

**NOTE: This document describes the process State Procurement Bureau follows when entering contracts awarded by them. Should you have any questions on this process, contact the State Procurement Bureau, 444-2575. Questions on the functionality of Total Contract Manager (TCM), contact eMACS Support Unit, [emacs@mt.gov](mailto:emacs@mt.gov).**

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**Purpose:** To provide standardized procedures for the various steps and documents which are part of the contract establishment process in eMACS Total Contract Manager (TCM) module. These guidelines were developed by SPB and are required to be followed as closely as possible when building or entering contracts in eMACS.

**Note:** Before beginning the entry process, gather all information needed to complete the record: i.e. supporting documents; insurance/security; current agency contacts; etc.

Check to be sure that the contractor's eMACS Registration Type is Profile 2. If the Registration Type is *not* set to Profile 2, click on the green Manage button to the right. Select Invite Vendor. The Invite Vendor window opens to allow sending an email inviting the vendor to fill out the Profile 2 registration information. Click on Invite Vendor to Register.

**Procedure:**

1. Log into eMACS through ePass portal.
2. To create a contract from a sourcing event:
  - a. On the left side of the screen choose Sourcing
    - 1) Find appropriate solicitation
    - 2) Go to Evaluations
    - 3) In blue section at top click Scenario Breakdown
    - 4) On the left side of the screen, next to Vendor Total, click Create Contract
    - 5) **Skip to Step 4.**
3. To create a sole source contract or enter a historical contract:
  - a. Check to be sure that the contractor is registered in eMACS as you will not be able to enter them as a party to the contract if they are not registered.
    - 1) To avoid duplicate vendor registrations and to ensure that all contracts are associated with the correct vendor, conduct a broad search rather than very specific name and check addresses and/or federal ID numbers.
    - 2) If the contractor is not registered, invite them via eMACS. You will then be able to continue to create the contract.
  - b. On the left side of screen choose Contracts -> Create New Contract
4. Complete the Create Contract Wizard to create contract record:
  - a. **Contract Name** - This will be the name of the Sourcing Event or Project Title, or the name of the existing contract. (*Example: Literature Storage and Distribution*)
  - b. **Contract Type** - Click on the Search icon. Click on arrow next to Non-Revenue Generating Contracts, and choose the appropriate contract type. SPB will rarely use revenue generating contracts. (*Example: Non Revenue Generating - Standard Contract*)
  - c. **Project** - For term contracts SPB; for Vendor Contracts choose appropriate agency/division. (*Example for Vendor: COM, DLI, EDU*)

- d. **Access and Visibility** - Normal or Confidential. Confidential contracts limit access to specifically assigned persons and are rarely used. You can modify these settings once the contract is created in the Users and Contacts screen.
- e. When contracts are created from a sourcing event, eMACS asks what items you want to bring into the contract from the sourcing event. Pick All Items or select particular items, as appropriate. **Note:** This does not apply to sole source or historical contracts.
- f. Click **Next**.

5. Choose Upload My Own Contract. Click Next.

**6. Create Contract. About the Contract. Dates.**

- a. Time zone defaults to Mountain Standard Time.
- b. Enter the Start Date.
  - 1) Enter a date and time in the Start Date field. The time defaults to midnight if you do not set a specific time. OR
  - 2) For contracts using the DocuSign feature, there is an option to Update Start Date Upon Execution. Click this if you want the start date to be auto-generated when the contract is fully signed. Note that this will not update the contract document, so this feature should only be used if the contract language states that it is executed upon signature.
- c. Enter the End Date.
  - 1) Select Expires On radio button (selected by default) or No Expiration.
  - 2) Enter a date and time in the End Date field. The time defaults to 11:59 PM so that the contract will remain active in the system for the entire last day.

**Note:** The start and end dates can be blank when you create a contract and entered later, but once values are entered the dates cannot be set to blank again.

For Historical contracts, use the current end date rather than the original.

7. Click **Create Contract**. A contract is created, set into Draft status, and checked out to you. The contract header screen opens, where you can complete additional information for the contract (see sections below). Click **Next** to move to the next section, or **Save Progress** to save changes.

