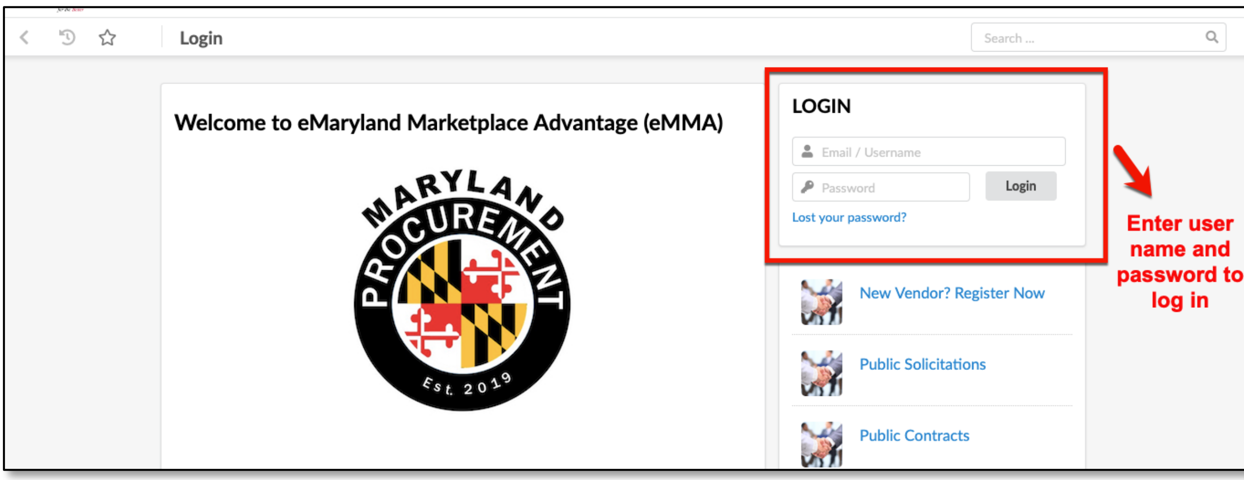
Managing Vendor Profile
eMMA Quick Reference Guide

OVERVIEW

This Quick Reference Guide (QRG) is designed to help you understand how to update and manage your vendor profile once registered.

