Creating and Submitting a Solicitation Request Form (Requisition Form) in eMACS

NOTE: The **Sourcing Event Requester** permission is required for users to submit sourcing event requests.

- 1. Access the Solicitation Request Form. The form can be accessed in two ways in eMACS:
 - Navigate to Sourcing > Requests > Request Solicitation, or



> By accessing the Solicitation Request Form from the eMACS home page.

😭 Home	MONTANA.GOV	Bonny (Admin) McCab	e ▼ 🔺 🏴 🎝 🎝 📜 🗎 0.00 l	JSD Searc
📜 Shop	ing Shop > Shopping > Shopping Home ▼ > Shopping Home Screen			3
🗐 Documents	Shopping Home Screen Dashboard Actions 👻			
🗭 Contracts	Organization Message	Ø?	Quick Links	?
Accounts Payable	Procurement-related and eMACS training is provided by the State Procurement Bureau and eMACS More information regarding training opportunities can be found at the State Procurement Training web	Support Unit. osite.	View Favorites View Forms	
Part Vendors	IMPORTANT NOTICE FOR eMACS PRODUCT RELEASE 18.3		C eMACS Resources	
🙀 Sourcing	The 18.3 release will be promoted to the eMACS Test environment beginning Friday, October 19, 2018 Sunday, October 21, 2018.	8 through	SPB - Term contracts Public Bid Site	
I. Reporting	For more information on the 18.3 Product Release, visit the eMACS Resources website, http://emacs.mt	.gov/Product-		
Administer	Keleases.		Solicitation Request	?
🗢 Setup		→	Online Requisition Form Request Solicitation	

2. Enter a Sourcing Request Title. The Sourcing Request Template field auto-populates. Click Open Request Form.



3. Review the Instructions section. Updates to the form will be posted to this section.

Instructions	Request Actions 👻 History ?
Please complete the entire form.	
NOTE: After submitting this requisition and applicable documents, allow a minimum of 14 days for Purchasing Agent (PA) to be assigned to this project. The requisition must be complete and accompan to avoid delays. The assigned CO/PA will contact the agency contact person to move forward with the so	or a Contracts Officer (CO) or ied by the appropriate documents licitation process.
Scope of work and ITPR (if applicable) will be uploaded under Questions.	
Additional applicable documents may be uploaded to Attachments Section. Examples include but are not	limited to:
Offeror Qualifications Evaluation Criteria Draft Contract Maps/Drawings	
	< Previous Next >

4. In the Attachments section, add attachments by clicking on Add Attachment.

Attachments	Request Actions 👻 History ?
Please add your attachments below.	
Add Attachment	

Next, click Upload.

Add Attachment			
Attachment *	No File Attached Upload	-	
* Required		Save Changes	Close

Enter Title. Click Choose File to select file. Click Save Changes.

Upload		×
Title *	Bonny Testing Instructions Choose File 1504.docx Maximum upload file size: 25.0 MB	
★ Required	Save Changes	Close

Finally, click Save Changes. After all attachments have been added, at bottom of Attachments section, click Previous, Save Progress, or Next.

Add Attachment				
Attachment *	Bonny Testing Instructions			
* Required	Save Changes	Close		

- 5. Complete the Questions section. Questions with a * next to it require a response or form cannot be submitted. After completing the Questions section, click Previous, Save Progress, or Next.
- 6. In the Product and Service Line Items sections line items are added in the same way. Product Line Items section auto-populates with "Lump Sum" option to help complete the form.

Add a line item by clicking on Add Product or Service Line Item.

Product Line Items	
Add Product Line Item	

Service Line Items			
Please add your first Service Lir	ie Item.		
Add Service Line Item			

Complete, at a minimum, all required fields for each line item. Click Save Changes. After all line items have been added, click Previous, Save Progress, or Next.