8. **Upload Executed Contract:** For historical contracts and those that are not executed using DocuSign. The Fully Executed Contract should *a/ways* be the main document and the amendments should be listed in the order of their execution.

- a. In the left hand column, click on the arrow next to **Upload Main Document** and choose **Upload Main Document**. The Main Document can be uploaded at any point when you are working in Contract Header.
- b. Click **Select File** to locate and add the file from your system, or drag and drop a file into the gray square surrounding the Select file field.
- c. **Print/Send with Contract:** Radial button defaults to Yes. Change this to No if you do not wish to have the Main Contract document print. Typically, this will be Yes.
- d. **Contract Summary Visibility:** Choose Use the Summary Configuration Settings (default) or Admin/Managers Only as appropriate (this option will rarely be used).
- e. **Save Changes.**

**Note:** The Upload Main Document changes to Open Main Document and the document is saved in the Attachments tab marked as the main document.

## 9. Contract Header:

- a. The **Contract Number** will be auto-generated. Click on the pencil if editing is needed.
  - 1) SPB will use the agency assigned contract number. If the agency does not have a specific assigned number, use the solicitation number but delete the solicitation designation, i.e. agency designation-fiscal year-solicitation number with contract officer initial (DOA-2016-0001X). Please see attached listing of Department designations.
  - 2) Use the existing contract number for historical contracts.
- b. **Contract name:** is populated from the Contract Wizard. Change the name if needed
- c. **Contract Type:** is populated from the Contract Wizard.
- d. **Project:** is populated from the Contract Wizard.
- e. **Parent Contract:** used to establish a relationship between PO, task order, CEP contract or other secondary contract to a Master Term Contract. Do not enter anything here when entering the Term Contract.
- f. **Internal Contract Status:** used to manually identify the contract status, (active, cancelled, expired, pending, or suspended). SPB will not be using this field as the system identifies the contract status in the blue box at the top of the screen.
- g. **Use eSignature for this contract:** Select Yes for new contracts that will be using DocuSign for collecting signatures. Select No for historical contracts or others that have been manually signed.
- h. **Summary:** is manually entered to include a short synopsis of the contract's purpose or important background information.
- i. **Contract Parties** add first and second parties to the contract as follows.

### First Party

- 1) Click **Add Party**, then **First Party**.
- 2) Search for and select the Contract Party (State agency) then click Select Contract Party. First Party will be:
  - Term Contracts: SPB – list the assigned Contracts Officer as contract manager.
  - Vendor Contracts: Choose the appropriate Agency/Division
- 3) **Choose a Contact:** choose the contact person listed in the contract from the drop-down list. If the person you want is not listed, click on Add Contact and fill in the appropriate information. Click Next.
- 4) **Choose an Address:** choose the appropriate address or add one. Click Done.
- 5) The Party you have added will be listed second. Click on the **Actions** button and choose Make Primary. Confirm by clicking Yes.
- 6) Remove State of Montana as First Party by clicking **Actions** and Remove Party.

### Second Party

- 7) For historical contracts, first make sure the vendor is registered in eMACS. You will not be able to enter the vendor as a party to the contract unless it is registered.
- 8) Click Add Party, then Second Party.
- 9) Search for and select the Contract Party then click Select Contract Party. Second parties are the vendor, supplier, etc.

Note: To view details of a record, click on the info icon next to a contract party in the search results to open the contract party's summary page. Users with the appropriate

permission will also see a link that allows them to open and edit the supplier or contract party profile.

- 10) **Choose a Contact:** choose the contact person named in the contract from the drop-down list. If the person you want is not listed, click on Add Contact and fill in the appropriate information. Click Next. You may leave the contact blank, however, this is not advised.
- 11) **Choose an Address:** choose the appropriate address or add one. Click **Done**. You may leave the address blank, however, this is not advised.