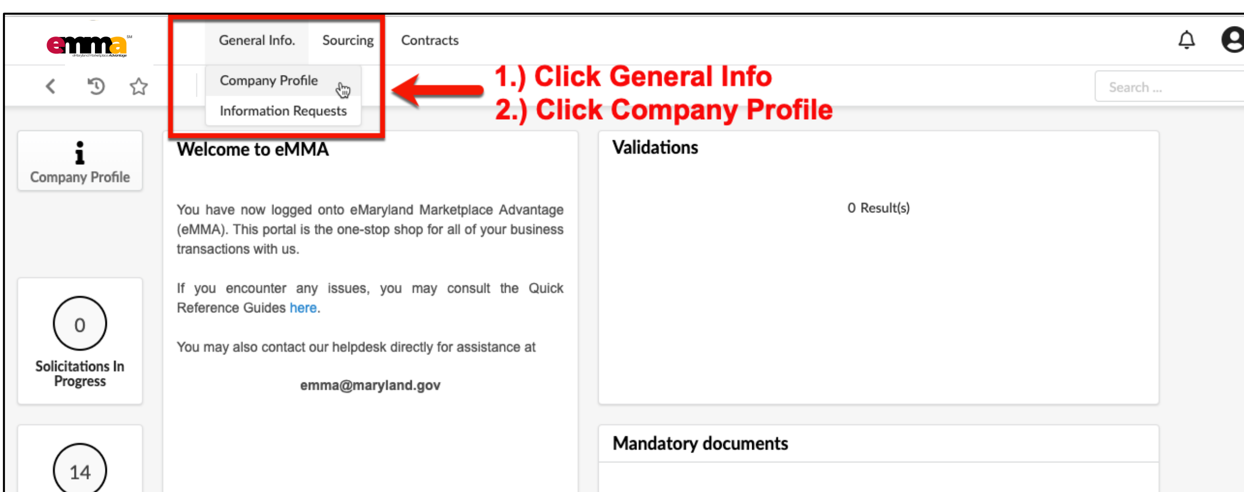
Logging in – eMMA Homepage

1. Login using the email and password populated from the Registration page.



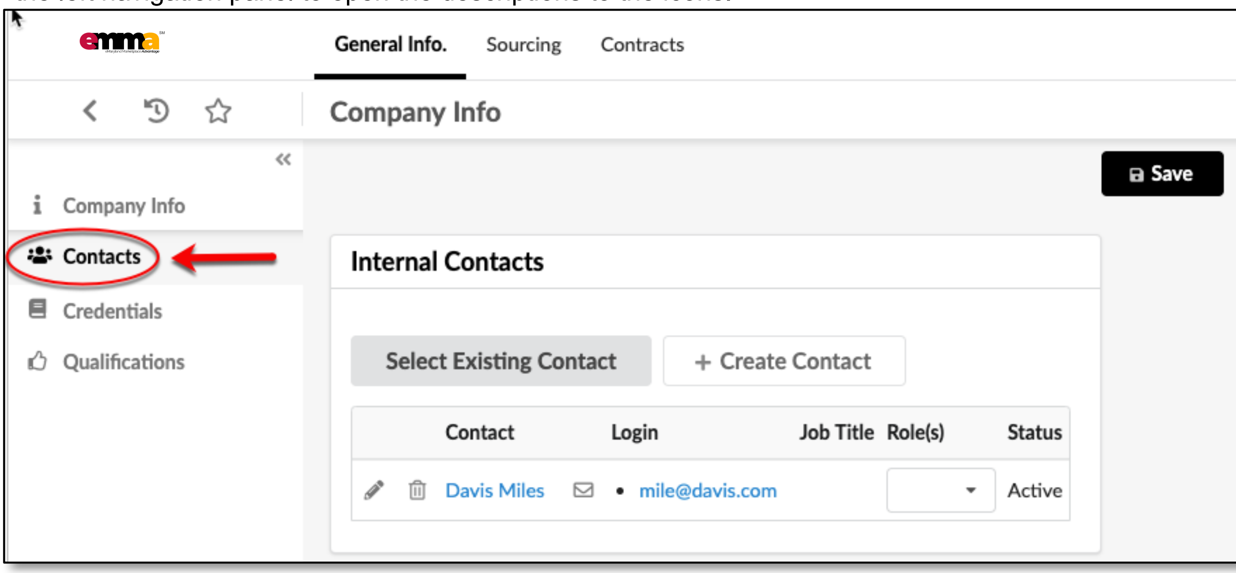
Navigating your Company Profile – eMMA Homepage

