	Montana Acquisition & Contracting System (eMACS)

eMACS Handbook

Vendor Registration and Data Management

Welcome

The purpose of this **eMACS Handbook for Vendor Registration and Data Management** is to provide vendors with the key activities associated with registering as a user in the State of Montana's eMACS Branded Vendor Portal. This guide contains the basic process for:

1. Registering with Montana Acquisition and Contracting System (eMACS) from our Vendor Portal login page.
2. Logging into eMACS Vendor Portal and beginning registration.
3. Receiving and responding to invitations from eMACS.
4. Ongoing management of the vendor profile for eMACS.

Objectives

The purpose of this handbook is to familiarize vendors with registering and managing information for eMACS through our branded Vendor Portal. The portal can be used to:

- **Register**. Tell us all about you as the vendor. Through the vendor profile, we can gather information that can help develop a strong working relationship.
- **Maintain your information**. Keep your profile up to date. Maintain your contact information, business information and products/service information.

What you will learn

The document is organized according to the major functions of the application:

- **Vendor Registration and Access –** This section provides instruction on the process of registering and accessing the Vendor Portal.
- **Company Profile** - This section explores each area of your profile and the information that is captured in each.

Introduction

eMACS has configured a branded portal for vendors specifically for use in registering with our organization, as well as ongoing management of important business information. This ensures that we have the most accurate and up-to-date information when making purchasing decisions.

The Vendor Portal allows vendors to provide a variety of data. This includes "basic" data such as company or individual name, business type, and contact information. It also includes information including insurance information and accounts payable data.

The Vendor Portal can be found at www.vendorresources.mt.gov.

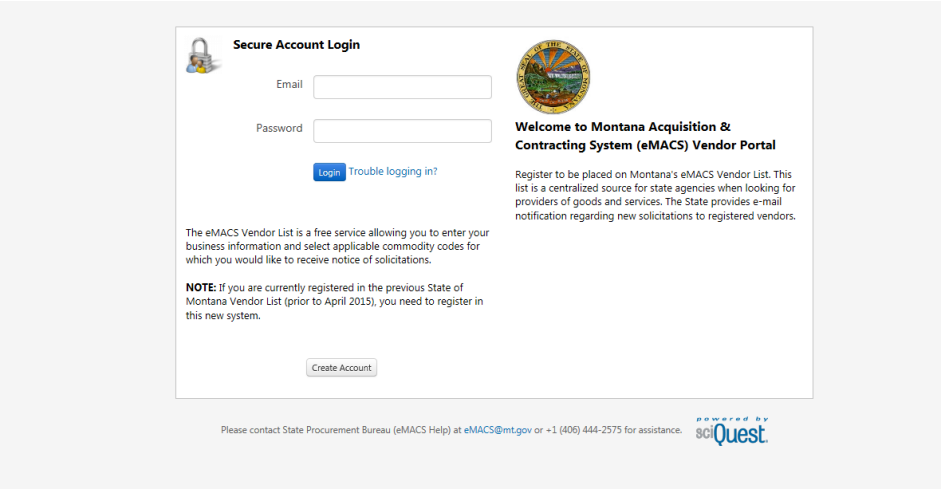
What can a vendor do in the Vendor Portal?

The Vendor Portal is not only used to manage your company's data but also helps us manage our relationship with you. The better information you provide, the more likely it is that we have sufficient information to make purchasing decisions about your organization. The Portal provides vendors access to State of Montana bidding opportunities, allows for efficient and interactive communications regarding bid opportunities, and provides electronic submission of some solicitation responses.

Creating an Account from the Montana Acquisition and Contracting System-eMACS.

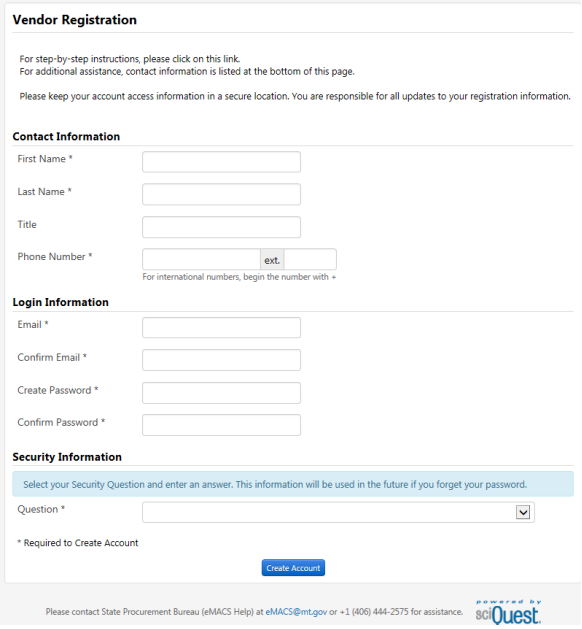
Vendor Portal Login Page

By visiting vendorresources.mt.gov you will be directed to the Montana Acquisition and Contracting System – eMACS Vendor Portal Login page where you will select **Create Account** to begin the registration process.

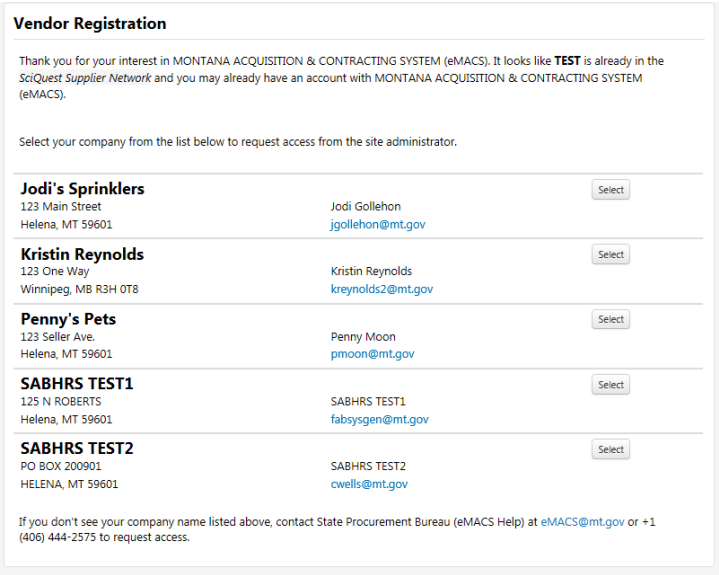


You will be navigated to the **Vendor Registration** page where you will create initial user login information. You will also be asked to enter a **Tax ID Type**, **Tax ID Number**, and **DUNS**

