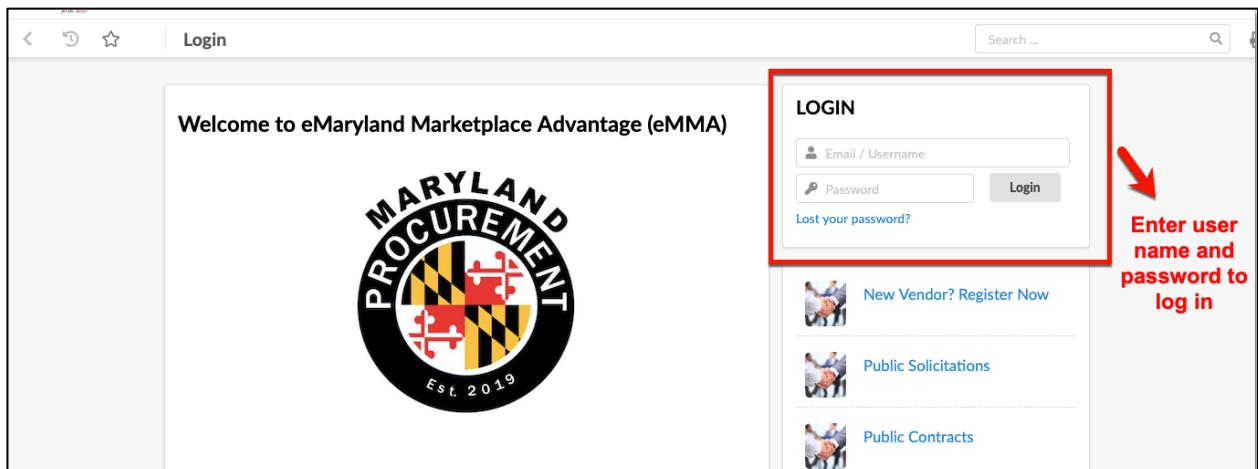


OVERVIEW

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

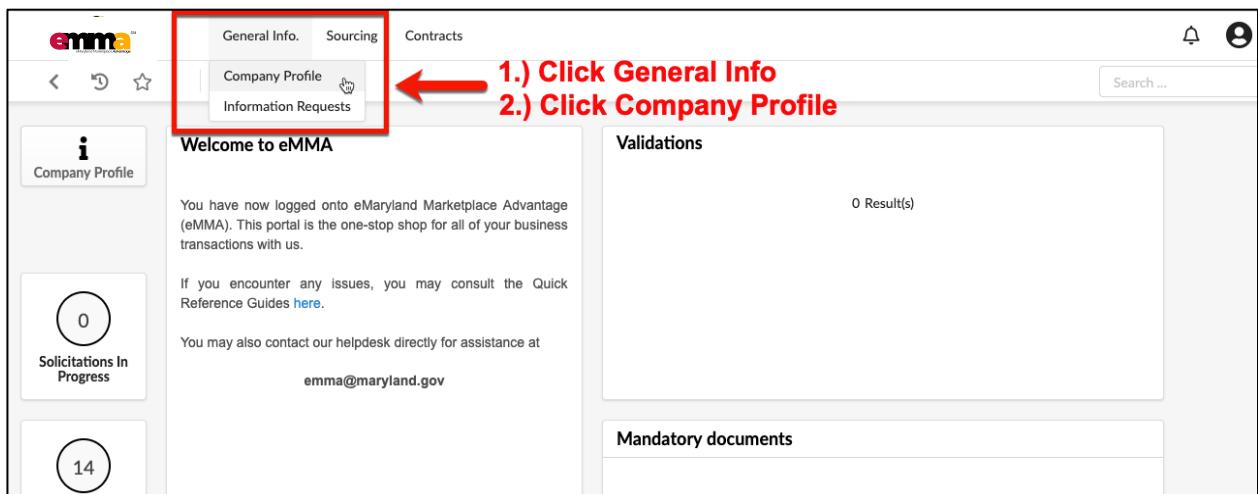
Logging in – eMMA Homepage

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



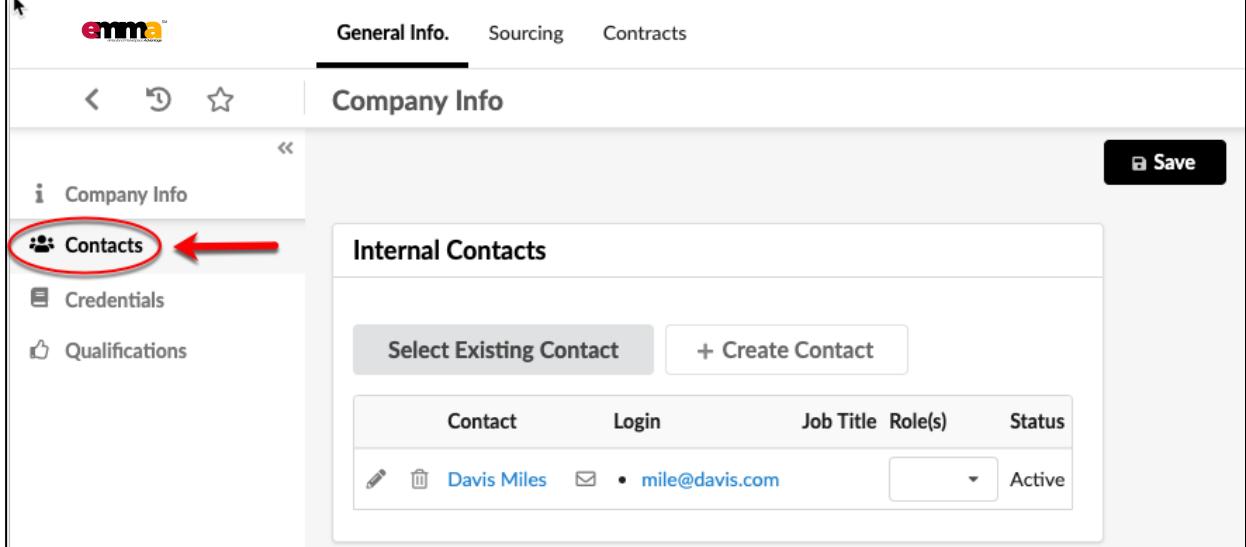
Navigating your Company Profile – eMMA Homepage