	Add Service Line Item ×
Add Product Line Item	Name *
Name *	Description
Description	2500 characters remaining
	Service Start Date
2500 characters remaining	mm/dd/yyyy
Catalog Number	Service End Date
Quantity *	Quantity *
Unit of Measure	Unit of Measure
Commodity Code – Edit	Commodity Code – Edit
* Required Save Changes Close	* Required Save Changes Close

7. Vendors can be added in the Vendors section or added to the pertaining question in the Questions section. For assistance with vendors, contact the eMACS Support Unit, 444-2575 or emacs@mt.gov.

To add a vendor in the Vendors section, click on the Add Vendors to Form tab. Search for vendor by entering Vendor name and clicking Search.

/endors					Request Actions 👻 🖡
Form Vendors	Add Vendors to Form	-			
Search Registe	red Vendors				
Vendor	hastings		-		
Relationship	In Network	▼			
Vendor Contact					
Zip Code	Within	5 Miles 🔹			
Commodity Code	-	Edit			
					Clear Q.S
				- Dec	uious 🖉
				< Pre	evious

Review search results. If vendor is in search results, click Add to Form next to applicable contact name for that vendor.

Vendors Form Vendors Add Ven	dors to Form	Re	quest Actions 👻 History ?
Modify Search 1-7 of 7 Results			100 Per Page 🔻
Vendor Name	Doing Business As	Sales and Corporate Contacts	Action
Hastings 18.2		▲ No Sales or Corporate Contacts	
4 Hastings World	Hasties World	Frankie Smith bobbie@yahoo.com	Add to Form
		Tom Hastings(World) thastings@mt.gov	Add to Form
		Lenore Hardie Ihardie@mt.gov	Add to Form
		Tom Hastings thastings@mt.gov	Add to Form

Vendors added to the form can be viewed in the Form Vendors tab. Remove vendor by clicking on Remove. After all vendors have been added, click Previous or Next.

Vendors Form Vendors Add V	Vendors to Formula		Request Actions 👻 History ?
1 Form Vendors			
Vendor Name	Doing Business As	Sales and Corporate Contacts	Action
Hastings World	Hasties World	Frankie Smith bobbie@yahoo.com	Remove
★ Required			< Previous Next >

4. When the request form is completed, and all required fields have been answered, navigate to Review and Submit. Click Submit. A request form cannot be submitted until all wizard steps are complete.

👷 Sourcing 🗧 Requests 🗧 My S	Solicitation Re	quests 👽 📏 Questions - Page 1	
Back to My Solicitation Requi	ests		
test		Questions - Page 1	Request Actions 👻 History 🗎 ?
Form Number 130105 Purpose Solicitation F Status Incomplete	Request	On This Page Requisition Information (4) Reduction finding operand (2)	 Question Text Is Searchable ★ Response Is Required
Instructions Attachments		Replacing Usating Contract (1) Requisition Information (29) Shiipping/Billing Information (8)	
Questions		Requisition Information	
Product Line Items	*	Total Contract Value * Q	
Service Line Items Vendors Review and Submit	4	Requested Contract Start Date * Q 04/16/2018	

Once the request form has been submitted, it enters workflow, where appropriate review and approvals are obtained.

test		Form Approvals	5			
Form Number 130105 Purpose Solicitation Status Incomplete	Request	Show skipped steps				
Instructions		Orientation	Horizontal	~		
Attachments			Step 3	Step 4	Step 5	<i>e</i> .
Questions		Submitted	Future →	Future →		
Product Line Items	1	, ature	view approvers	view approvers	view approvers	, unsn
Service Line Items	1					
Vendors	1					
Review and Submit						

5. To view submitted requests, navigate to Sourcing > Requests > My Solicitation Requests or Submitted Requests.



Processing a Solicitation Request Form

Once the Solicitation Request Form has been submitted by the user, it will go through the workflow process. This process provides the necessary reviews and approvals required prior to the creation of a solicitation or contract. The screen shot below shows all available workflow steps for this form. Data entered in the form drives the workflow steps for approvals.

<u>NOTE</u>: This form will ALWAYS stop at the "Agency Procurement Contact" step listed below no matter what users submits the form.

