized by the type of information being kept about that vendor.

Underneath the left menu, are links to **View History** and **View Email Logs**.

- a. **History** tracks all changes made to the vendor profile. Filtering options at the top allow for selection of date ranges and Action types. There's also the ability to export the data to a CSV file.
- b. **View Email Logs** link displays all email communication between internal users and the vendor. This list will display sortable columns for various information. The Actions drop-down menu can be used to display the full email message sent and which recipients it was sent to. There are also filters at the top of this screen to help find the exact communication needed.

3. When done viewing in the **Vendor 360 View**, return to your search results by clicking on **Search Results** in the upper left-hand corner.

The table below shows the different registration Statuses and Types and what actions are available in Sourcing Director and Total Contract Manager. NOTE: All Internally Managed Vendors will have this icon to the right of their name:

 and should not be invited. Contact eMACS Support Unit at emacs@mt.gov for assistance.

Registration Status	Registration Type	Sourcing Director	Total Contract Manager	
		Bid Notifications	Create Contract	Make Payment
Approved	Profile 1	X		
In Progress	Profile 1	X*		
Invited	Profile 1	X*		
None	Profile 1			
Profile Complete	Profile 1	X		
Rejected	Profile 1			
Approved	Profile 2	X	X	X
In Progress	Profile 2	X*	X	
Invited	Profile 2	X*	X	
None	Profile 2			
Profile Complete	Profile 2	X	X	X
Rejected	Profile 2			

*Provided the vendor has entered the required sales and corporate contact information and selected commodity codes.