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



Updating Roles

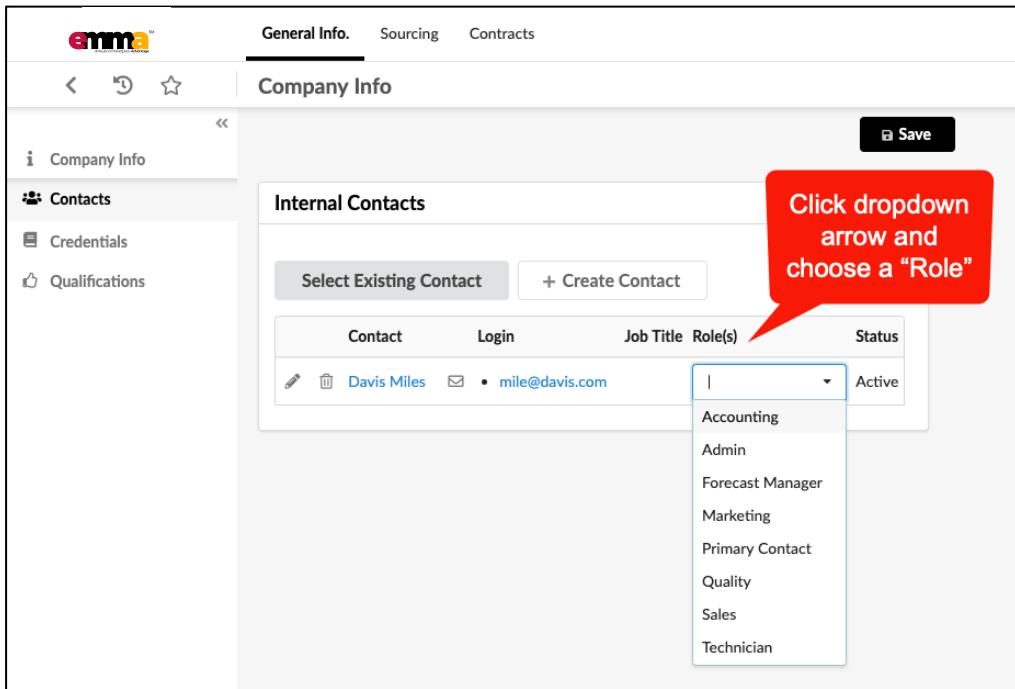
1. Navigate to the “Contacts” tab in the left navigation panel - if you cannot find it, click the ">>" at the top of the left navigation panel to open the descriptions to the icons.