j. **Dates and Renewal**

- 1) **Time Zone, Start Date and End Date:** Have been populated by Contract Wizard.
- 2) **Review Date:** Creates a notification to the contract manager that the contract needs to be reviewed for renewal decision and modifications, if necessary.
  - All contracts with renewal options should be reviewed no less than three months prior to expiration.
  - Contracts that have no renewals remaining must be reviewed no less than six months prior to expiration so the new solicitation can be completed in time to replace the contract.
- 3) **Review Term:** Reflects the dates above, three months for renewals or six months for re-solicitation.
- 4) **Reviews Remaining:** Reflects the number of times the contract must be reviewed. This will correlate with renewal(s) remaining, plus one year (review final year for re-solicitation decision).
- 5) **Renewals Remaining:** Enter the number of times the contract can be renewed.
- 6) **Automatically Apply Price File with Renewal:** Leave set to No.
- 7) **Renewal Term:** If a number is entered in the Renewals Remaining field, select a number and time period that reflects the length of time that renewal contracts will be in effect.
- 8) **Auto-Renew:** Leave set to No.
- 9) **Save Progress** and click on Next.

**10. Custom Contract Information**

- a. **Project Manager:** Enter the name of the agency program specialist or contact person listed in the contract.
- b. **Existing Contract:** For new contracts click No. For historical contracts click Yes.
- c. **Original Fiscal Year:** Choose fiscal year that contract was originally established.
- d. **IT Contract:** Choose Yes or No. If yes, enter ITPR/AR Number. If the ITPR/AR number is unknown, enter the approval date (date the CIO signed the contract).
- e. **Contract Value:** Enter the contract value for the existing period.
- f. **Contract Usage Type:** Designate the correct contract type - As Needed; Fixed; or No-Cost.
- g. **Cooperative Purchasing Contract:** Choose whether the contract allows cooperative purchasing or not. This will primarily be used for Term, NASPO, and other cooperative contracts.
- h. **Montana Vendor:** If the contractor's address is in Montana select Yes; if it is not select No.
- i. **Category Codes:** Select the appropriate Category Code that is assigned to the Commodity Code associated with the contract/solicitation. Refer to the Commodity Code list for Category

Code assigned to each general commodity group.

- j. **Prevailing Wage:** If prevailing wage is a contract requirement select Yes; if it is not select No.
- k. **Does Retainage Apply?** If this contract contains a withholding or retainage clause, select the appropriate term (First, Last, or Every Payment). If there is no retainage select Retainage Does Not Apply.
- l. **Does Gross Receipt Tax Apply?** If this contract contains the gross receipts tax clause, select Yes; if not select No.
- m. **Liquidated Damages Applicable?** If this contract contains a liquidated damage clause, select Yes; if not select No.
- n. **Contract Security Required:** If contract performance security is a contract requirement select Yes; if it is not select No.
- o. **Save Progress** and click on Next.

**11. Insurance:** This is a record of contract requirements only. Notifications are not generated from this tab; Obligations must be established to trigger notifications.

- a. **Insurance Required for this Contract?** Choose Yes or No as appropriate. If insurance is required follow the following steps:
  - 1) **Type of Insurance** (includes contract performance security) – Choose applicable types required by the contract.
  - 2) **Insurance Amount** – Enter dollar amounts required for each type of insurance (note: Workers' Compensation is statutorily set so no amount is necessary here).
  - 3) **Upload Insurance to Attachment Section** – Go to Vendors module, locate vendor, download insurance certificate and upload into contract Attachment section (see 14 below). Then click Yes.

**12. Contract Closeout:** Mark this 'no' when establishing the contract. This will be changed to 'yes' when the contract is complete, the Closeout Form has been submitted by the Project Manager, and the form has been saved to the contract file. Click on **Save Progress**.

### **13. Commodity Codes:**

- a. If the contract was created from a sourcing event, the codes will already be here. Skip to c.
- b. For historical and sole source contracts, click on Add Codes; search for the applicable commodity code(s); click on Select to add the code(s); and click on **Save Changes**.
- c. Edit the primary commodity code to indicate it is the 'Reporting Code'. Click on the button to the right that says Remove and choose Set as Reporting Code.

**14. Alternative Language:** This function is not currently used. This page is displayed only when the contract main document is using alternative language clauses. It provides a summary of the clauses used in the document, and also provides an option to change settings and fallback positions on alternative language clauses.

**15. Attachments:** Add all additional contract documentation attachments here. This includes, but not be limited to: contract attachments; insurance; contract security; important correspondence; amendments; renewal justifications; etc.

