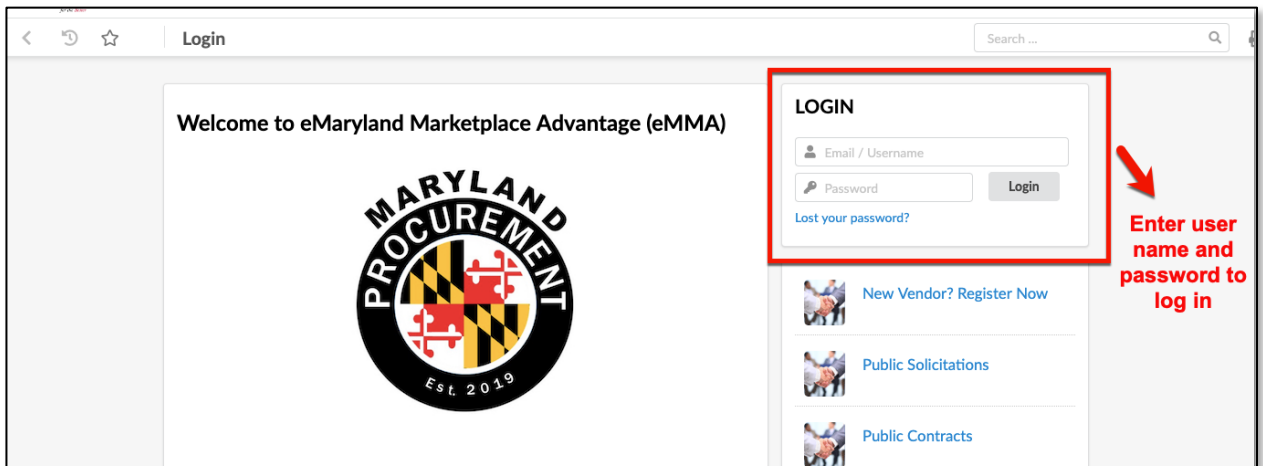


OVERVIEW

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

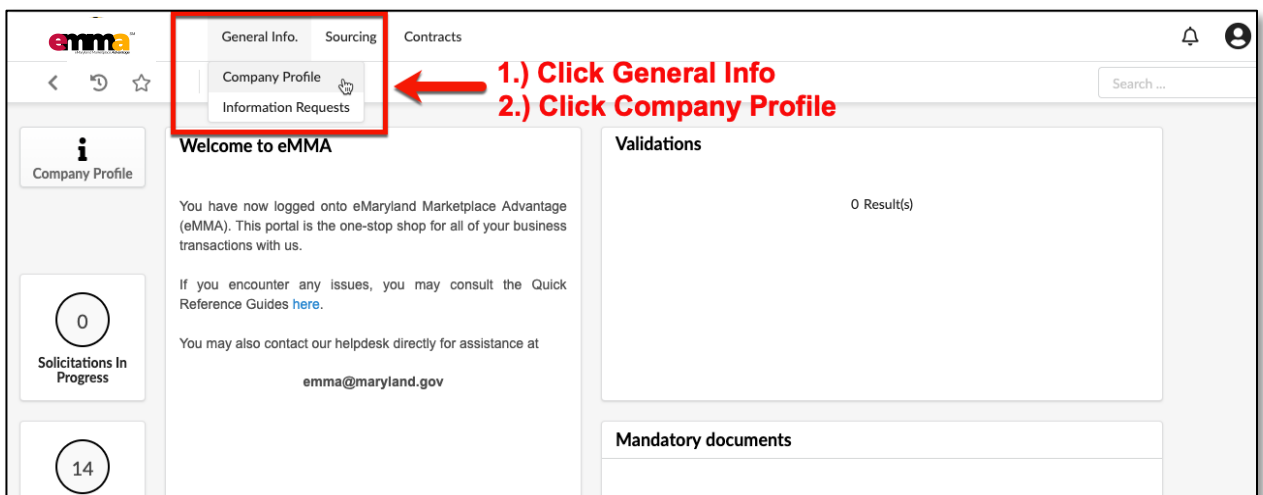