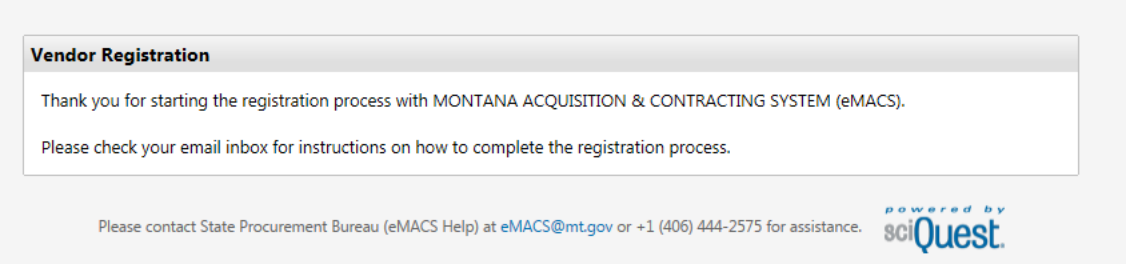
Number. This information is optional but will help us identify if you already exist in our database.



Note: If you provide a Tax ID number or DUNS number that matches to a vendor record in our system, you will be taken to a page that displays the vendor organization with matching data. You can select to send a message to a matching Vendor's portal administrator to request account access. We will also be notified of the potential duplication



If no duplication is found, upon selecting **Create Account** you will see a confirmation message that you have begun the registration process. Check your email (the email provided when you created the account) for instructions on proceeding with your registration.



You should receive the following email with a link to **Complete Registration Now**.

Solicitation Vendor Registration for MONTANA ACQUISITION & CONTRACTING SYSTEM (eMACS)

Dear Butte Management,

Thank you for starting the registration process with MONTANA ACQUISITION & CONTRACTING SYSTEM (eMACS). Please click the link provided below to continue your registration process.

Complete Registration Now

Once your registration has been verified you can log in and access the Solicitation Farm Tractors

Company: Butte Management

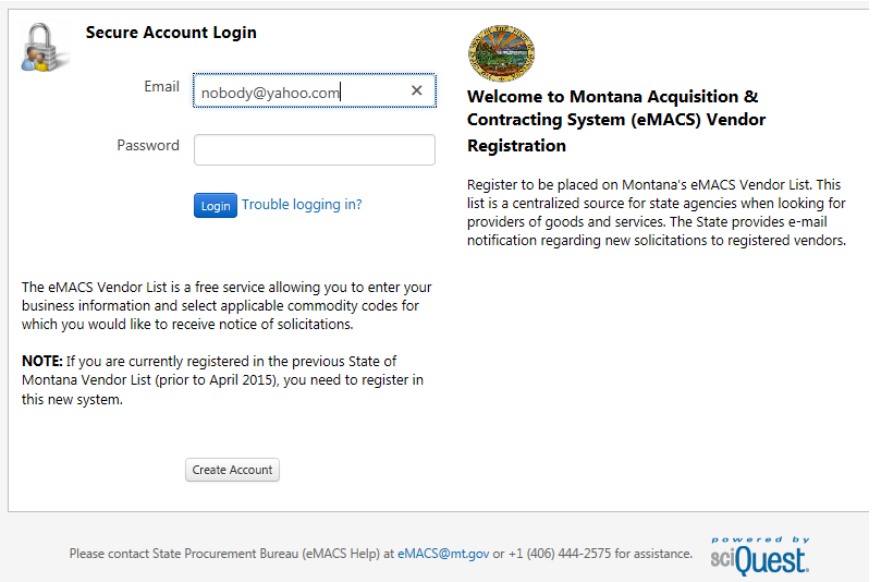
Email: heystings33@gmail.com

Thank You,

MONTANA ACQUISITION & CONTRACTING SYSTEM (eMACS)

If you have any technical questions, please contact State Procurement Bureau eMACS Help at eMACS@mt.gov or +1 (406) 444-2575 for assistance and identify yourself as registering in the MONTANA ACQUISITION & CONTRACTING SYSTEM (eMACS) Vendor Network.

Once you click the link, “Complete Registration Now”, your vendor portal registration is verified, and you will be navigated to the eMACS Vendor Portal login page. Your email address is already populated in the Email field. Simply enter your password and click Login to log into the eMACS Vendor Portal.



Upon selecting **Login**, you will be logged into the eMACS Vendor Portal to complete the registration process.

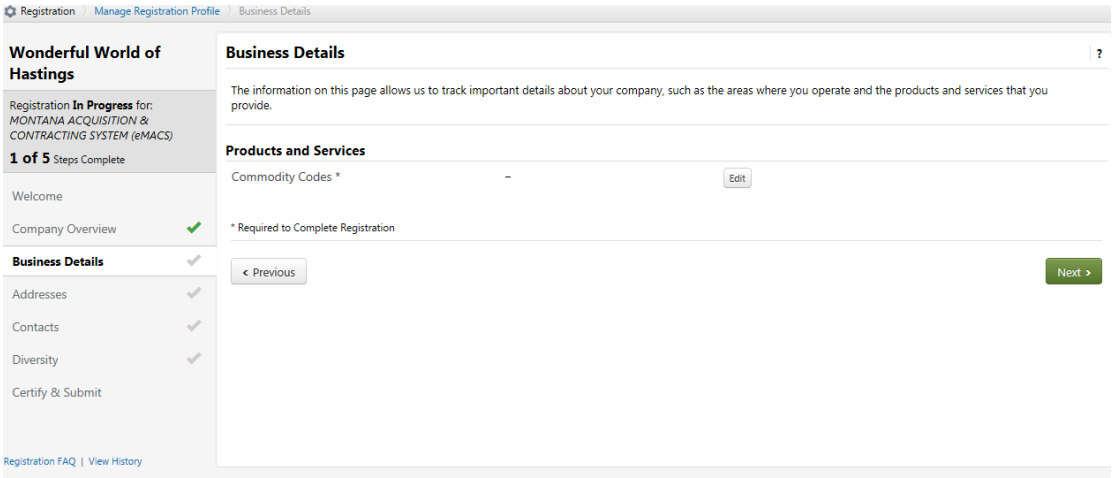
Completing the Vendor Registration for Profile 1

Profile 1 is a basic registration. This registration adds your company as a vendor to the eMACS system. You will receive notifications of solicitation postings and be able to respond to solicitations through the system.