The screenshot shows the 'Company Info' page of the eMMA vendor profile. The left sidebar has a 'Contacts' icon with a red circle and arrow pointing to it. The main content area is titled 'Internal Contacts' and shows a table with one row for 'Davis Miles'. A red arrow points to the 'Role(s)' column in the table.

Contact	Login	Job Title	Role(s)	Status
Davis Miles	mile@davis.com			Active

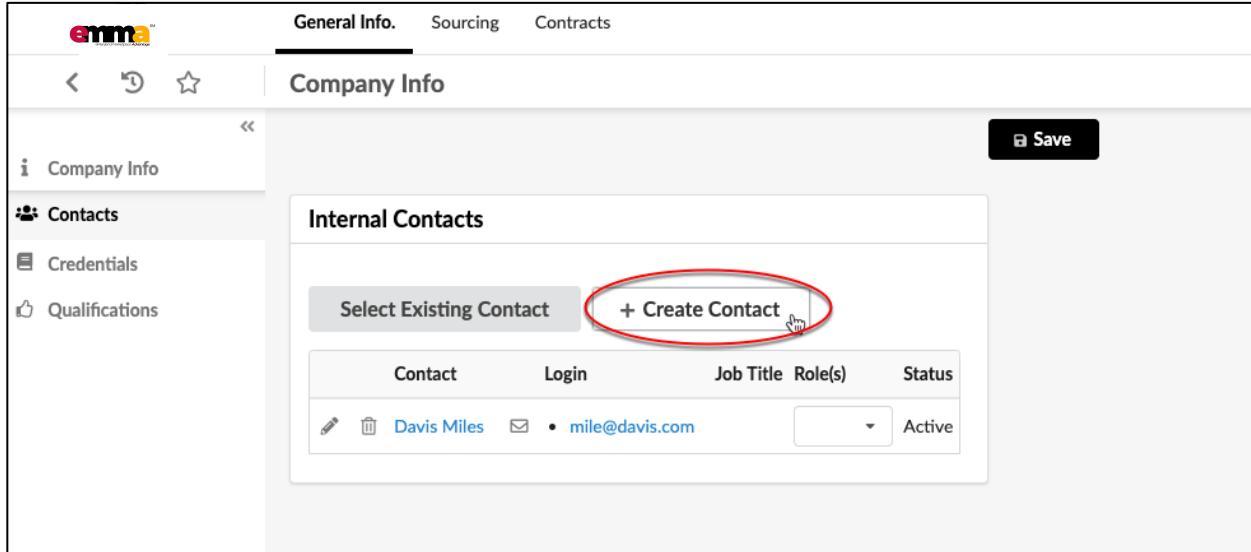
2. Update your Roles - NOTE: Each vendor must have one contact with a "Primary Role".



The screenshot shows the same 'Internal Contacts' page as above, but with a red callout bubble pointing to the 'Role(s)' dropdown menu. The menu is open and lists several roles: Accounting, Admin, Forecast Manager, Marketing, Primary Contact, Quality, Sales, and Technician.