- a. Click **Add Attachments**.
  - 1) **Attachment Type** defaults to File.
  - 2) **Files:** Click Select Files to locate and add the file from your system, or drag and drop a file into the gray square surrounding the Select files field.

- 3) In the **Print Order** field, select where you want the attachment to display in the sequence of the attachments to the contract. You can choose to make the attachment First, Last, or set where to display it in relation to other saved attachments. The option initially defaults to Last.
 

**Note:** If there are no other attachments or links associated with the contract, this field does not display.

Amendments should correspond with the order in which they were executed.
- 4) **Print/Send with Contract:** Select Yes if you want the attachment to be printed with the contract; or No if you do not want the attachment to be printed with the contract. Typically, this will be No.
 

**Note:** When using DocuSign only one document can be marked for printing at a time, as DocuSign can only send one document at a time.
- 5) **Contract Summary Visibility:** Defaults to Use the Summary Configuration Settings. If the contract should be viewed by Admin/Managers Only, select that option (rarely used).
- 6) Click **Save Changes**. The attachment(s) will be added and displayed on the Attachments page.
  - b. Attachments will be listed under the General Tab. When Obligations come due and are completed, attached documents related to the Obligation will show under the Obligations Tab.

**16. Obligations:** Creates reminders for Contract Managers and Stakeholders for things such as insurance expiration dates, progress report or deliverable due dates, etc.

- a. **Add Obligation:** choose one of the following options:
  - 1) Add New Obligation adds an obligation unique to the contract.
  - 2) Add Obligation from Library to add an obligation from the library. These may be set up at a later date.
    - i. If you are adding an obligation from the library, search for and select an **obligation** using the type ahead feature or click the search icon twice to display a list of obligations available, then click **Next**.
- b. **Add New Obligation:** A **Properties** window opens allowing for information specific to the contract and obligation. For insurance obligations, one obligation can be created for multiple types of insurance that share the same expiration date.
  - 1) **Name:** Give the obligation a name that reminds the user what needs to be done: i.e. Insurance; Contract Security; Progress Report; etc.
  - 2) **Description:** Add necessary detail, for example CGL & PL expire April 1.
  - 3) Ignore **Tags**.
  - 4) **Options:** Documentation Is Required - Select checkbox to ensure the obligation owner will have to upload the insurance document before the obligation can be completed.
  - 5) **Frequency:**
    - i. **One Time** - enter the appropriate date in the calendar field. For instance, if Deliverable #1 is due on May 1, choose May 1 and the appropriate year from the calendar. The time defaults to midnight, change this if necessary.
    - ii. **Recurring** – use this for insurance or other obligations that will reoccur at measured intervals.
      - **Repeats Every:** Set the appropriate information for the obligation. For instance, for an insurance obligation:
        1. Set number to 1;

2. Year (options are day, week, month, or year);
  3. Select the appropriate month;
  4. Select the appropriate day (or choose first, second, third, forth, or last);
  5. Select the appropriate day of the month.
- **Start:** Select the appropriate option for the obligation. Options are: On Contract Start Date, On Custom Date.  
    - For the previous insurance example, On Custom Date would be chosen and the appropriate expiration date would be entered.
  - **End:** Select the appropriate option for the obligation. Options are: By Contract End Date, By Custom Date, and After.  
    - By Contract End Date would likely be used for one time obligations.
    - By Custom Date requires a specific date to be entered. Used for insurances and other recurring obligations that have due dates apart from the contract end date.
    - After requires a number of occurrences to be entered. Used when the contract stipulates a number of occurrences, such as five deliverables or progress reports.
- 6) **Time Zone:** Defaults to Same as Contract (MST). Click on the box to set a different time zone.
  - 7) **Owners and Stakeholders:** Names the specific persons who will receive the obligation notices. Click on **Add New:**
    - i. **Role:** Choose the appropriate roles. First Party Owner should be the SPB Contracts Officer; First Party Stakeholder should be the agency contract manager or project manager; or Second Party Stakeholder should be contractor's contract or project manager.  
      - Note:** Agencies that are trained and using TCM may designate contract managers in the system (giving them ability to alter records). Contact persons from agencies that are not trained/using TCM may be designated stakeholders only.
    - ii. **Person:** Choose the appropriate option from Contract Manager, Pick a User (search box), or To Be Named
    - iii. **Task/Notes:** Description Box
    - iv. **Send Notifications:** Choose appropriate options from Advance Notice, Due Date, Past Due Notice, and Completed. At a minimum, Advance Notice and Due Date should be chosen.
    - v. **Save or Save and Add Another**
  - 8) **Advance Notice Settings:** Set the appropriate advance notice settings. For insurance you may want to set the notices at: #1 90 days; #2 60 days; and #3 30 days.
  - 9) **Save.**