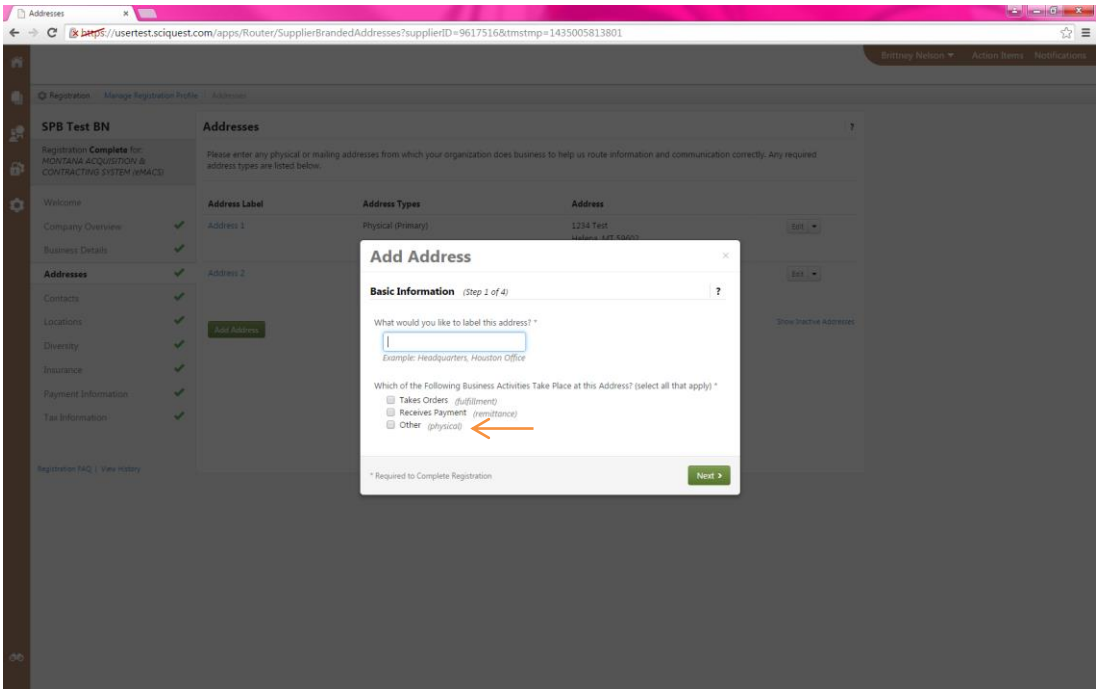
Once logged in from registering your user account, you are navigated to a Welcome message with a registration checklist and FAQ link.

Completing the Registration

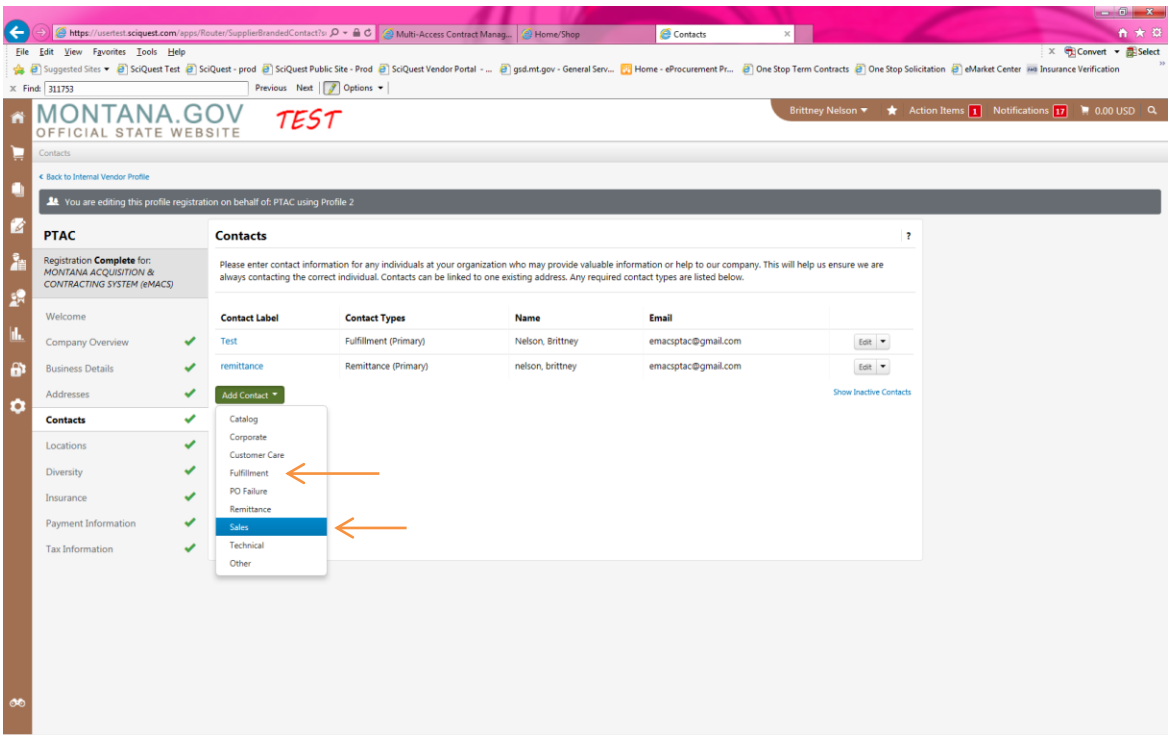
Required fields are indicated with an asterisk (*). As you complete information for the page, select the **Next** button to save changes and proceed to the next page. You will see the registration panel update the number of steps complete as well as indicate green checks for the completed pages.