First Internal Agency Review	Second Internal Agency Review	Agency Procurement Contact	Agency Director Approval	OBPP Approval	State Procurement Approval	Contracts Officer Assignment

An authorized approver will receive an email notification (as shown below) once the form has reached the workflow step associated with that approver. The name of the workflow step is shown. The approver clicks on the link within the email to access the form and approve it.

50	State of Montana eMACS <noreply@sciquest.com></noreply@sciquest.com>						
SU	Form Request Workflow for Test is Pending Approval						
i If there a	re problems with how this message is displayed, click here to view it in a web browser.						
	MONTANA.GOV OFFICIAL STATE WEBSITE						
	RE: Form Request Workflow for Test is Pending Approval						
	Dear (admin)Tom Hastings,						
Test has been submitted into Form Regest Workflow and is awaiting approval in the Folder: Administration - Procureme							
	Click here to view the request in your organization's site						
	Summary						
	Folder: Administration - Procurement Contact Approval Request name: Test						
	Thank You,						
	State Of Montana						
	eMACS Support Contact Information:						
	eMACS@mt.gov						

After clicking on the link and entering access information, the approver will arrive in the "My Approvals" section which will display any forms pending approval.

User can also navigate to Documents > Approvals > My Approvals.

Documents > Approvals > My Approvals > My Approvals - Form Request									
Group Results By: Folders									
	Total Results Fo	ound: 3				All Dates		Assign to M	rself 🗸 Go
	•				Sort by:	Submit date newest first	~		• ?
Filtered by	🖴 expand all 🛽	collaps	e all					Result	per folder: 20 🗸
Type: Form Request	🔺 🖴 Adminis	stration	- Procurement Contact Ap	proval [1 result]					
view Approvals For: (admin)Tom Hastings	Form Number	Name	Template Name	Requester	Assigned Approver	Request Date/Time		Folder Details	Action 🗌
	143197	Test	Sourcing Event Requisition	Hastings, (admin)Tom	Not Assigned	5/30/2018 6:54 AM	Folders	0 Days in folder [Administration - Procurement Contact Approval]	Approve

The approver will click on the form Name to access the form. The status of the form will now be "Under Review".

Requests > My Solicitation	Requests V > Instructions
< Back to My Approvals	
Test	Instructions Request Actions - History 🗈 ?
Form Number 143197 Purpose Solicitation Request Status Under Review	Please complete the entire form. NOTE: After submitting this requisition and applicable documents, allow a minimum of 14 days for a Contracts Officer (CO) or
Details 🗸	Purchasing dent (PA) to be assigned to this project. The requisition must be complete and accompanied by the appropriate documents to avoid delays. The assigned CO/PA will contact the agency contact person to move forward with the solicitation process.
Instructions	Scope of work and ITPR (if applicable) will be uploaded under Questions.
Attachments 🗸	Additional applicable documents may be uploaded to Attachments Section. Examples include but are not limited to:
Questions 🗸	Offeror Qualifications Evaluation Criteria
Product Line Items 🗸	Draft Contract Maps/Drawings
Service Line Items 🗸	
Vendors 🗸	
Review and Submit	
Form Approvals	< Previous Next >

The approver can access all sections of the form to review data entered for approval. If the form meets all requirements, the approver can "Approve/Complete" this form by selecting that option under "Request Actions" located in upper right-hand corner of screen.

	provuo	
Test		Instructions Request Actions - History D ?
Form Number Purpose	143197 Solicitation Request	Please complete the entire form. Assign to Myset
Status	Under Review	NOTE: After submitting this requisition and applicable documents, allow a minimum of 14 days for a Contracts oncer (00) or
Details	×	Purchasing Agent (PA) to be assigned to this project. The requisition must be complete and accompanied by the appropriate document to avoid delays. The assigned CO/PA will contact the agency contact person to move forward with the solicitation process.
Instructions		Scope of work and ITPR (if applicable) will be uploaded under Questions.
Attachments	×	Additional applicable documents may be uploaded to Attachments Section. Examples include but are not limited to:
Questions	×	Offeror Qualifications Evaluation Criteria
Product Line I	tems 🖌	Draft Contract Mans/Drawings
Service Line It	ems 🗸	
Vendors	×	
Review and St	ubmit	
Form Approva	als	
		- Provinger - Month -

If the approver must deny the form, the form can be sent back to the form creator with a reason why the form was denied. The approver must select the option "Assign to Myself" under "Request Actions" in the upper right-hand area of screen.