2. Click "General Info" on the top ribbon; then "Company Profile".

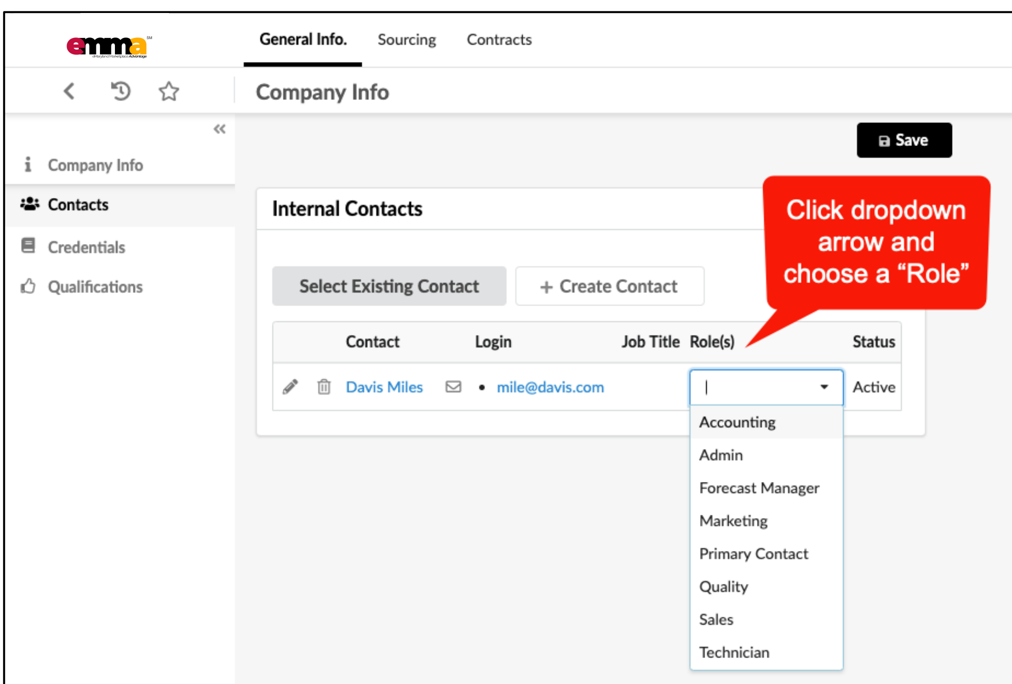


Updating Roles

1. Navigate to the “Contacts” tab in the left navigation panel - if you cannot find it, click the ">>" at the top of the left navigation panel to open the descriptions to the icons.