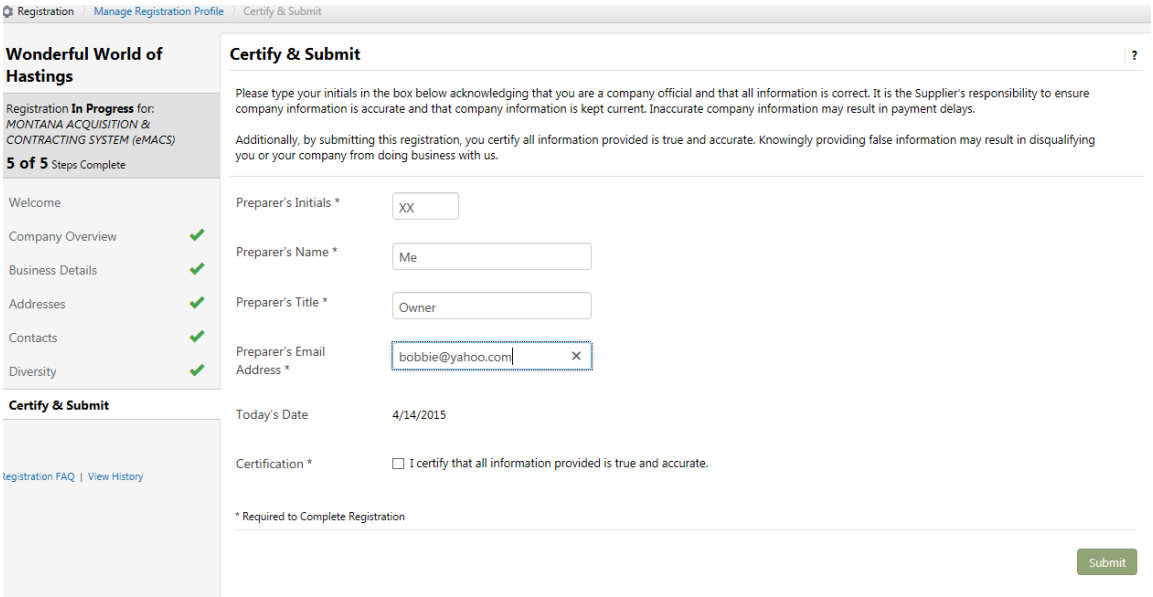
When entering your company **Address,** select **Other (physical).**



When entering your **Contacts,** select **Fulfillment** and **Sales** contacts.



Once you have completed all required fields, enter the requested information on the **Certify and Submit** page and click **Submit**.



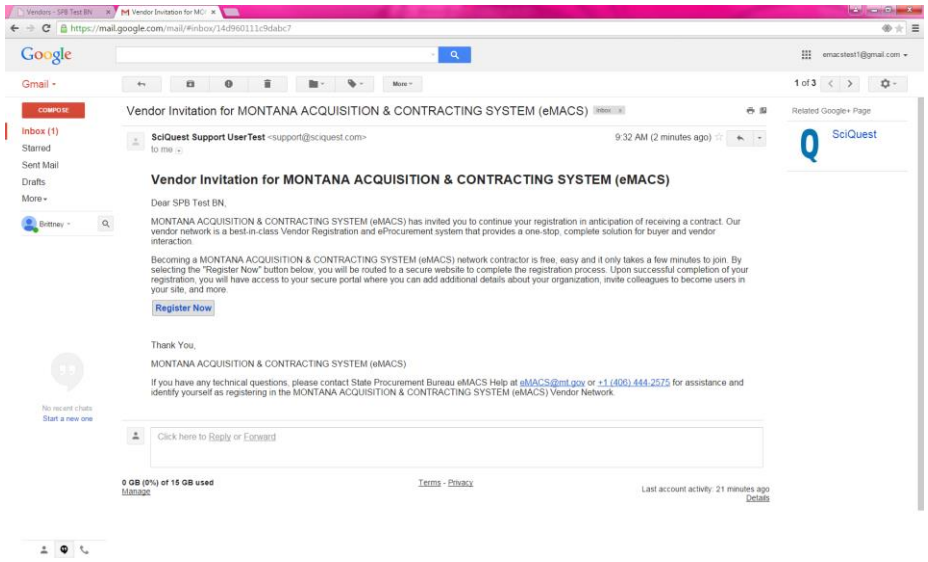
You will be navigated to the home page with a confirmation message that your registration is complete.

At this point, the vendor registration has been submitted to the State of Montana, and you will be notified if any additional information or clarification is necessary

Completing the Vendor Registration for Profile 2

Should your company be awarded a contract with the State of Montana, you will receive an email asking you to continue your registration in anticipation of receiving a contract. This registration moves your company into a Profile 2 registration. This registration is more in depth and will require your company to upload a W-9, tax information, proof of required insurances and enter payment information.

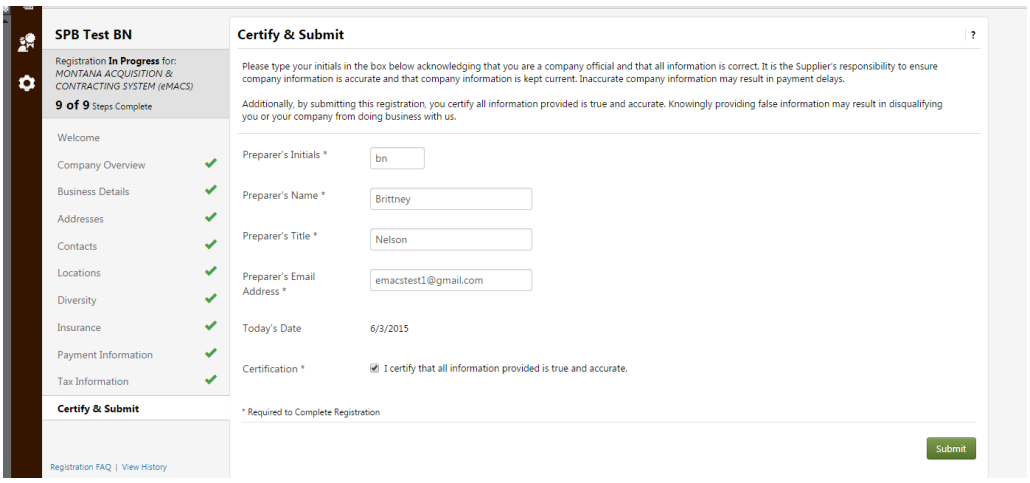
You will receive an email asking your company to Register in Profile 2.