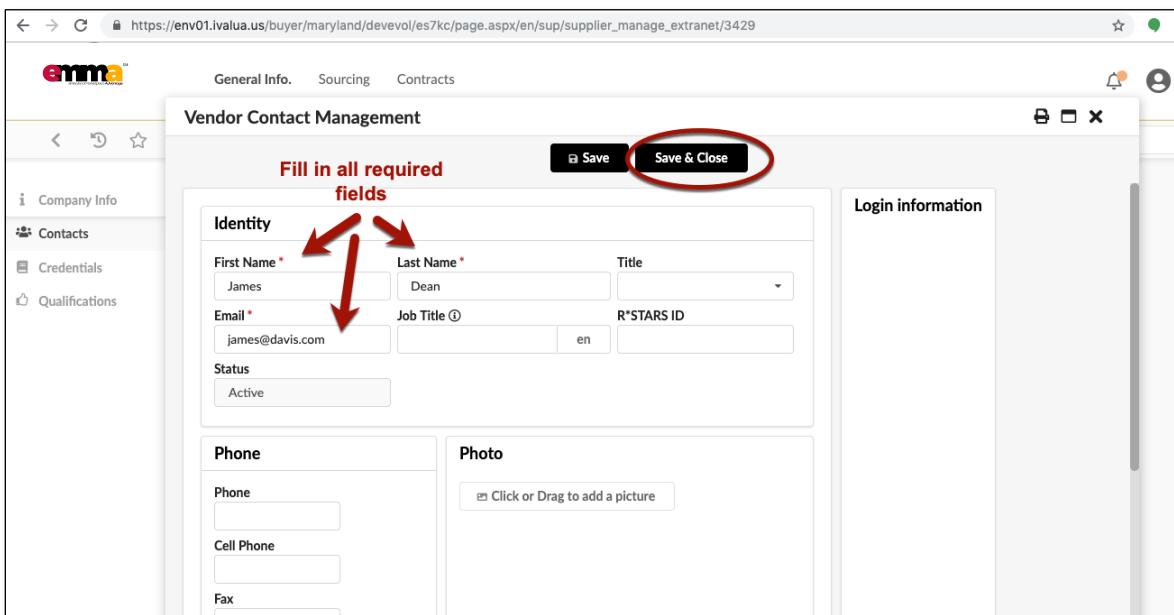
Adding Additional Contacts

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



The screenshot shows the 'Company Info' section of the eMMA interface. On the left, there is a sidebar with 'Company Info', 'Contacts' (which is selected and highlighted in blue), 'Credentials', and 'Qualifications'. The main content area is titled 'Internal Contacts'. It contains a sub-header 'Select Existing Contact' and a button '+ Create Contact' which is circled in red. Below these are tabs for 'Contact', 'Login', 'Job Title', 'Role(s)', and 'Status'. Under the 'Contact' tab, there is a table with one row showing 'Davis Miles' with an email address 'mile@davis.com' and a status 'Active'.

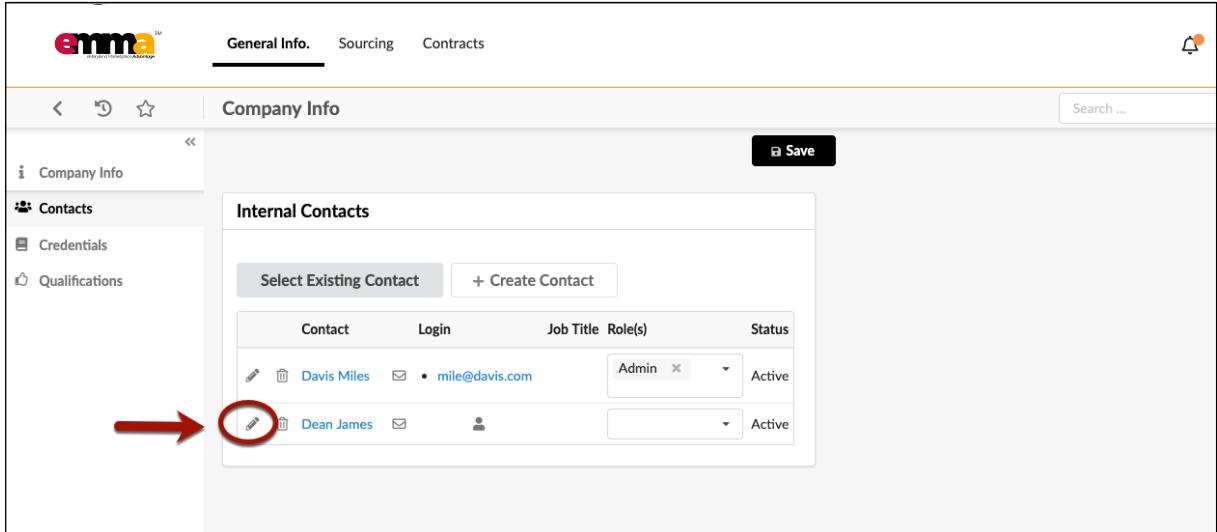
2. Click “Create Contact” to add Contacts from your company.
3. Fill in at least all of the required fields designated with a (*).
4. Click “Save & Close”.