Logging in – eMMA Homepage

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



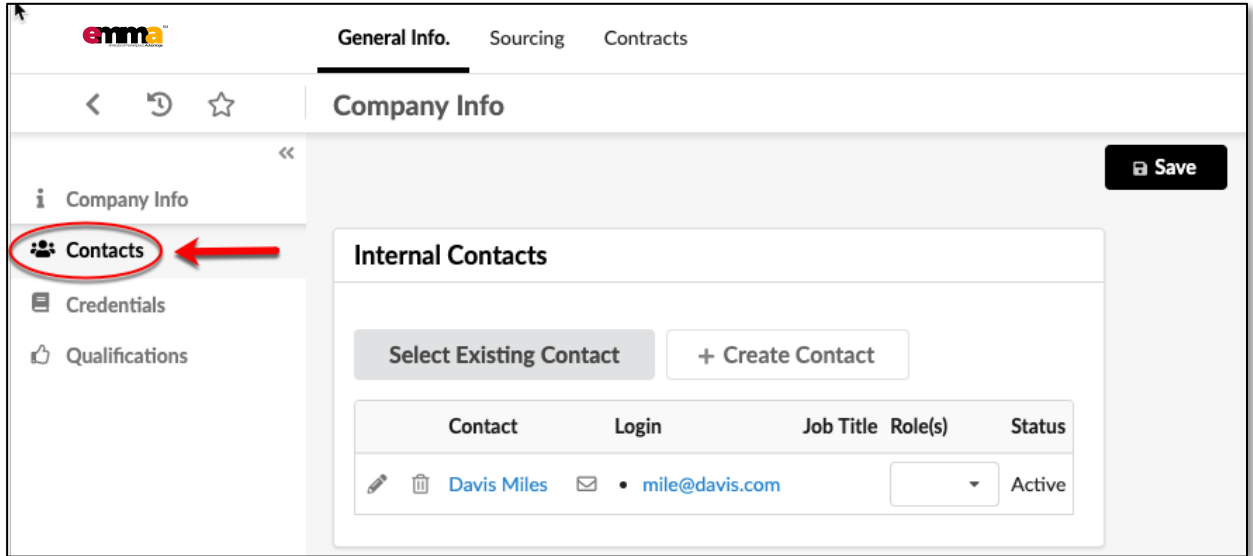
Navigating your Company Profile – eMMA Homepage