Select the Register Now button and you will be redirected to the Vendor Portal to login.

Required fields are indicated with an asterisk (*). As you complete information for the page, select the **Next** button to save changes and proceed to the next page. You will see the registration panel update the number of steps complete as well as indicate green checks for the completed pages.

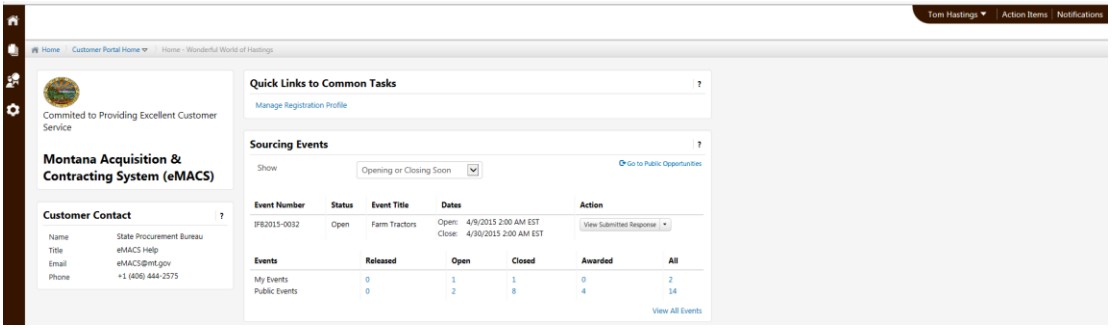
Once you have completed all required fields, enter the appropriate information on the **Certify and Submit** page and click **Submit.**



Select Return to the homepage and you will be redirected back to your eMACS portal homepage.

Montana Acquisition and Contracting (eMACS) Vendor Portal Home Page

After completing your registration, each time you log into the Montana Acquisition and Contracting System – eMACS you will be navigated to the home page.



Managing the Vendor Profile

You may edit the profile information at any time by clicking the **Save Changes** button after making edits on each page.

You may view an audit trail of changes by selecting the **View History** link.

Within your SciQuest Supplier Network Portal, you may manage basic information about your organization such as name, addresses, service areas, legal identification, diversity classifications and more. This is known as your Network Profile.

SciQuest Supplier Network Tasks

By registering for a Vendor Portal with eMACS, you have access to the SciQuest Supplier Network as well. By navigating to the SciQuest Supplier Network from your portal, you may edit user settings, enable notifications, and access other resource information. To navigate to the SciQuest Supplier Network, select your name from the top right banner in your portal, and select the option to Return to SciQuest Supplier Network. Refer to the Online Training and Support Page link on that page to learn more about the Network.

Online Training & Support Page

The Online Training & Support Page is available via hyperlink on the SciQuest Supplier Network home page. On the Online Training & Support Page, you have access to handbooks, short guides, and video snippets related to navigating and working in the SciQuest Supplier Network.

Adding New Users to the Account

1. Login to your account at www.vendorportalmt.gov
2. Click on the drop down arrow by your name/company name
3. Select “Return to SciQuest Supplier Network”
4. Select “Site Administration”, “Manage Users” and “Send New User Request”
5. Fill in the new user information, add a User Role and “Send User Request”
6. The requested user will receive an email to complete their registration

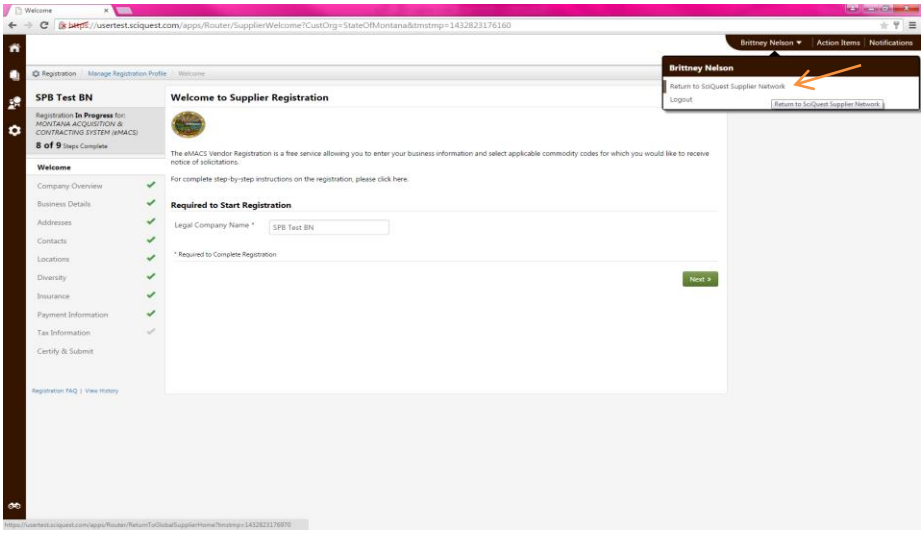
User Profile

Users with the appropriate permissions have the ability to access their own profile. The user profile is used to manage permissions that allow for display of different features in the Network and customer portals. Also in the User Profile, a user may select to enable Email Preferences or in-application Notifications regarding certain actions, such as a certificate expiration issue. For more information, access the Supplier Network Handbook **available on the Online Training & Support Page.**