The screenshot shows the 'Vendor Contact Management' page. On the left, there is a sidebar with 'Company Info', 'Contacts' (selected), 'Credentials', and 'Qualifications'. The main content area is titled 'Vendor Contact Management'. It features a 'Fill in all required fields' overlay on the 'Identity' section. The 'Identity' section includes fields for 'First Name*' (with 'James' entered), 'Last Name*' (with 'Dean' entered), 'Email*' (with 'james@davis.com' entered), 'Job Title' (with 'en' entered), and 'Title' (with 'R*STARS ID' entered). Below this is a 'Phone' section with fields for 'Phone', 'Cell Phone', and 'Fax'. To the right is a 'Photo' section with a placeholder 'Click or Drag to add a picture'. On the far right, there is a 'Login information' section. At the top right of the main form, there are 'Save' and 'Save & Close' buttons, with 'Save & Close' circled in red. Red arrows point from the text 'Fill in all required fields' to the 'First Name*' and 'Last Name*' fields.

Assigning Vendor Contact as a User

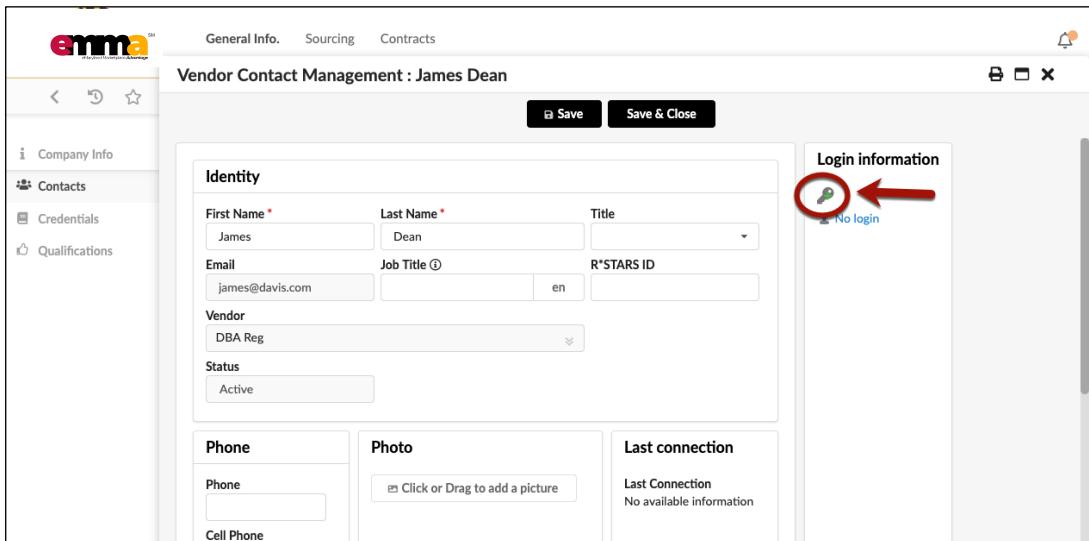
1. Click the pencil next to the appropriate user name.



The screenshot shows the 'Internal Contacts' section of the eMMA interface. A red arrow points to the edit icon (pencil) next to the user 'Dean James' in the list. The list includes columns for Contact, Login, Job Title, Role(s), and Status. The 'Admin' role is selected for 'Davis Miles' and 'Active' for both users.

Contact	Login	Job Title	Role(s)	Status
Davis Miles	• mile@davis.com		Admin	Active
Dean James				Active

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



The screenshot shows the 'Vendor Contact Management' page for 'James Dean'. A red arrow points to the 'Key' icon in the 'Login information' section, which is currently set to 'No login'.