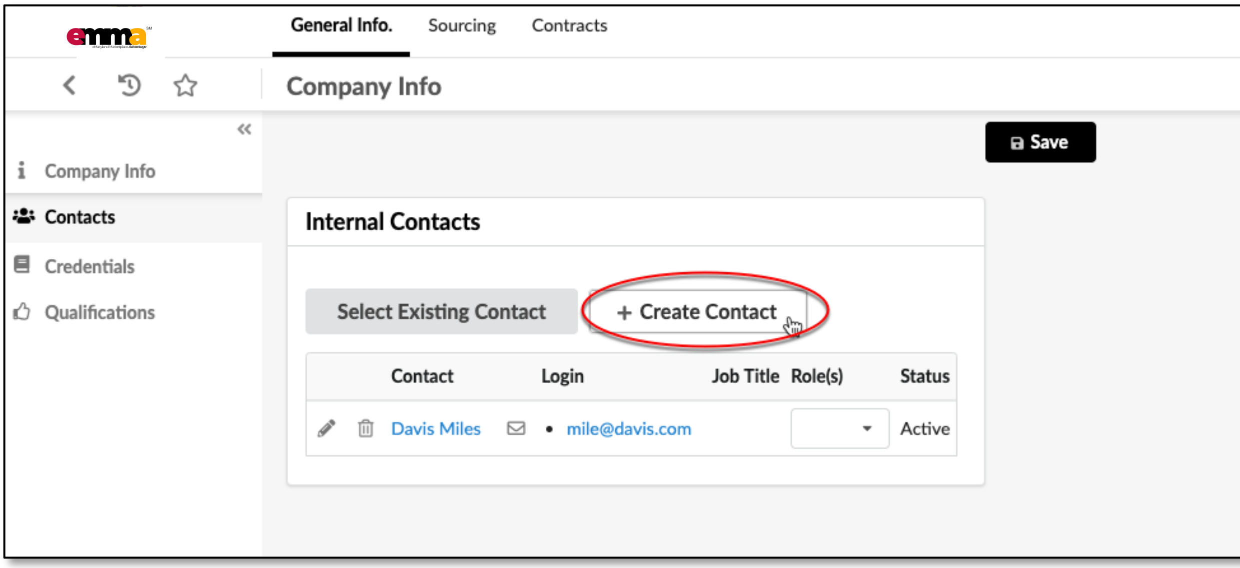


2. Update your Roles - NOTE: Each vendor must have one contact with a "Primary Role”.



Adding Additional Contacts

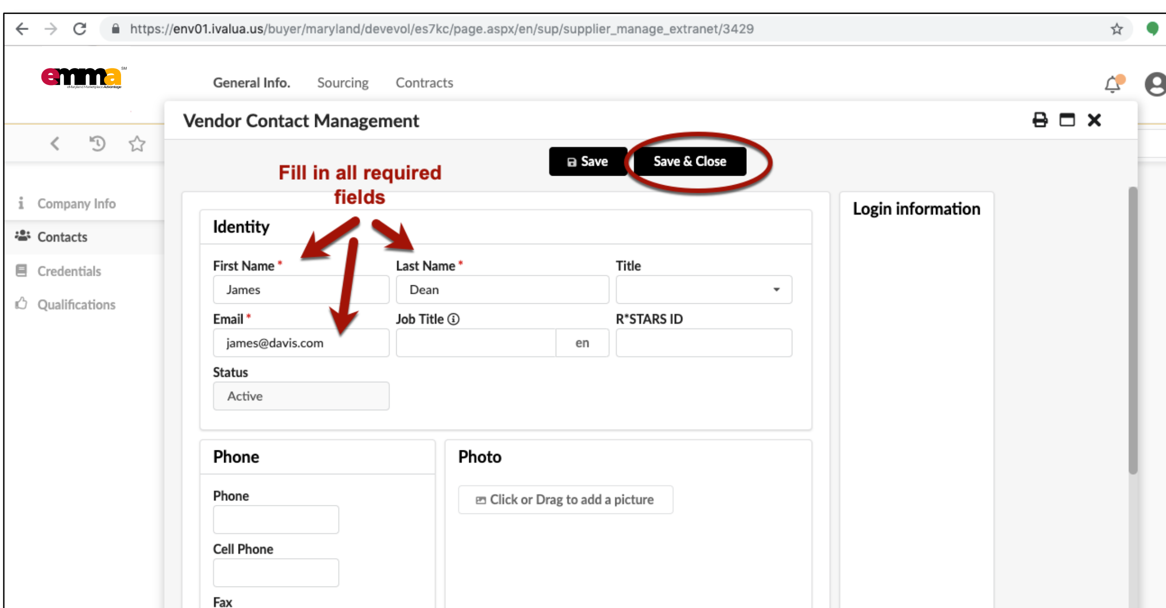
1. Click “Create Contact” to add Contacts from your company.



2. Click “Create Contact” to add Contacts from your company.

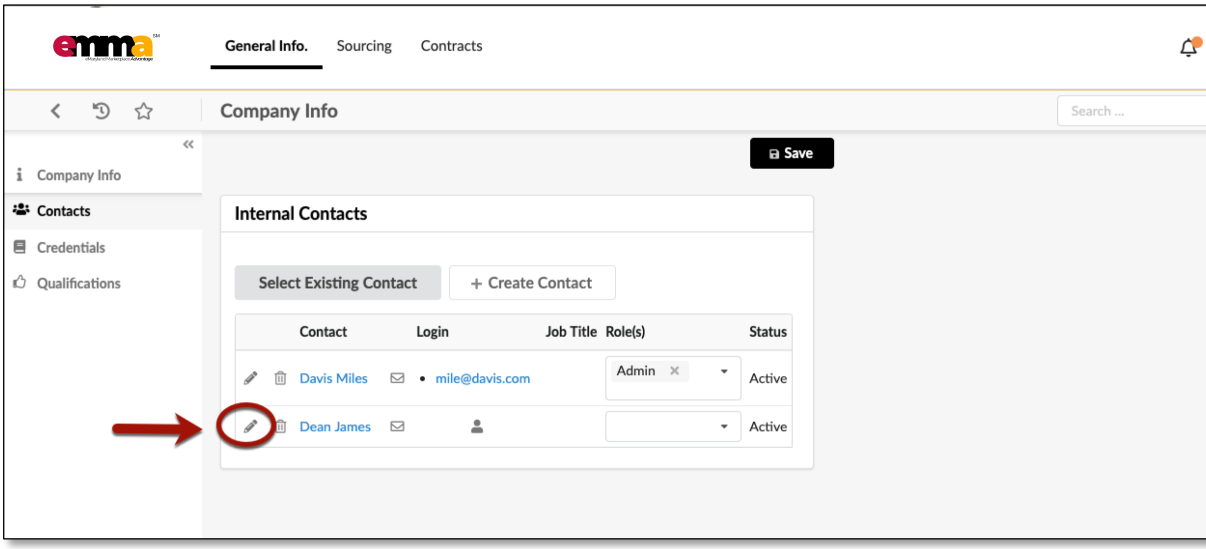
3. Fill in at least all of the required fields designated with a (*).