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



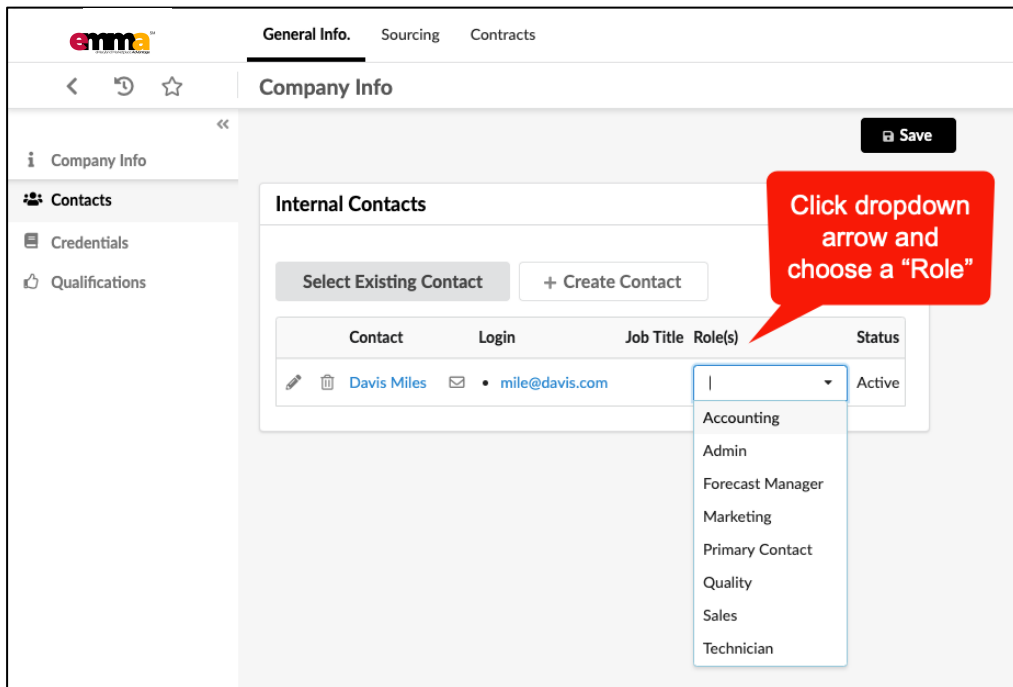
Updating Roles

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 eMMA interface with the 'Company Info' tab selected. In the left navigation panel, the 'Contacts' option is highlighted with a red circle and a red arrow pointing to it. The main content area shows the 'Internal Contacts' section with a 'Select Existing Contact' button and a '+ Create Contact' button. Below these buttons is a table with columns: Contact, Login, Job Title, Role(s), and Status. The table contains one entry for 'Davis Miles' with login 'mile@davis.com' and status 'Active'.

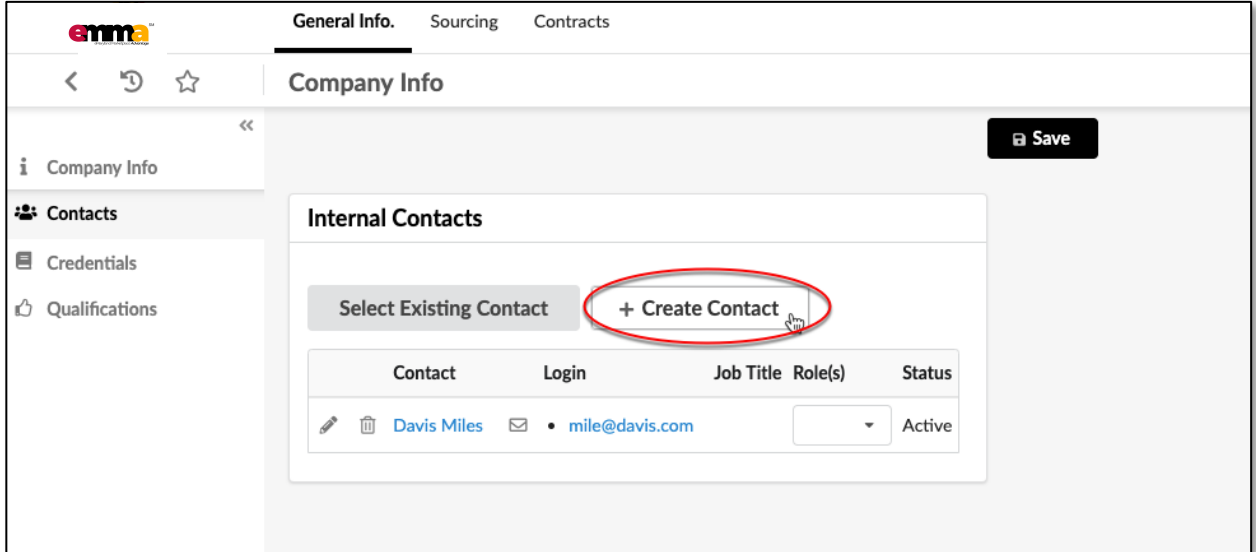
2. Update your Roles - NOTE: Each vendor must have one contact with a "Primary Role".



The screenshot shows the eMMA interface with the 'Company Info' tab selected. The 'Contacts' option is selected in the left navigation panel. The main content area shows the 'Internal Contacts' section. The table has columns: Contact, Login, Job Title, Role(s), and Status. The 'Role(s)' dropdown menu is open, showing a list of roles: Accounting, Admin, Forecast Manager, Marketing, Primary Contact, Quality, Sales, and Technician. A red callout box points to the dropdown menu with the text: 'Click dropdown arrow and choose a "Role"'. The 'Status' column shows 'Active'.