Vendor Contact Management : James Dean

First Name *	Last Name *	Title
James	Dean	
Email	Job Title	R*STARS ID
james@davis.com		
Vendor		
DBA Reg		
Status		
Active		
Phone	Photo	Last connection
Phone	Click or Drag to add a picture	Last Connection No available information
Cell Phone		

Identity

Login information

No login

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.

Vendor Contacts

Invite a vendor contact to login

Send invitation

First Name
James Dean

Email
j.dean@test.com

Profile code *
 Vendor

Subject
Invite to eMaryland Marketplace Advantage (eMMA)

Notification body

Dear James Dean,

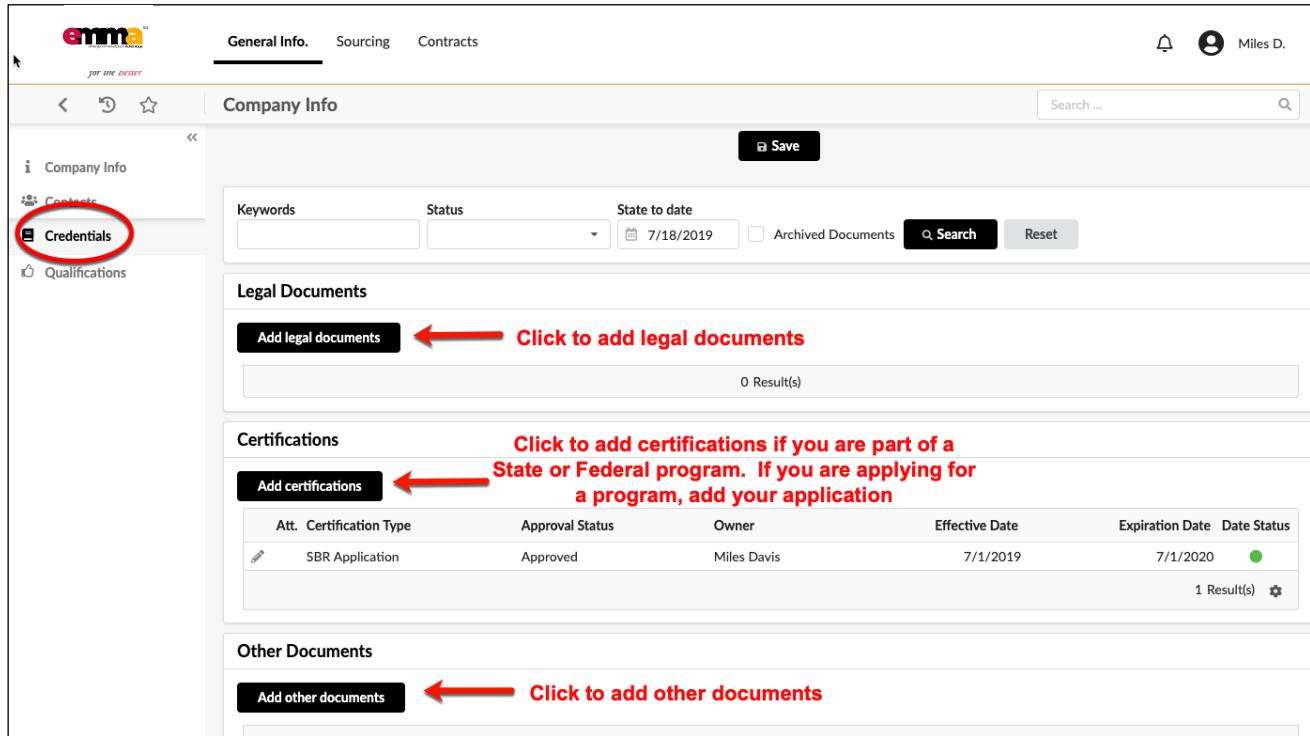
You have just been assigned an access to eMaryland Marketplace Advantage (eMMA) for 1 Enterprise.

You are invited to follow this link : [Click here](#)

Your user ID: {login}
Your password: {password}

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.



