



Do you want to participate as a vendor in the Rural Health Transformation Program (RHTP)?

Competitive, public bids will happen through the State of Montana's electronic procurement system, eMACS.

Are you registered in eMACS?

If you are already registered in eMACS, it is important not to create another account or to have multiple registrations. They will need to be handled by our vendor's customer support. See below.

If you are already registered, you might want to review the commodity codes you have selected. See below.

Do you need to register in eMACS?

If so, go to [our vendor portal](#). You will be asked to make a basic registration that adds vendors to the vendor list. You will receive notifications of State bidding opportunities and will be able to respond to these opportunities online. This is called Profile 1.

Here is a [step-by-step guide for registering in eMACS](#).

When you are registering, you will be asked to select commodity codes. [Watch this video that explains how commodity codes work](#).

You can also review this [list of commodity codes](#).

Only if you are awarded a contract, you will be **invited via email** to go back in and create a second profile with financial information, called Profile 2. This level of registration requires vendors to provide additional information such as payment and tax information, and insurance information. The State of Montana utilizes DocuSign for signatures on contracts and related documents.

Watch this [video about Profile 2](#) if you are awarded a contract.

Here is a resource about [common issues in Profile 2](#).

Do you have multiple registrations in eMACS?

If your company or organization is already registered in eMACS, or if your email is already associated with an account in eMACS, the system will not let you proceed. You will need to merge your accounts or have some of them deleted.

Contact JAGGAER at JAGGAER Customer Support: **1-800-233-1121**

1. Call 1-800-233-1121
2. Select option 1 for English
3. Select option 1 again for Supplier (Vendor)
4. Select option 2 for Supplier Support at sciquest.com (URL)

As soon as you get a representative, explain to them that you are a State of Montana supplier having issues with the vendor portal.

Did you forget your eMACS password?

Contact JAGGAER at JAGGAER Customer Support: **1-800-233-1121**

5. Call 1-800-233-1121
6. Select option 1 for English
7. Select option 1 again for Supplier (Vendor)
8. Select option 2 for Supplier Support at sciquest.com (URL)

As soon as you get a representative, explain to them that you are a State of Montana supplier having issues with the vendor portal.

Did you find an event to respond to?

If you found an event to respond to, follow [this step-by-step guide to responding to events](#). At this point in the process, all questions about the event will be asked on the Q and A board inside of eMACS, and responded to publicly by the Contract Officer in charge of the event, who will consult the event's evaluation committee.

