Montana Acquisition & Contracting System (eMACS)

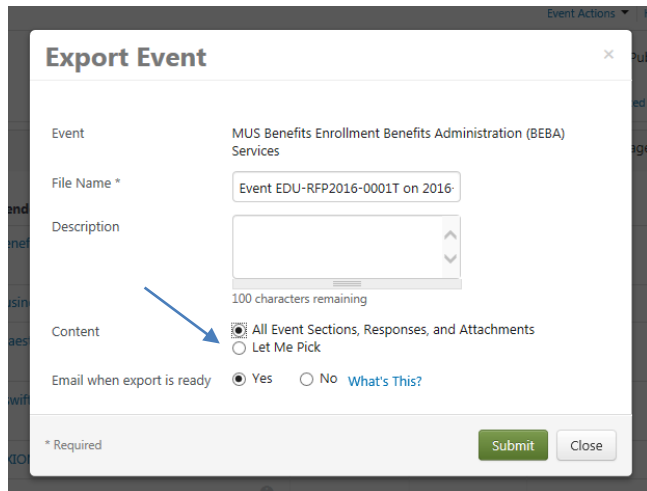# Exporting Vendor Responses

OVERVIEW

Users with access to view an event have the ability to export event information into a PDF file. The user can select to export all or only parts of the event. Any user with access to view or edit an event will see the option to **Export Event as PDF**. The Event information is exported into a zipped file format, with individual folders and files.

The information provided below will cover exporting vendor responses.

If you have questions or for more information, contact the eMACS Support Unit, emacs@mt.gov.

EXPORTING VENDOR RESPONSES

1. To export vendor responses for an event, select **Export Event as PDF.** This option is available:
   - From Event search results, the **Manage Events** dropdown box to the right of the event, and
   - When viewing an event, in the **Event Actions** dropdown box.

2. When selecting to **Export Event as PDF**, an overlay displays. In the Content section select **Let Me Pick**.


3. In the Responses and Attachments section, select **Vendor Responses** and **Vendor Attachments**. Click on Submit.
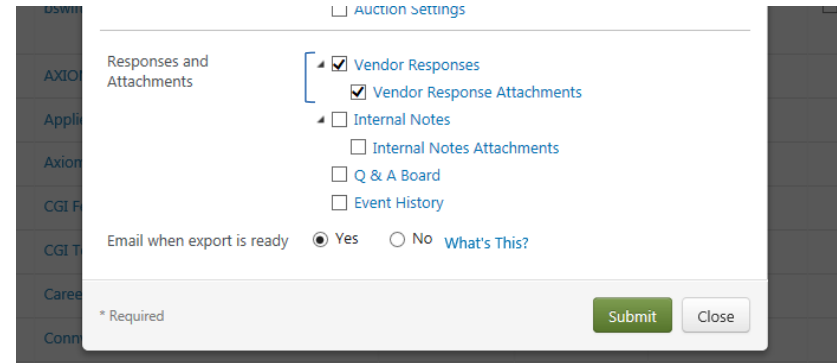
4. Once the user has submitted the export, a confirmation displays with a link to navigate to the Solicitation Exports page. Click on **Go to Page: Download Export Files**.
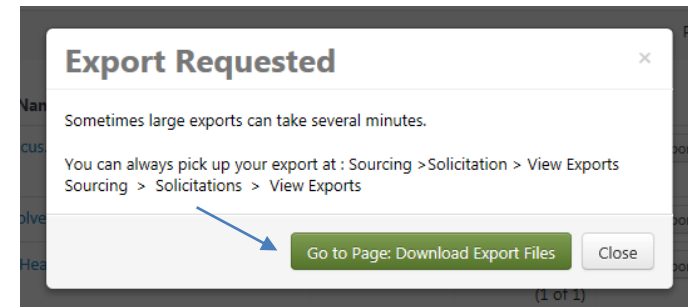
5. At the Solicitation Exports page, click **Refresh this Page** until the exported event appears. Click on the event File Name. Open or Save the file.

6. When the event has downloaded, click on the SupplierResponses folder.
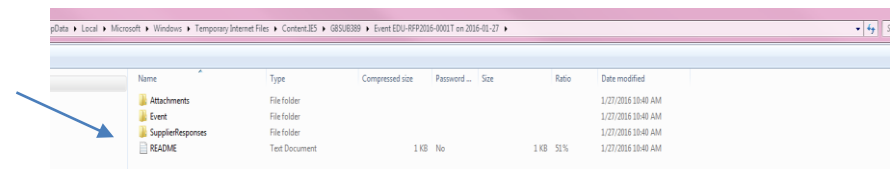
7. There will be a folder for each of the Vendor Responses. Click on a folder and then on SupplierAttachments (click this twice).