Test		Instructions Request Actions 🔻 History 🗎
Form Number 143197 Purpose Solicitation Status Under Revi	Request ew	Please complete the entire form. Approve/Complete Assign to Myself NOTE: After submitting this requisition and applicable documents, allow a minimum of 14 days for a Contracts variety or Development of the set
Details	×	to avoid delays. The assigned CO/PA will contact the agency contact person to move forward with the solicitation process.
Instructions		Scope of work and ITPR (if applicable) will be uploaded under Questions.
Attachments	1	Additional applicable documents may be uploaded to Attachments Section. Examples include but are not limited to:
Questions	*	Offeror Qualifications Evaluation Criteria
Product Line Items	× .	Draft Contract Maps/Drawings
Service Line Items	×	
Vendors	×	
Review and Submit		
Form Approvals		

With the screen refreshed, the approver now has new options for this form located under "Request Actions".

Below are the listed options and reasons for their use:

Note: Options noted with an * are not being used at this time.

- 1. <u>Approve/Complete</u>: approves the form and moves it to the next workflow step.
- 2. <u>Forward to</u>: allows the form to be sent to another approver for their approval.
- 3. <u>*Put Request on Hold</u>: puts a hold on the form and requires a future approval action.
- 4. <u>*Reject</u>: rejects the form. The form cannot be reinstated. The form creator will have to start a new form.
- 5. <u>Return to Requester</u>: sends the form back to the creator. The approver is given an option to enter a reason the form is being returned.
- 6. <u>Return to Shared Folder</u>: moves the form back to the shared folder and allows an additional approver in that folder to approve the form.



The "Return to Requester" option should be selected to send the form back to the creator. When selecting this option, a wizard window displays asking the approver to enter a note which will appear in an email notification to the form creator. After entering a return reason, click Return to Requester.

Return to Requ	lester	×
Returned to Hastings, (adn	nin)Tom	
Note*	~	
	1000 characters remaining	
* Required	Return to Requester	Cancel

Form creator receives an email notification (as shown below) stating the form has been returned to them and the reason for the return. The form creator can click on the link in the email to access the form, make corrections, and resubmit the form.

so	State of Montana eMACS <noreply@sciquest.com></noreply@sciquest.com>						
	Form Request Workflow for Test has been Returned						
If there	are problems with how this message is displayed, click here to view it in a web browser.						
	MONTANA.GOV OFFICIAL STATE WEBSITE						
	RE: New Form Request Returned for Test						
	Dear (admin)Tom Hastings,						
	Your request was returned by: Hastings, (admin)Tom						
	The reason for the return was: Please supply a more detailed scope of work						
	To modify this request, click the link below:						
	Click here to view the request in your organization's site						
	If you have any questions with regards to this request, please contact the assignee who returned the request or eMACS Support.						
	Thank You,						
	State Of Montana						
	eMACS Support Contact Information:						
	eMACS@mt.gov						



<u>Note:</u> The re-submitted form will start the workflow process with notifications going to each approver in the applicable workflow steps.

Final workflow steps are "State Procurement Approval" and "Contracts Officer Assignment". Listed below are explanations for these workflow steps:

- <u>State Procurement Approval</u>: This workflow step allows approvers within the State Procurement Bureau (SPB) to review and approve the form. SPB approvers can return the form to the creator or approve the form prior to assigning it to a Contracts Officer (CO) in SPB.
- 2. <u>Contracts Officer Assignment</u>: This workflow step allows SPB approvers to assign the form to a Contracts Officer who will create a solicitation.