**17. Review Rounds:** Used after Step 27.

**18. Submit for Approval:** Used after Step 28.

**19. eProcurement Setup:** Used after Step 31.

**20. Budget and Spend:** Click Budget and Spend and complete the following fields:

- a. **Budget** – If known, enter the expected total spend amount for the contract for the current renewal period if applicable
- b. **Enforce Budget** – Leave set to **No** unless the agency has specifically requested that the

Budget be enforced. However, this will not be active until eMACS integrates with SABHRS.

- c. **Actual Spend by Version** – Click on the **Adjust** button to add historical spend **or** go to Step 22 to add individual invoices/payment information.
  - **Adjustment Type:** Choose **Vouchers** as this is the term used for actual spend. Requisitions and Purchase Orders are projected spend.
  - **Amount:** Record the spend to date.
  - **Note:** Can be used to record details or explanations.
  - **Save Changes.**
- d. **Limits Per Requisition:** Not being used at this time. May be implemented when requisition functionality is turned on.
- e. **Limits Per Voucher:** Not being used at this time. May be implemented when eMACS integrates with SABHRS.
- f. **Contract Reports:** May be used in the future.
- g. Click **Save Changes.**

**21. Applies To:** Sets access to the contract to the appropriate Business Units (State Agency), Available Departments (Divisions within the Agency), and Available Roles.

- a. For Term Contracts make no changes as they usually apply to all. If the contract has limited applicability, choose the appropriate entities (i.e. contracts for University use only).
- b. For Vendor Contracts:
  - 1) Choose the appropriate agency under available Business Units.
  - 2) Click the right arrow to move them to Business Units with access to this Contract column.
  - 3) If the Agency has specified that the contract can only be accessed by particular Divisions, choose the Division from Available Departments and click on the right arrow to move to Departments with access to this Contract column.

**Note:** This is not used at this time. If the Agency has limited access to only certain roles, make the appropriate choices and move them to Roles with access to this Contract column.

- c. **Save Changes.**

**22. Goods and Services:** This is used for making payments and tracking spend in eMACS.

- a. Click on Summary.
- b. Expand the Goods and Services Section.
- c. Click on Vendor Payment Form and complete all bolded sections of the Vendor Payment Form before submitting.
  - 1) Supplier Information:
    - i. Vendor (required) – vendor name field pre-populates
    - ii. Fulfillment Address (required) – fulfillment address pre-populates
    - iii. Vendor Phone – if available, vendor phone number will pre-populate
    - iv. Distribution – how the vendor receives purchase order information
    - v. Contract – a link to the contract is provided
  - 2) Invoice Information:
    - i. Vendor Inv # (required) - provide an invoice number



- ii. Invoice Date (required) – enter a date
  - iii. Due Date – due date of invoice
  - iv. Invoice Amount (required) – the amount of payment being made
  - v. Payment Terms – enter any payment terms information
  - vi. Invoice Description – enter any invoice description information
- 3) Payment Information:
- 1) Remit To Address (required) – select remit to address in drop-down box. This information comes from the vendor’s registration profile. If there is no remittance address, contact the eMACS support unit, [emacs@mt.gov](mailto:emacs@mt.gov).
  - 2) Box – enter any additional vendor information
- 4) Additional Information:
- i. Internal Attachments – add attachments, such as copy of scanned invoice, to vendor payment by clicking on Add Attachments
- d. Once all required fields have been completed, in the upper right-hand corner of the payment form is the Available Actions field. Select Add and go to Cart, click Go.
- e. In the Shopping Cart window, under Payment Type, click on Select from all values...Select Historical Payment. Click Save.
- f. Click on Proceed to Checkout.
- g. Requisition:
- 1) On the Requisition page, in the right-hand corner click on Place Order.
  - 2) The Requisition Submitted window opens; under Next Steps click on the Requisition (located in the first line) to view related documents.
  - 3) From the Requisition screen, click on View Related Documents to access or view other related documents.
  - 4) To go back to the contract, click on View Related Documents, then Purchase Order. At the bottom of the screen, under Lines, click on more info... This will open up the Vendor Payment Form used to make the payment. Click on more info...next to the contract title.