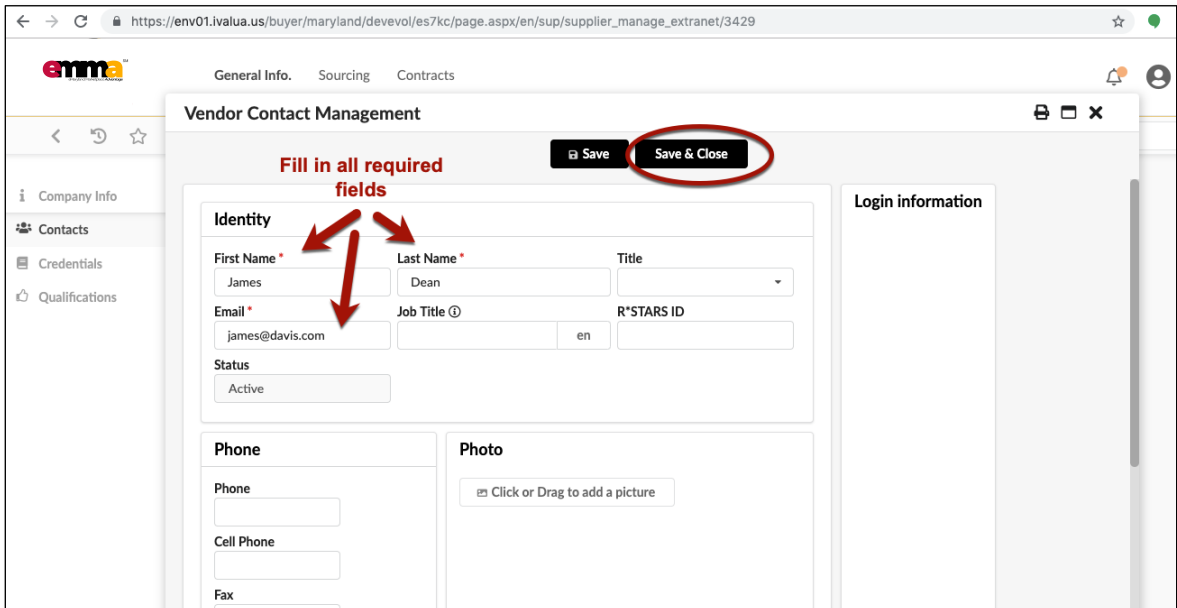
Adding Additional Contacts

1. Click "Create Contact" to add Contacts from your company.



The screenshot shows the 'Company Info' page with tabs for 'General Info.', 'Sourcing', and 'Contracts'. The 'Company Info' tab is active. On the left sidebar, there are links for 'Company Info', 'Contacts', 'Credentials', and 'Qualifications'. The main content area is titled 'Internal Contacts' and contains a 'Select Existing Contact' button and a '+ Create Contact' button, which is circled in red. Below these buttons is a table with columns: Contact, Login, Job Title, Role(s), and Status. The table contains one entry for 'Davis Miles' with email 'mile@davis.com' and status 'Active'.

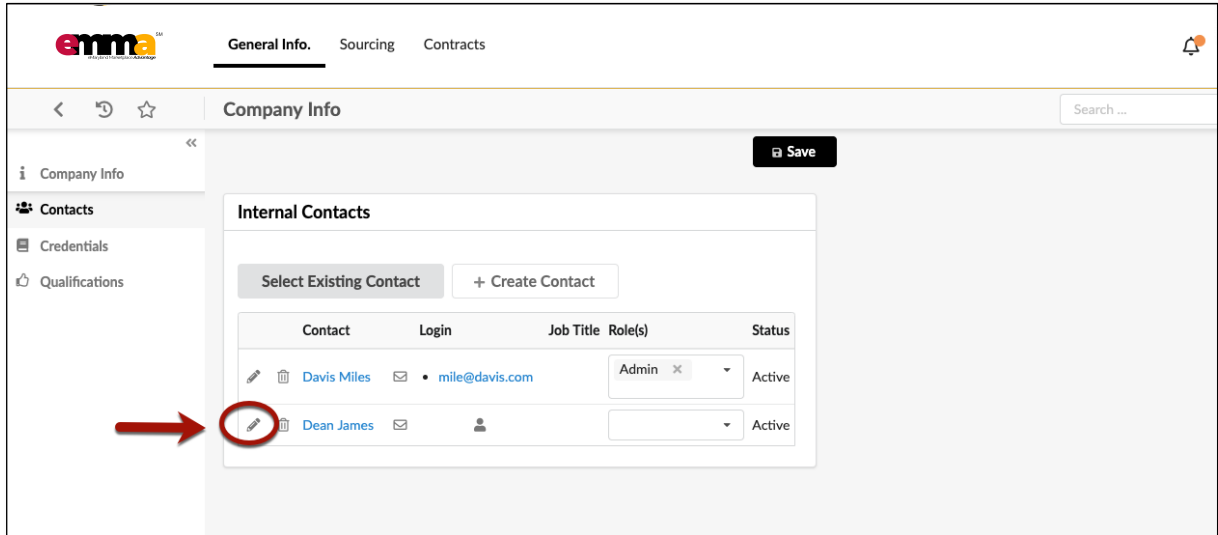
2. Click "Create Contact" to add Contacts from your company.
3. Fill in at least all of the required fields designated with a (*).
4. Click "Save & Close".