Once this form reaches the Contracts Officer Assignment step in the workflow, an SPB approver receives an email notification as shown below. The SPB approver can do a final review, then assign the form to a Contracts Officer.

SO	State of Montana eMACS < noreply@sciquest.com>
	ronn nequest monther for rescis renang Approval
If there a	ire problems with how this message is displayed, click here to view it in a web browser.
	MONTANA.GOV OFFICIAL STATE WEBSITE
	RE: Form Request Workflow for Test is Pending Approval
	Name of the second s
	Dear (admin)Tom Hastings,
	Test has been submitted into Form Regest Workflow and is awaiting approval in the Folder: SPB CO Final Review - Solicitation Reguest.
	Click here to view the request in your organization's site
	Summary
	Folder: SPB CO Final Review - Solicitation Request
	Request name: Test
	Thank You,
	State Of Montana
	eMACS Support Contact Information:
	eMACS@mt.gov

After accessing the form from the email notification, the approver now can assign this form to a Contracts Officer.

1. Navigate to "Request Actions" in upper right-hand corner. Select Assign to Myself.

-		
< Back to My Ap Test	oprovals	Instructions Request Actions - History 🗈 ?
Form Number Purpose Status	143197 Solicitation Request Under Review	Please complete the entire form. NOTE: After submitting this requisition and applicable documents, allow a minimum of 14 days for a Contracts other (100) or
Details	*	Purchasing Agent (PA) to be assigned to this project . The requisition must be complete and accompanied by the appropriate documents to avoid delays. The assigned CO/PA will contact the agency contact person to move forward with the solicitation process.

2. The screen refreshes and new options appear in this same section. The approver will select Forward to. A User Search wizard appears that can be used to find the Contracts Officer for assignment.

< Back to My Approvals						
Test	Instructions	equest Actions 👻 History	• ?			
Form Number 143197 Purpose Solicitation Reques Status Under Review	Please complete the entire form.	Approve/Complete Forward to	or			
Details	Purchasing Agent (PA) to be assigned to this project. The requisition must be complete and accompanied by to avoid delays. The assigned CO/PA will contact the agency contact person to move forward with the solicitati	Put Request on Hold Reject	nents			
Instructions	Scope of work and ITPR (if applicable) will be uploaded under Questions.	Return to Shared Folder				
Attachments 👻	Additional applicable documents may be uploaded to Attachments Section. Examples include but are not limited	to:				

Sourcing > F	equests > My Solicitation	Requests	tions					
Test	provais	Instructions	<i>ể</i> User Search -	Internet Explorer			- 🗆	×
Form Number Purpose	143197 Solicitation Request	Please comple	left https://userte	st. sciquest.com /apps/Route	er/Generi	cUserSearch?Tmstmp=	15276916315	5045: 🕯
Status	Under Review	NOTE: Afte	User Search					₽ ?
Details	×	to avoid delay	Last Name 💿	1				
Instructions		Scope of work	First Name 💿					
Attachments		Additional ap Offeroi	User Name 🔞					
Product Line	items 🗸	Evalua Draft C	Email Θ					
Service Line I	ems 🗸	Maps/I	Business Unit 😣	Business Unit Name	٩			
Vendors			Department 💿		~			
Review and S	ubmit		Role 💿		~			
Form Approv	als		Results Per Page	10	~			
			Search					

3. After entering search criteria, the approver can select the appropriate user name from the search results.

👷 Sourcing > Request	s 🗦 My Solicitation R	equests 🗢 🗦 Instruct	ions				
< Back to My Approval	s						
Test		Instructions	😂 User Search - Int	ernet Explorer		- 1	⊐ ×
Form Number 1431 Purpose Solici Status Unde	97 itation Request er Review	Please comple NOTE: Afte	https://usertest.s	ciquest.com/apps/Rc	outer/GenericUserSea	rch?returnFunction=a	cceptForw.
Details	*	Purchasing A to avoid delay	Name	User Name 🗠	Email 🗠	Phone	Action
Instructions		Scope of work	Hastings, (admin)Tom	thastings@mt.gov	thastings@mt.gov	+1 406-444-0338.	[select]
Attachments	× .	Additional ap					techest.
Questions	*	Offeror Evaluat	Hastings, Tom	cm0549	thastings@mt.gov	+1 400-444-03386	Iselecti
Product Line Items	4	Draft C Maps/I					

4. An option to enter a note appears, however, this information only appears in the history of the form. Click Forward to.