4. Click “Save & Close”.

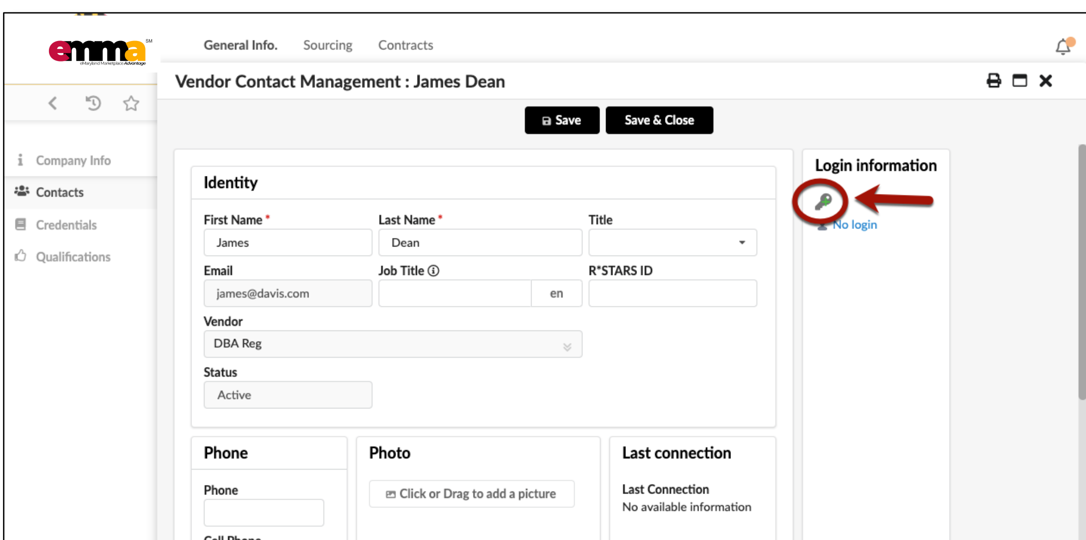


Assigning Vendor Contact as a User

1. Click the pencil next to the appropriate user name.

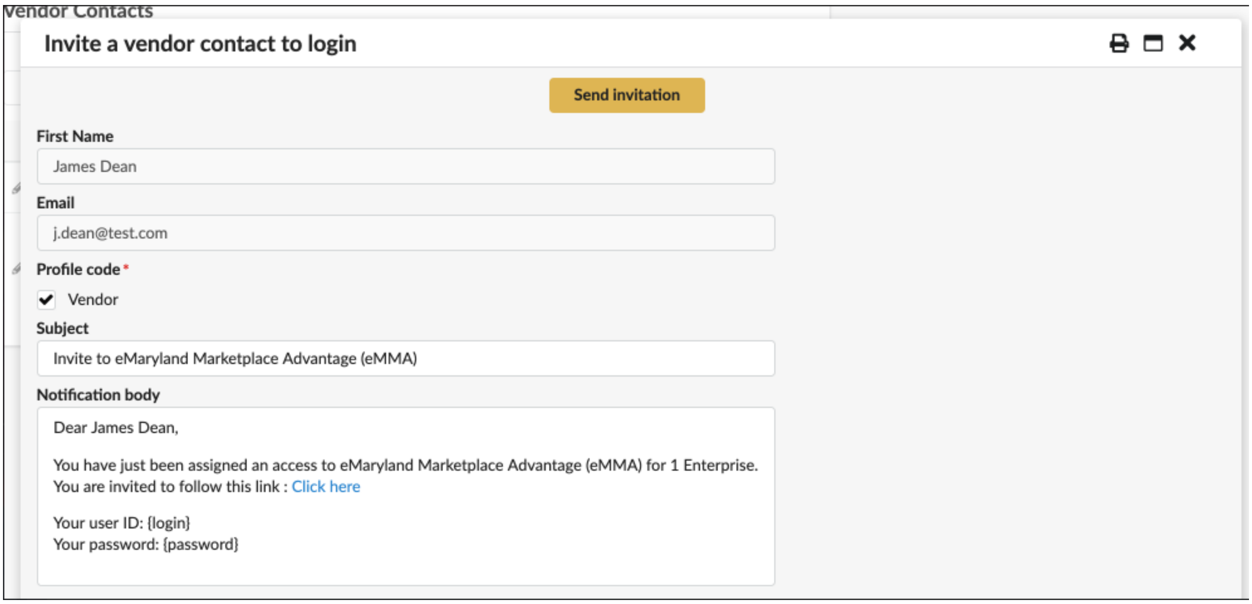


2. Click the Key button on the right hand side.