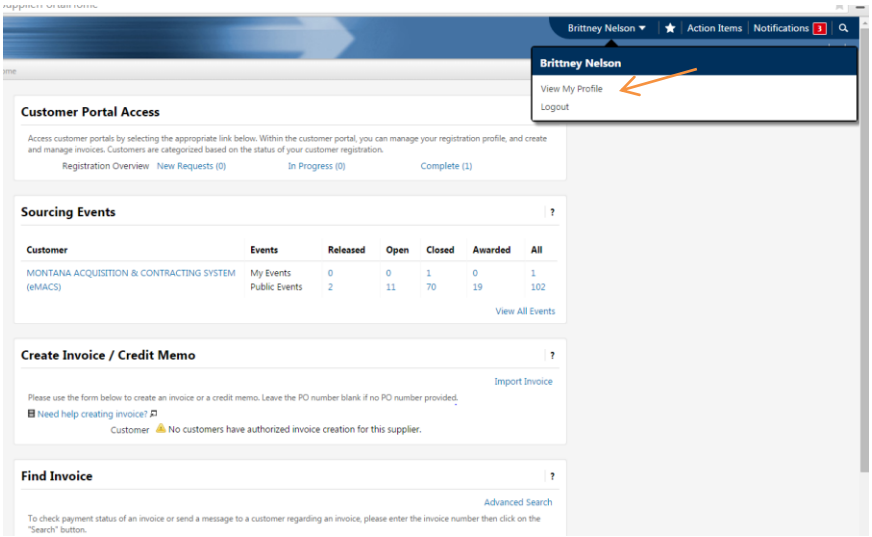
Time Zone Change

Any email communication you receive will automatically default to Eastern Time.

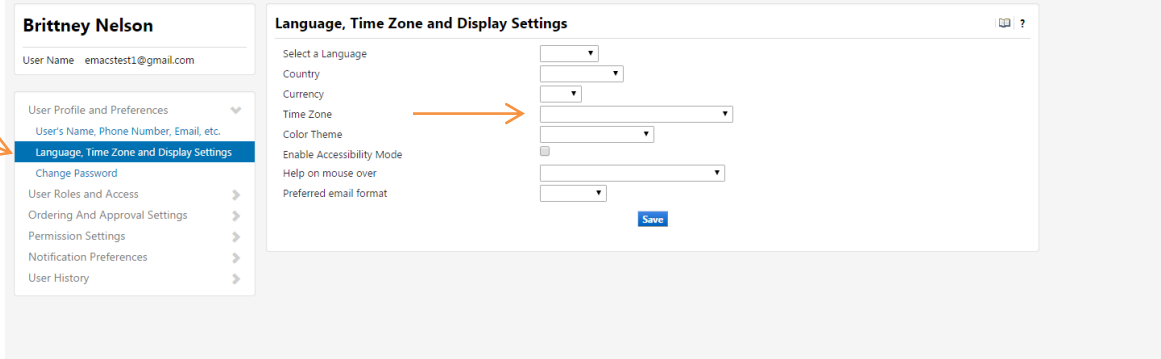
To change this feature, select the drop down arrow next to your company name and select Return to SciQuest Supplier Network.



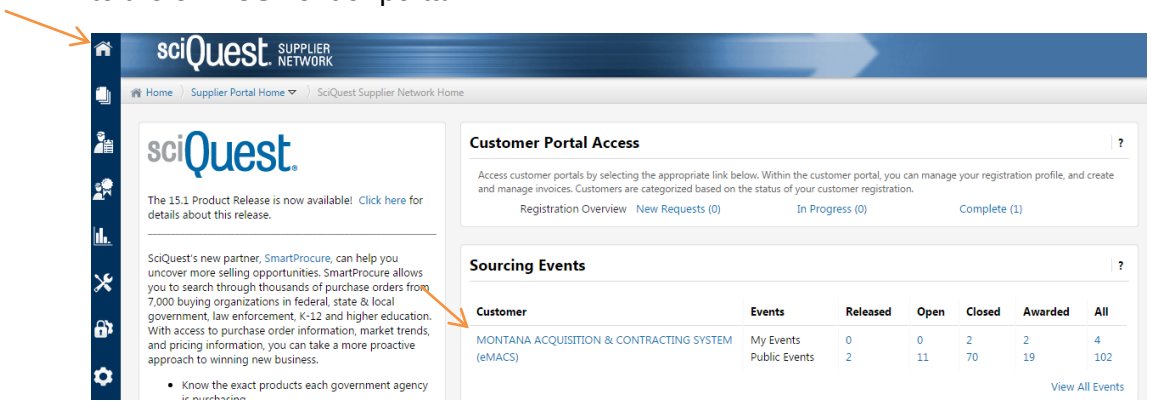
Once you are in the SciQuest Supplier Network, select the drop down next to your company name and select View My Profile.



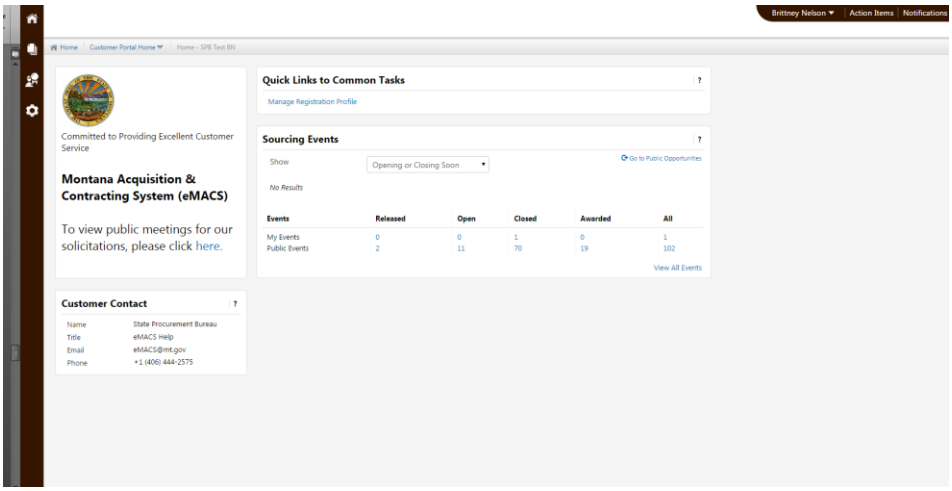
Select Language, Time Zone and Display Settings and select the appropriate time zone for your company. **Please note that all information posted in eMACS by the State of Montana will be listed in Mountain Standard Time.



After you have chosen your time zone, select the Home Screen tab and then select the **MONTANA ACQUISITION AND CONTRACTING SYSTEM (eMACS)** and you will be returned to the eMACS vendor portal.