**23. PO Clauses:** This is not being used at this time.

**24. Comments:** Can be used for recording comments about the contract and/or contractor, i.e. performance notes; negotiation notes; etc.

**25. Users and Contacts:** Names individuals who will have access to the contract record.

- a. Contract Manager: The system defaults the contract creator’s name here. Click on Edit Users to change or add more contract managers. This should always name the SPB Contracts Officer assigned to this contract. If the agency is using TCM or trained in its use, add the contract and/or program manager as a contract manager.
- b. Stakeholders: Gives view rights and sends notifications to the persons named here. These persons are not allowed to make changes to the record. If the agency is **not** using TCM or trained in its use, add the contract and/or program manager as a stakeholder.

**Note:** If you are unable to locate the appropriate agency contact, email [emacs@mt.gov](mailto:emacs@mt.gov) the person’s information (name, agency) and indicate they need to be added to the system to be an internal stakeholder on your contract.

- c. **Edit Users** opens an Add Contract Users window. You may search for the user individually, by role, by business unit, or by department. **Save Changes.**

- d. **Users from Project** gives a full list of individuals assigned as contract administrators and contract managers.
- e. **Visibility Controls** provides the ability to limit the amount of contract information available to users.
- f. **External Contacts** allows the ability to add contractor personnel to view information in the system.
- g. **Save Changes.**

**SPB Internal Note:** All correspondence/notices for Fish, Wildlife, and Parks and Military Affairs must include Kari Shinn and Bob Oliver, respectively.

## 26. Notifications:

- a. Select appropriate **Notification Type** for contract managers, stakeholders, and external contacts.
  - 1) For **Contract Managers** select (at a minimum): End Date – Advance Notices; Renewal Date – Advance Notices; Renewal Date Passed, and Review Date Passed.
  - 2) For **Stakeholders** select (at a minimum): End Date – Advance Notices; End Date – Passed; Renewal Date – Advance Notices; and Renewal Date Passed.
- b. Select any other notifications needed.
- c. **Advanced Notice Setting:**
  - 1) **Start Date:** Can be used if you wish.
  - 2) **End Date:** While renewals are available, set Advance Notice #1 to 90 days, Advance Notice #2 to 60 days, Advance Notice #3 to 30 days. When contract has been renewed for the final term, set the Advance Notices to 180, 150, and 120 days to allow enough time to solicit a replacement contract.
  - 3) **Renewal Date:** Set Advance Notice #1 to 90 days, Advance Notice #2 to 60 days, Advance Notice #3 to 30 days.
- d. **Spend Tier Notification Settings:** This is not currently being used. May be implemented when eMACS integrates with SABHRS.
- e. **Save Changes.**

**27. Contract Family:** This shows relationships this contract has with other contracts. When a contract is renewed, it will show the relationship to the original contract here. Also, in the case of Master/Term Contracts the parent and child (task orders or PO issued under the parent) relationships will be shown here.

**28. Review Rounds:** This is used to send the contract to specified agency and contractor managers for their approval before it is executed. If Review Rounds are not being used skip to Step 29.

- a. After the contract is complete, click on Review Rounds in the left menu.
- b. **Start Drafting Next Round** – Select Internal Review Round or External Review Round and add reviewers as appropriate.

**29. Contract Signatories:** This step only applies when DocuSign is being used. Not used when entering historical contracts.

- a. Go to the **eSignature Tab** on the left menu.
- b. Add contract signers.