5. Listed below is the email notification the Contracts Officer receives. The form is accessed by clicking on the link supplied.

SO i) If there	State of Montana eMACS <noreply@sciquest.com></noreply@sciquest.com>
	MONTANA.GOV OFFICIAL STATE WEBSITE TEST REFORM Request Workflow for Test is Pending Approval Dear Tom Hastings, Test has been submitted into Form Reqest Workflow and is awaiting approval in the Folder: My Form Request Approvals. Click here to view the request in your organization's site!
	Summary Folder: My Form Request Approvals Request name: Test Thank You, State Of Montana eMACS Support Contact Information: eMACS@mt.gov

6. After the Contracts Officer accesses the form, a final review should be done on this form for acceptance.

The CO will approve the form by navigating to Request Actions in upper right corner and clicking on Approve/Complete.

Back to My Ap	provals		
Test		Instructions	tequest Actions 👻 History
Form Number Purpose Status	143197 Solicitation Request Under Review	Please complete the entire form. NOTE: A flar submitting this requisition and applicable documents allow a minimum of 14 days for a Contra	Approve/Complete Forward to
Details	~	Furchasing Agent (PA) to be assigned to this project. The requisition must be complete and accompanied by the to avoid delays. The assigned CO/PA will contact the agency contact person to move forward with the solicitation provided to the solicitation of the solic	Reject Return to Shared Folder
Instructions		Scope of work and ITPR (if applicable) will be uploaded under Questions.	
Attachments	×	Additional applicable documents may be uploaded to Attachments Section. Examples include but are not limited to:	
Questions		Offeror Qualifications Evaluation Criteria	
Product Line I	tems 🗸	Draft Contract Mane/Deputings	
Service Line It	ems 🗸	mapo Diawingo	
Vendors	×		
Review and Su	ıbmit		
Form Approva	ls		
		< Pre	Next >

7. After the screen refreshes, the final step is to create the solicitation. Under Request Actions, the CO will select Create Solicitation.

Sourcing > Requests > My Solicitation Requests マ > Instructions								
Back to My Approva	: Back to My Approvals							
Test		Instructions Request Actions - History ?						
Form Number 143 Purpose Soli	197 citation Request	Please complete the entire form.						
Status App	oroved	NOTE: After submitting this requisition and applicable documents, allow a minimum of 14 days for a Contracts Officer (CO) or						
Details		Purchasing Agent (PA) to be assigned to this project . The requisition must be complete and accompanied by the appropriate documents to avoid delays. The assigned CO/PA will contact the agency contact person to move forward with the solicitation process.						
Instructions		Scope of work and ITPR (if applicable) will be uploaded under Questions.						
Attachments	×	Additional applicable documents may be uploaded to Attachments Section. Examples include but are not limited to:						
Questions	×	Offeror Qualifications Evaluation Criteria						
Product Line Items	 ✓ 	Draft Contract						
Service Line Items	×	Mapo Diamingo						
Vendors	× .							
Review and Submi	t							
Form Approvals								
		✓ Previous Next >						

8. A Create Solicitation wizard appears which will be completed by the Contracts Officer.

Create Solicita	ation	×	Create Solicita	ation	×
About the Solicitation	(Step 1 of 2)	?	About the Solicitation	(Step 2 of 2)	?
Work Group *	TEST PROJECT ×	<	Event Type * 🚱	Invitation For Bid × Q	
Items	 All Marked for Sourcing Let Me Pick 		Create from Template	SPB Standard IFB Template × Q	
Vendors	All Let Me Pick				
* Required		Next >	* Required	< Previous Create Solid	citation