Navigating your eMACS Vendor Portal Home Page



- **eMACS logo/identification**. You will see our logo and company colors, as well as a message to vendors in the top left.

- **eMACS Contact.** Please note the contact name, email address and phone number for the person to contact with questions about any of the information you see in our Vendor Portal.

  Side Navigation Bar. In the portal, you will see menu options depending on your relationship with us.

- **Home.** Selecting this icon from anywhere in the **eMACS** portal will bring you to the **eMACS** portal home page.
- **Orders and Documents.** Allows a user to view purchase orders, view invoices, and access export files specifically for this customer.
- **Site Configuration.** In this area you may navigate to your registration profile from anywhere in the portal.
- **Menu Search.** Use this feature if you are unsure of the location of a specific menu within the portal. This is a keyword search that returns a list of pages containing that keyword. You can click on the search results to navigate to the appropriate page.
  - **Quick Links to Common Tasks.** This area contains links to navigate to areas in the **eMACS** portal that you may need to visit frequently.
  - **User Logout** and **Notifications**. Select your name to Logout or navigate to the SciQuest Supplier Network. Select the Notifications dropdown to see notifications specific to **eMACS** (if you have enabled any notifications in your email preferences).

Company Profile Information

The profile is organized into different pages. Registration Profile information is organized as follows: **Company Overview**: This section contains basic identifying information such as legal and doing business as name, legal structure and tax identification number, as well as website address.

- **Legal Company Name** – The legal name under which your company does business. This field is required.
- **Doing Business As (DBA)** – If your company is known by some name other than the legal name, enter it here.
- **Country of Origin** – Enter your company's country of origin.
- **Dun & Bradstreet Number (DUNS)** – Enter your company's Dun & Bradstreet Number If available
- **Legal Structure** – Select the appropriate legal structure for your organization.
- **Tax ID Type** – This field only shows if you have selected **Individual/Sole Proprietorship** as the Legal Structure. Select if your tax identification number is a Federal ID or a Social Security Number. This is only required when registering in Profile 2.

- **Tax ID Number** – Enter the appropriate tax identification number for your organization. This value must be 9 digits. Please note that if you selected Social Security Number as the Tax ID Type, this value will be masked upon saving the page, and visible to users with the appropriate permission. This is only required when registering in Profile 2.
- **Are you exempt from backup withholding**? – Select Yes or No to indicate if your organization is exempt from backup withholding. This is only required when registering in Profile 2.
- **Website** – Enter the URL for your company's web page.
- **Additional Questions**
  - **Registered with Secretary of State Office** – If you select yes, you will need to enter your registration number.
  - **Construction Contractor** – If you select yes, you will need to enter your Contractor Registration Number.

- **Business Details**: This section contains information about when your business was established, number of employees, service area and types of products/services you provide.
  - **Commodity Codes** – Select a **Commodity code**. You may also select one or more **Commodity codes** as applicable. You may search by keyword and select all appropriate codes that apply to your organization.
    - **You must select at least one commodity code.**
    - **You may enter a keyword or code to search for the appropriate commodity codes**.
    - **You may remove codes by opening the search box and deselecting, or by selecting the trash icon next to the appropriate code**.
- **Addresses:** Here you can add multiple Fulfillment, Remittance, and Physical Addresses for your organization. A physical address is required to complete registration.
  - **Address Label –** Enter a label for the address. This name will display in the audit history log and to customers. This field is required to save the address, and can be edited at any time.
  - **Address Type –** Select the address type: Fulfillment Center, Physical, or Remittance. You may have multiple values for each type of address. This field is required to save the address, and cannot be changed once saved.
  - **Country –** Select from the dropdown list of countries.
  - **Address Lines 1-3** – Enter in the address on the appropriate lines.
  - **City –** The city for the address.
  - **State/Province –** Depending on the country selection, you may have a dropdown list of states/provinces available. Or, enter the appropriate value if none are provided.
  - **Postal Code –** The postal code for the address.
  - **Phone –** The main telephone number for this address, including country code, area code, phone number and extension if applicable.

- **Toll Free Phone** – Enter a toll free number for this address, if applicable.
- **Fax** – Enter the main fax number for this address.
- **Primary** – Displays Yes or No options. **Yes** is selected if the address is the primary address for the address type. **No** is selected if the address is not the primary for the address type.

- **Contacts**: Select to add contacts for the supplier organization. Contacts may be associated to an Address that exists in the Addresses section of the profile. **A fulfillment contact is required to complete registration.**
  - **Contact Label** – Enter a label for the contact. This label will display in the audit history log and to customers. This is different than the contact first name and last name, but can be that value if appropriate. This field is required to save the contact, and can be edited at any time.
  - **Contact Type** – Select the contact type: Catalog, Corporate, Customer Care, Fulfillment, PO Failure, Remittance, Sales, Technical and Other. You may have multiple values for each contact type. This value is required to save the address and cannot be changed once saved.
  - **First Name** – The contact's first name.
  - **Last Name** – The contact's last name.
  - **Title** – The contact's title.
  - **Email** – The contact's email address.
  - **Phone** – The contact's phone number, including country code, area code, phone number and extension if applicable.
  - **Toll Free Phone** – If the contact can be reached via a toll free number, enter the value, including an extension if applicable.
  - **Fax** – Enter the fax number for the contact.
  - **Primary** – Displays Yes or No options. **Yes** is selected if the contact is the primary contact of that type. **No** is selected if the contact is not the primary for the contact type.
  - **Associated Address** – Once the contact is saved, you may associate an address for the contact. Select the Manage Associated Addresses from the Edit button drop-down to see available addresses. You may associate one address with a contact.
- **Locations**: Locations are groups of addresses and contacts that are related to a specific location of your business. You may only have one location, but have several buildings (physical addresses) at the Location. Or you may have different locations throughout the US, and associate different addresses with each location. In this section you will add Locations for your organization, to which addresses and contacts can be associated. Location types include Headquarters, Fulfillment Center, and Other. Locations are only required when registration in Profile 2.
  - **Location Label** – Enter the Location Label. This value is displayed in the audit history log. This field is required to save the location and can be edited at any time.