General Info. Sourcing Contracts Miles D.

Company Info

Keywords Status State to date 7/18/2019 Archived Documents Search Reset

Legal Documents

Add legal documents **Click to add legal documents**

0 Result(s)

Certifications

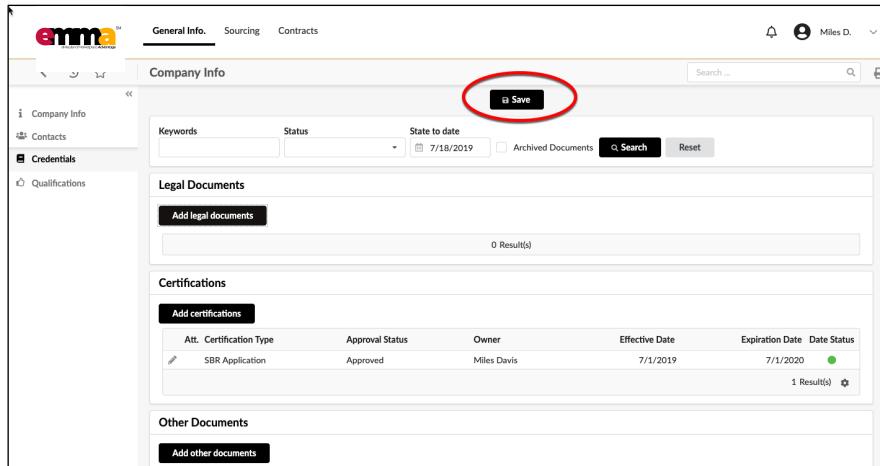
Add certifications **Click to add certifications if you are part of a State or Federal program. If you are applying for a program, add your application**

Att. Certification Type	Approval Status	Owner	Effective Date	Expiration Date	Date Status
SBR Application	Approved	Miles Davis	7/1/2019	7/1/2020	Green

Other Documents

Add other documents **Click to add other documents**

1. Click Save



General Info. Sourcing Contracts Miles D.

Company Info

Keywords Status State to date 7/18/2019 Archived Documents Search Reset

Legal Documents

Add legal documents

0 Result(s)

Certifications

Add certifications

Att. Certification Type	Approval Status	Owner	Effective Date	Expiration Date	Date Status
SBR Application	Approved	Miles Davis	7/1/2019	7/1/2020	Green