**30. Submit for Approval:** After all sections and review rounds are complete, you may submit the contract for approval. Click on Submit for Approval in the left menu and **Submit for Approval**. You will see Contract Submitted for Approval at the top of the page. In the green box, click on View the Contract. For historical contracts skip to Step 32.

**31. Launch eSignature:** This step only applies when DocuSign is being used. Not used when entering historical contracts.

- a. Click on **Contract Actions** and choose **Launch eSignature**.
- b. In DocuSign, Add signers/dates to document.
- c. Click **Send**.
- d. Go back to contract.
- e. Skip Step 32.

**32. Make Contract Active for Use.**

- a. Click on **eProcurement Setup** in the left hand menu.
- b. **Active for Shopping** - Click **Yes**.
- c. Do not change/edit/complete any other field.
- d. **Save Changes**.

**33. For Historical Contracts:** After the contract is Executed: In Effect, and Active for Shopping, go into MAC and change the status to "expired". This will prevent double reporting.

Go to the S drive/Contracts and open Contract Assignments Web TCM MAC, locate the appropriate contract, initial and date the Entered into TCM and MAC Updated columns. Save the document.

**34. Printing Contracts from eMACS**

- a. Find the appropriate contract from either **Search** function or **Contracts Dashboard**.
- b. From **Contract Actions** in the top right corner of the screen, click **Check Out**.
- c. In the left menu, click **Open Main Document** then select **Download Full Contract as PDF**. A processing download window opens.

**Note:** This action does not appear if there are no attachments associated with the selected contract. Once the PDF is ready to download, the window displays the file name.

- d. Click on the **file name** to download and open the document.

The pdf file opens in your browser and can be opened or saved locally.

<b>DEPARTMENT ALPHABETICAL DESIGNATIONS</b>	
<b>Administration</b>	<b>DOA</b>
<b>Agriculture</b>	<b>AGR</b>
<b>Auditor, State</b>	<b>AUD</b>
<b>Board of Public Education</b>	<b>BPE</b>
<b>Commerce</b>	<b>COM</b>
<b>Corrections</b>	<b>COR</b>
<b>Environmental Quality</b>	<b>DEQ</b>
<b>Fish, Wildlife and Parks</b>	<b>FWP</b>
<b>Governor's Office</b>	<b>GOV</b>
<b>Higher Education, Commissioner of</b>	<b>EDU</b>
<b>Historical Society</b>	<b>HIS</b>
<b>Judiciary</b>	<b>JUD</b>
<b>Justice</b>	<b>JUS</b>
<b>Labor and Industry</b>	<b>DLI</b>
<b>Legislative Branch</b>	<b>LEG</b>
<b>Consumer Council</b>	<b>MCC</b>
<b>Legislative Audit</b>	<b>LAD</b>
<b>Legislative Fiscal</b>	<b>LFD</b>
<b>Legislative Services</b>	<b>LSD</b>
<b>Livestock</b>	<b>LIV</b>
<b>Military Affairs</b>	<b>MIL</b>
<b>Montana Advocacy Program</b>	<b>MAP</b>
<b>Montana Arts Council</b>	<b>MAC</b>
<b>Natural Resources and Conservation</b>	<b>DNR</b>
<b>Office of Public Instruction</b>	<b>OPI</b>
<b>Political Practices, Commissioner of</b>	<b>POL</b>
<b>Public Health and Human Services</b>	<b>PHH</b>
<b>Public Service Regulation</b>	<b>PSC</b>
<b>Revenue</b>	<b>DOR</b>
<b>Secretary of State</b>	<b>SOS</b>
<b>State Compensation Insurance Fund</b>	<b>SCI</b>
<b>State Library</b>	<b>LIB</b>
<b>Transportation</b>	<b>MDT</b>
<b>University of Montana</b>	<b>UOM</b>
<b>Helena College of Technology</b>	<b>UOM-HCT</b>
<b>Montana Tech</b>	<b>UOM-TECH</b>
<b>UOM-Western</b>	<b>UOM-WEST</b>
<b>Montana State University</b>	<b>MSU</b>
<b>MSU-Billings</b>	<b>MSU-BLG</b>
<b>MSU-Northern</b>	<b>MSU-NORTH</b>
<b>Great Falls College of Technology</b>	<b>MSU-GFCT</b>