Response Confirmation and Management

Once you have submitted your required all response documents, you will receive a confirmation in eMMA. You will be able to manage your response, including updating or deleting it, until the due date of the solicitation.

 Your response has been successfully submitted. Buyers have a Welcome to eMMA Training Environment. This is not Response Submitted on 12/27/2019 3:52:21 PM 	een notified.You can follow your response status in next step "Respo he Production Enviroment.	onse H
Remaining time : 6d 08h 07min 27s		
Acknowledgement	Vendor Bid / Proposal Documents	
Acknowledged on 12/26/2019 at 5:46 PM	Solicitation BPM2259 Response.docx	
Response Information		
Label		
Response # 1		
Alternate response Response to replace ()		
Description		
This is my description of my organization's amazing response document. It meets all the minimum qualifications and also delivers all of the requirements at a great price.		

Image of screen showing confirmation of submission of response.

Responding to a new Round

When a new round has been issued for a solicitation, that means an amendment, clarification, or other change to the solicitation has occurred.

You <u>MUST</u> acknowledge the receipt of the new Round. This will be a system message to you similar to the original Acknowledge Receipt for the solicitation.

em	Gener	al Info.	Sourcing	Contrac	ts			¢	O Victo	oria S. 🚿	 (New Vendor Te 	st Company for Train	ing 2019
< "D	☆ My S	Solicitat	tions								Search		Q
Welcor	ne to eMMA Training	g Environ	ment. This	is not th	e Production Enviroment.								×
Keywords		Round Sta	tus ×	•	My Response Status	Q. Search	Reset						
Filters Rou	nd Status : Open 🗙												
ID	Solicitation Title		Lot #	Round #	Commodity		My Respons	e Status		Status	Due / Close Date	Remaining time	Forum
BPM017124	Hoist and Trolly - Mite	hell Coate	s 🛈 1	2	• 2 - Dogs		•00 Wait	ing ackno	owledgment	Open	1/3/2020	7d 06h 15min 18s	:\$ 2

Image of My Solicitation list showing a solicitation with Round 2 listed.

Acknowledge a Round

When a new Round has been issued, you will see the Round # listed under your My Solicitations. Click on the **Solicitation Title** to open the solicitation and then acknowledge the solicitation exactly as you did originally.

To review acknowledging receipt, please navigate to that module in this training.

<u>IF you have already submitted your response</u>, you will need to review any changes that were made in the solicitation in the new round and made a decision on your next steps. You can decide to:

- 1. Keep your response exactly the same, or
- 2. Update your response to meet the new or changed solicitation, or
- 3. Decide to not respond to the solicitation.

Updating Your Response

To change or add a response to a solicitation, click on the **Prepare Response** button. (You have to acknowledge receipt here if you have not already.) Since you have already submitted a response, you will see the option to submit Response #2 (or more).

Choose one of the two radio buttons for whether it is an Alternate Response, or you wish to Replace existing response.

Click Validate & Submit and confirm as you did with the previous response.

Type in the description and add the documents as you did with the previous response.

enna	General Info. Sourcing Contracts				
< "D 🕁	page_not_activated				
i Solicitation Info Q & A Forum	Remaining time : 10d 02h 51min 48s - 🛕 Current resp	Save	Validate & Submit	Cancel Response	\equiv Other Actions \bullet
Prepare Response					
Pricing	Acknowledgement	Vendor Bid / Proposal Documents			
Response History	Acknowledged on 1/7/2020 at 11:06 AM				
Manage Response Team	Response Information				
	Label *				
	Response # 2				
	Alternate response Replace existing response Response to replace ①				
	Description				

Image of Prepare Response screen in eMMA with options to submit an alternate response of a replacement response.

<u>IF you have not submitted your response</u> at the time of the new round, you do not need to do anything differently, just submit your response!

Response History

The responses that you have submitted will be listed and are available to edit until the due date of the response.

To edit your response, click the **Label** for the response (each label is also underlined and in blue to suggest it is a link) to make the edits you wish and resubmit.

i Solicitation Info				B Save	Create a	new response	\equiv Other Actions $*$	
Q & A Forum Prepare Response	Forum Image: Source status Image: Source status							
Pricing	Remaining t	ime : 6d 07	7h 57min 59s					
Response History								
Manage Response Team	Label	Status	Submitted (your local time)	Questions Progress	Pricing Progress	Total		
	Response # 1	Submitted	12/27/2019 3:52:21 PM	0%	0%			
					1 Result(s)	\$		

Image of Response History screen in the solicitation.