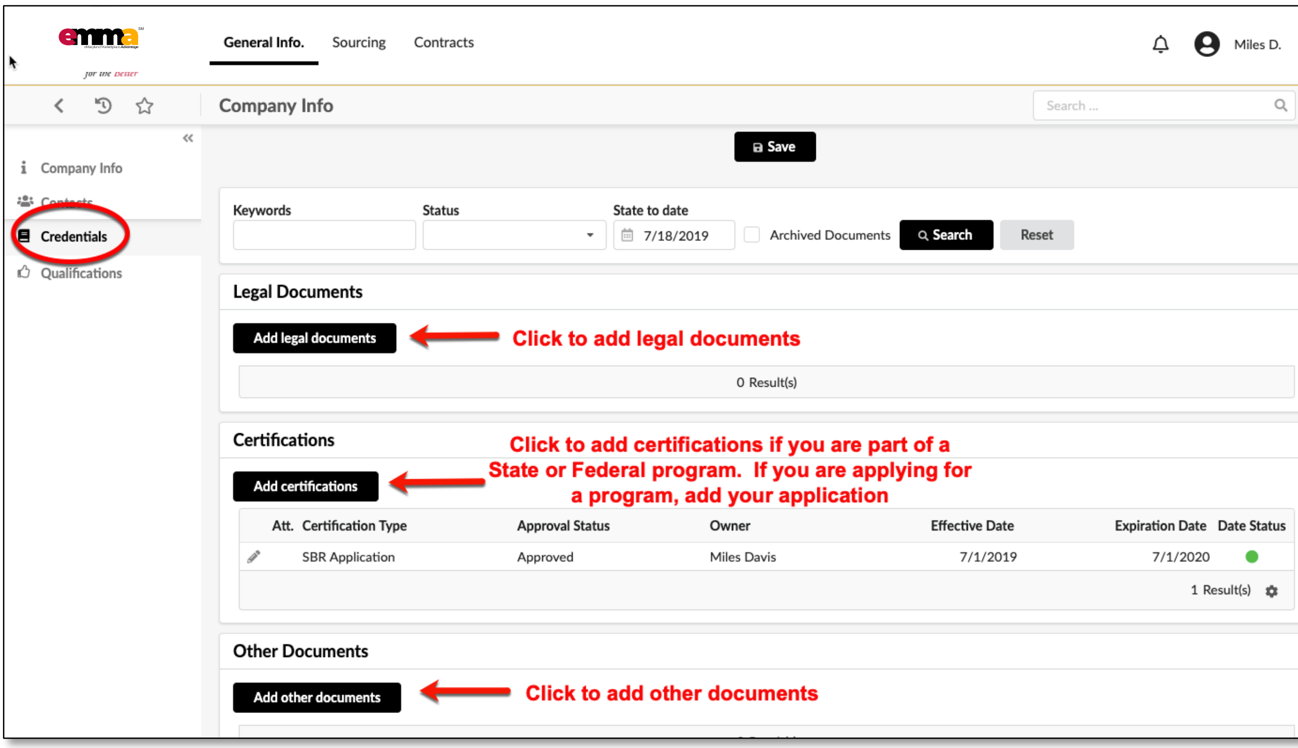
Assigning Vendor Contact as a User

3. Make sure that the “Vendor” box is checked under Profile Code (this should happen automatically).
4. Click Send Invitation to invite the vendor contact to log in.