9. The form is now in Completed status. It contains a link to the Solicitation Event. The solicitation event created from the form contains a link back to the form.

and Sourcing > Requests > My Solicitation Requests マ > Instructions							
< Back to My Approvals	Back to My Approvals						
Test	Instructions History ?						
Form Number 143197 Purpose Solicitation Request Status Completed Were Associated Socientation Details 🗸	Please complete the entire form. NOTE: After submitting this requisition and applicable documents, allow a minimum of 14 days for a Contracts Officer (CO) or Purchasing Agent (PA) to be assigned to this project. The requisition must be complete and accompanied by the appropriate documents to avoid delays. The assigned CO/PA will contact the agency contact person to move forward with the solicitation process. Scope of work and ITPR (if applicable) will be uploaded under Questions.						
Instructions	Additional applicable documents may be uploaded to Attachments Section. Examples include but are not limited to:						
Attachments 🗸	Offeror Qualifications						
Questions 🗸	Evaluation Criteria Draft Contract						
Product Line Items 🖌	Maps/Drawings						
Service Line Items 🛛 🗸							
Vendors 🗸							
Review and Submit							
Form Approvals	C Previous Next >						

Searching Solicitation Request Form

Users have the ability to search for the Solicitation Request Form after the form has been submitted. This process can be done in the following ways:

- 1. Navigate to Sourcing > Requests > My Solicitation Requests: Displays only the user's requests.
- Navigate to Sourcing > Requests > Submitted Requests: Shows all submitted requests with View access only.

2 M	Sourcing	Sourcing	
dı.	Reporting	Solicitations Reports Requests	Requests Request Solicitation My Solicitation Requests Submitted Requests

My Solicitation Requests option can be displayed by choosing one or all filtering options.

Sourcing > Requests > My Solicitation Reque	🕅 Sourcing 〉 Requests 🔌 My Solicitation Requests 🗢						
My Solicitation Requests ?							
 Filter Solicitation Requests 							
Request Status * Approve Incomple Rejected Returnec Under Re Complet	d ete J sview ed						
Solicitation Request Name	Template 🗠	Requested By $\ \ \ \ \ \ \ \ \ \ \ \ \ $	Request Status	Status Last Updated $\ riangle$	Created		
test	Sourcing Event Requisition	Tom Hastings	Incomplete	2/21/2018 11:24 AM	2/21/2018 11:24 AM	Actions 🔻	

Submitted Requests option will show all submitted requests in View access only with some filtering options.

Citer Solicitation Requests	_					
Request Status * App	proved npleted					10 Per Page
Solicitation Request Name	Template 🗠	Requested By 🗠	Request Status 🗠	Status Last Updated 🗠	Created 🗠	
Testing Case#00547041 (3)	Testing for Case#00547041	Caroline Medlin	Approved	2/19/2018 2:25 PM	2/19/2018 2:24 PM	Actions 👻
IFB for Truck	Sourcing Event Requisition	Montana User	Approved	1/14/2018 3:08 PM	1/14/2018 2:43 PM	Actions 👻

3. Navigate to Documents > Document Search > Search Documents.

1	Documents	Documents	
	Contracts Accounts Payable	Document Search Approvals	Document Search Search Documents View Saved Searches Download Export Files

The Advanced Search screen appears. The user can select the "Form Request" option in the search field and enter any other applicable data to search for a particular form.

MONTANA.GOV		-			Tom Hastings
Documents > Document Search > Search Documents > Document Search					
	Search Form Requests	~	_		simple search
	Form Identification				
	Form Number				
	Form Name				
	Form Purpose		\sim		
	Form Status	Approved	Rejected	Under Review	
	5	Incomplete	Returned	Completed	ο
	Form Type				
	Form Reywords				
	Form Information				
	Form Requestor				م
	Date	Create Date	✓ All Di	ates	\sim
	Workflow				
	Current Workflow Step				م
	Status Flags				
	With Errors				
	Go to: sin	nple search my requ	isitions my purcha	se orders my forms	
				~ ~ >	earch