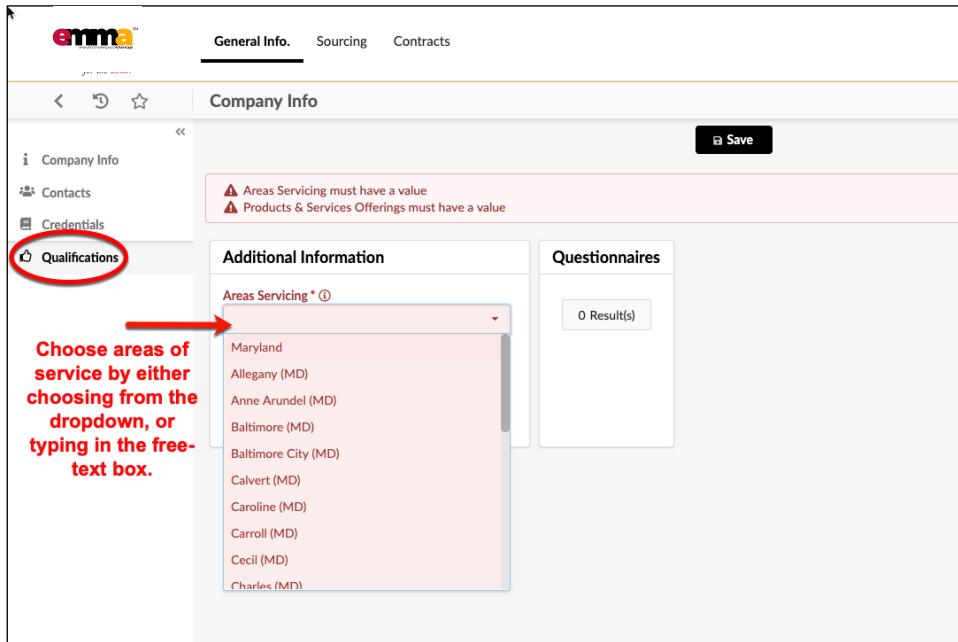
Other Documents

Add other documents

Save

Adding Product and Service Categories

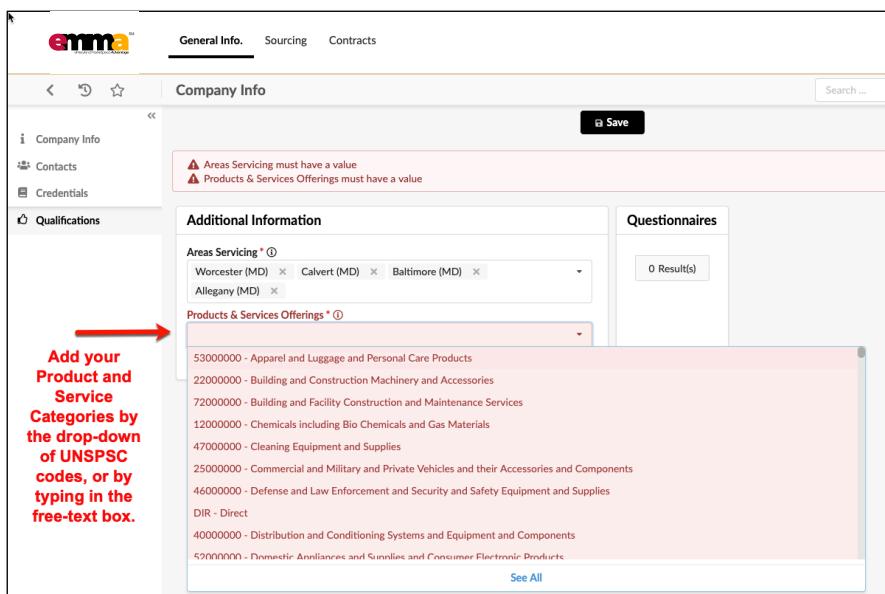
1. Click “Qualifications” to add areas of service and UNSPSC codes/commodities.
2. Choose “areas of service”.



The screenshot shows the 'Qualifications' section of the eMMA interface. The 'Areas Servicing' dropdown menu is open, displaying a list of Maryland counties: Maryland, Allegany (MD), Anne Arundel (MD), Baltimore (MD), Baltimore City (MD), Calvert (MD), Caroline (MD), Carroll (MD), Cecil (MD), and Charles (MD). A red arrow points to the dropdown menu, and a red box highlights the 'Qualifications' tab in the sidebar. A red box also highlights the 'Areas Servicing' dropdown. A red box highlights the 'Save' button in the top right corner. A red box highlights the 'Questionnaires' section on the right.

Choose areas of service by either choosing from the dropdown, or typing in the free-text box.

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



The screenshot shows the 'Qualifications' section of the eMMA interface. The 'Products & Services Offerings' dropdown menu is open, displaying a list of UNSPSC codes: 53000000 - Apparel and Luggage and Personal Care Products, 22000000 - Building and Construction Machinery and Accessories, 72000000 - Building and Facility Construction and Maintenance Services, 12000000 - Chemicals including Bio Chemicals and Gas Materials, 47000000 - Cleaning Equipment and Supplies, 25000000 - Commercial and Military and Private Vehicles and their Accessories and Components, 46000000 - Defense and Law Enforcement and Security and Safety Equipment and Supplies, DIR - Direct, 40000000 - Distribution and Conditioning Systems and Equipment and Components, and 59000000 - Domestic Appliances and Supplies and Consumer Electronic Products. A red arrow points to the dropdown menu, and a red box highlights the 'Qualifications' tab in the sidebar. A red box highlights the 'Products & Services Offerings' dropdown. A red box highlights the 'Save' button in the top right corner. A red box highlights the 'Questionnaires' section on the right.

Add your Product and Service Categories by the drop-down of UNSPSC codes, or by typing in the free-text box.