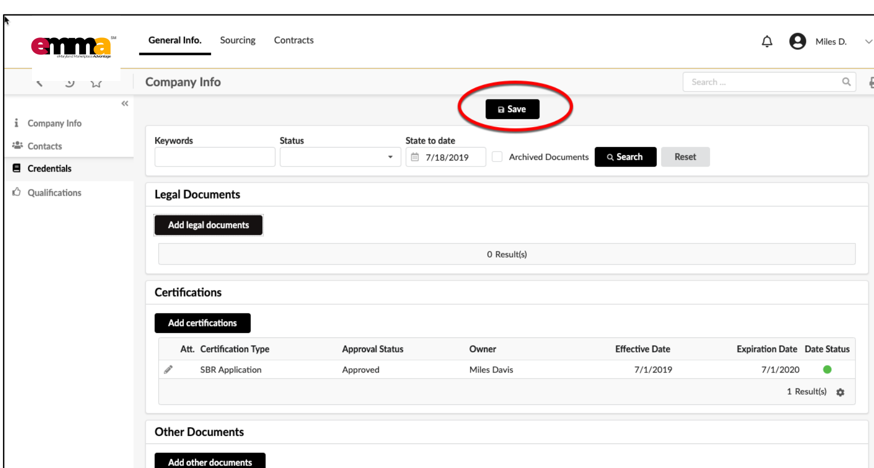


Adding Credentials

1. Click “Credentials” tab.
2. Add any legal documents.
3. Add certifications or applications for State or Federal programs.
4. Add any other relevant documents.

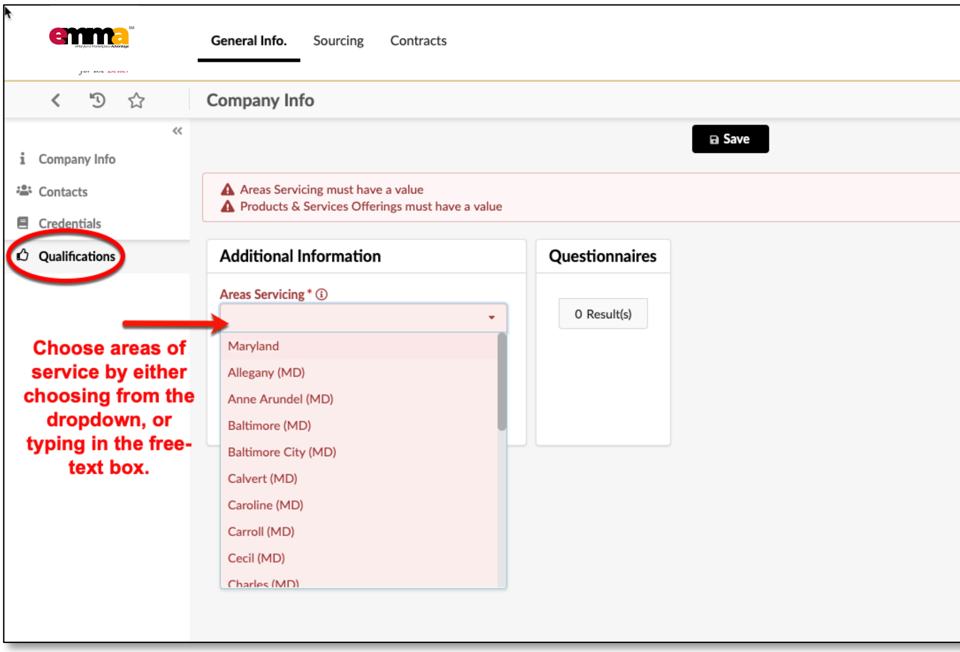


1. Click Save



Adding Product and Service Categories

1. Click “Qualifications” to add areas of service and UNSPSC codes/commodities.
2. Choose ”areas of service”.



3. Choose your Product and Service Categories, or UNSPSC codes.