- **Location Type** – Select from the available Location Types: Headquarters, Fulfillment Center, or Other. This field is required to save the location and can be edited at any time.
- **Primary** - Displays Yes or No options. **Yes** is selected if the location is the primary location of that type. **No** is selected if the location is not the primary for the location type.
- **Location Description** – Enter a description of the location, if appropriate, up to 700 characters.
- **How would you like to receive purchase orders for this location**? This option is available if your organization is not currently configured to transmit orders via cXML. Select the purchase order delivery method for this location. Please note that this does not determine the actual delivery of purchase orders for your organization. That is configured for each customer as part of the vendor enablement process These fields are for informational purposes only, and used by some customers to populate appropriate information in their external systems. When Email or Fax are selected, additional fields display:
  - **For Email selection** – enter and confirm Email Address for purchase order delivery
  - **For Fax selection** – enter the fax number for purchase order delivery.
- **Effective Date** – Enter the effective date for this location.
- **Assigned Addresses** – You may associate multiple addresses with the location. Select the **Edit** button, and select from the available active addresses. You may select one address from each address type. To remove an associated address from the Location, select the **Remove** icon.
- **Assigned Contacts** – You may associate multiple contacts with the location. Select the **Edit** button, and select from the available active contacts. You may select one contact from each contact type. To remove an associated contact from the Location, select the **Remove** icon.

- **Diversity Information:** Select the appropriate Diversity Classification(s) for your supplier organization. This is optional as the State of Montana does not have small business preferences.
  - **Does your business qualify as a Diverse Supplier?** Select **Yes** to proceed with selecting diversity classifications. Select **No** or **Decline to Answer** if appropriate. If there are any existing diversity classifications indicated, they will be removed upon your confirmation of **No** or **Decline to Answer** selections. If **Yes** is selected, the option to **Add Diversity Classification** will show.
  - **Add Diversity Classification –** To add a diversity classification, select Add Diversity Classification. Select the appropriate classification the list. Diversity classifications are added individually.
    - **Small Business Enterprise –** If you selected Small Business Enterprise and you are SBA SAM listed, you will need to enter your CAGE code.

- **Insurance Information:** Select to add Insurance information and attach documents. Insurance information is only gathered when registering for Profile 2 prior to entering into a contract. Insurance Information is not required at initial registration process..
    - **Insurance Type** - Select the type of insurance from the dropdown list. This field is required and cannot be changed once saved.
    - **Other Insurance Type** - If Other is selected as the Insurance Type, this field displays for you to enter another type of insurance. This field is required if Other is selected, but can be edited at any time.
    - **Policy Number** - Enter the policy number for this insurance record.
    - **Insurance Limit** - Select from the ranges for the Insurance limit: $500,000 or less; $500,001 to $1,000,000; $1,000,001 to $2,000,000; or More than $2,000,000. This value is required to save the insurance record and can be edited at any time.
    - **Expiration Date** - Select the expiration date for the insurance record/policy.
    - **Insurance Provider** - Enter the Insurance Provider company name.
    - **Agent** - Enter the agent for the Insurance record/policy.
    - **Insurance Provider Phone** - Enter the phone number for the insurance provider, including country code, area code, phone number and extension if applicable.
    - **Upload Certificate of Insurance** - You may upload a copy of the insurance document by selecting the edit icon. Enter a title for the file to upload, browse and select the file.
- **Payment Information:** In this section you may enter Accounts Payable information that includes type of payments and specific bank account information as applicable. This is only required when registering in Profile 2.
- **Select Add Payment Information and choose Direct Deposit (ACH) or Check**
    - **Payment Title** - Enter a title for the Payment Information record. This will be displayed in the audit history as well as to customers. This value is required to save the Payment Information entry, and may be edited at any time.
    - **Payment Type** - This was selected upon clicking the Add Payment Information button. Available values are Check or Automated Clearing House. This field is required to save the Payment Information entry, and cannot be edited once saved.
    - **Direct Deposit Format** – Select from ACH, CCD, CTX.
    - **Remittance Address** - Select from the active locations available in your profile. This field is available for all payment types.
    - **Electronic Remittance Email** - Enter the electronic remittance email. This field is available for all payment types, and is informational only.
    - **Currency** - Select the currency applicable to this accounts payable entry. This field is required to save the accounts payable entry.
    - **Active** - Select to make this accounts payable entry active. Only active entries are viewable by customers that have access to your accounts payable information.

- **Bank Account** - If you selected **Automated Clearing House** as the Payment Type, the following Bank Account information may be entered:
    - **Bank Name** - Enter the name of the bank for this accounts payable entry. This field is required.
    - **Account Holder's Name** - Enter the name of the account holder. This field is required.
    - **Account Type** - Select the Account Type: Checking or Savings. This field is required.
    - **Routing Number** - Enter the 9-digit Routing number for the account. This value is required.
    - **Account Number** - Enter the Account Number. Please note that once saved, the value will be masked. If you have the permission to view sensitive bank account information, you will see a link to view the unmasked value. This field is required.
    - **Confirm Account Number** - Re-enter the Account Number. As with the Account Number field, the value is masked upon save. This field is required.
    - **Country** - Select from the available countries. This field is required.
    - **Address Lines 1-3** - Enter the appropriate address information. Only Address Line 1 is required to save the entry.
    - **City** - Enter the City for the accounts payable entry. This field is required.
    - **State/Province** - Enter the state for the accounts payable entry. Depending on the country selection, you may have a dropdown list of options, or you may enter the appropriate value. This value is not required.
    - **Postal Code** - Enter the postal code for the accounts payable entry. This value is required.
- **Additional Questions** - If you selected ACH as Payment Method you will need to upload your ACH documentation.

- **Tax Information:** You must include tax information and attach a copy of your W9 tax form. Select **Add Tax Document** and choose the **W9** option. This is only required when registering in Profile 2.
    - **Tax Type –** W9 is automatically selected. This field is required and cannot be changed once saved.
    - **Tax Document Name –** Enter the name for the Tax Document. This value is required.
    - **Tax Document Year –** Select the appropriate tax document year.
- **Tax Documentation –** Upload the appropriate W-9. and certify tax document

Where to go for more help

If you need additional help, please contact the eMACS Help Desk at (406) 444-2575 or emacs@mt.gov.