The screenshot shows the 'Vendor Contact Management' page with tabs for 'General Info.', 'Sourcing', and 'Contracts'. The 'Vendor Contact Management' tab is active. On the left sidebar, there are links for 'Company Info', 'Contacts', 'Credentials', and 'Qualifications'. The main content area is titled 'Vendor Contact Management' and contains a 'Fill in all required fields' message with red arrows pointing to the 'First Name', 'Last Name', 'Email', and 'Job Title' fields. The 'Identity' section includes fields for 'First Name', 'Last Name', 'Title', 'Email', 'Job Title', 'R*STARS ID', and 'Status'. The 'Phone' section includes fields for 'Phone', 'Cell Phone', and 'Fax'. The 'Photo' section includes a 'Click or Drag to add a picture' button. The 'Login information' section is also visible. The 'Save & Close' button is circled in red.

Assigning Vendor Contact as a User

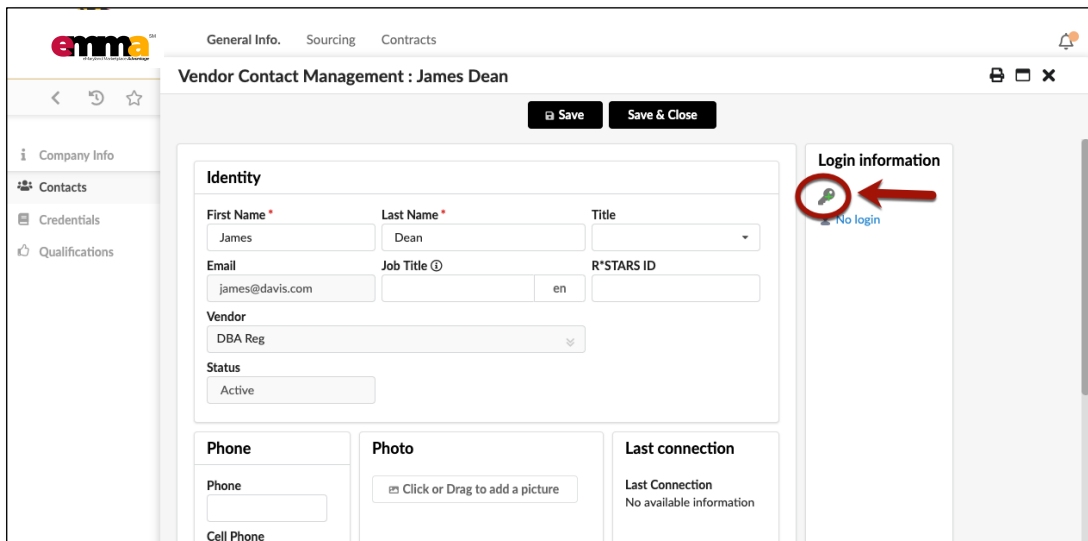
1. Click the pencil next to the appropriate user name.



