

# Interested Vendor Check List

Vendors are encouraged to review resources & follow this checklist below regarding the Rural Health Transformational Program. Competitive, public bids will happen through the State of Montana's electronic procurement system, eMACS.

## Know What Resources Are Available To You

- APEX Accelerator is a free resource that assists Montana vendors with understanding the steps required to submit successful bids. Visit [mtappex.org](http://mtappex.org) to schedule a meeting or view helpful info.
- State Procurement Services Division (SPSD) contains resources & information for vendors on their website, including Youtube videos: [spsd.mt.gov/Vendor-Resources](http://spsd.mt.gov/Vendor-Resources)
- Watch the DPHHS website for information & initiatives regarding the Rural Health Transformation Program (RHTP)  
<https://dphhs.mt.gov/RuralHealthTransformationProgram/>



## Vendor Registration

- Not sure if you a registered vendor in eMACS?** Email [emacs@mt.gov](mailto:emacs@mt.gov) to avoid a duplicate registration that can result in delays.
- Already registered?** Review your selected commodity codes to avoid missing out on when Solicitation Events open. See step below to review **Commodity Code** info
- Ready to **register for the first time**? Go to [our vendor portal](#) to create a basic vendor profile. 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](#).



## Next Steps After Registration

- 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.
- 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](#).



# Troubleshooting Vendor Registration

Review common issues and steps for correction below

- Our company has **multiple vendor registrations** and/or a **change in employees** has led to the **inability to log in to the our profile**.

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](http://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.

- I know that my company has a vendor profile in eMACS but **cannot remember my log in information or password**.

If your organization is already registered in eMACS and you cannot remember who it is registered under, you can email [eMACS@mt.gov](mailto:eMACS@mt.gov) to review the contacts.

However, if your company is registered but you cannot remember the **password**, you will need to reach out to JAGGAER through the steps above.

- Our company is having issues in our Profile 2, which we were invited to complete after winning a contract.**

Please review this resource about [common issues in Profile 2](#).