The screenshot shows the 'Company Info' page with a sidebar on the left containing 'Company Info', 'Contacts', 'Credentials', and 'Qualifications'. The 'Contacts' section is active, displaying a table of 'Internal Contacts'. The table has columns for Contact, Login, Job Title, Role(s), and Status. Two contacts are listed: 'Davis Miles' and 'Dean James'. A red arrow points to the pencil icon next to 'Dean James'.

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

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



The screenshot shows the 'Vendor Contact Management : James Dean' page. The 'Identity' section contains fields for First Name, Last Name, Title, Email, Job Title, and R*STARS ID. The 'Vendor' section contains fields for DBA Reg and Status. The 'Phone' section contains fields for Phone and Cell Phone. The 'Photo' section contains a button to click or drag to add a picture. The 'Last connection' section contains a field for Last Connection. The 'Login information' section contains a 'Key' icon and a 'No login' button. A red arrow points to the 'Key' icon.

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)

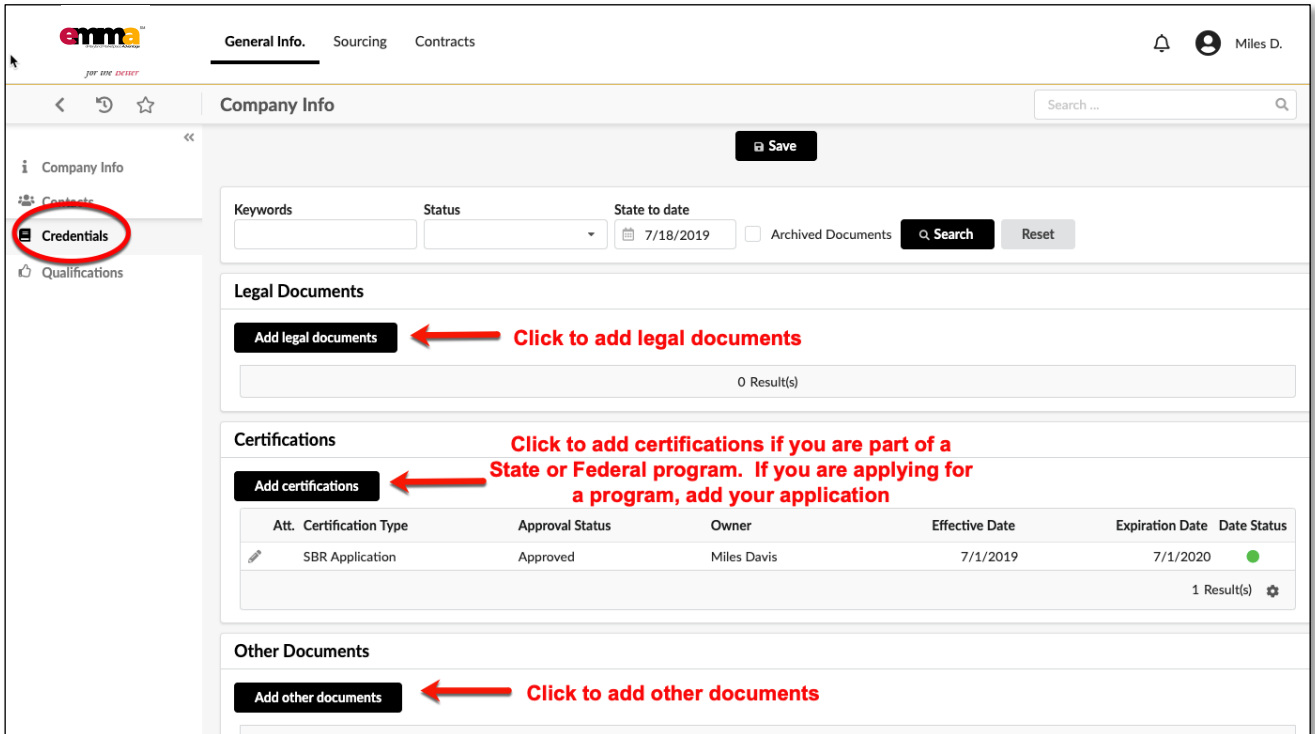
Notification body
Dear James Dean,

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.



Company Info

Keywords: Status: State to date: ☐ Archived Documents

Legal Documents

Click to add legal documents

0 Result(s)

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

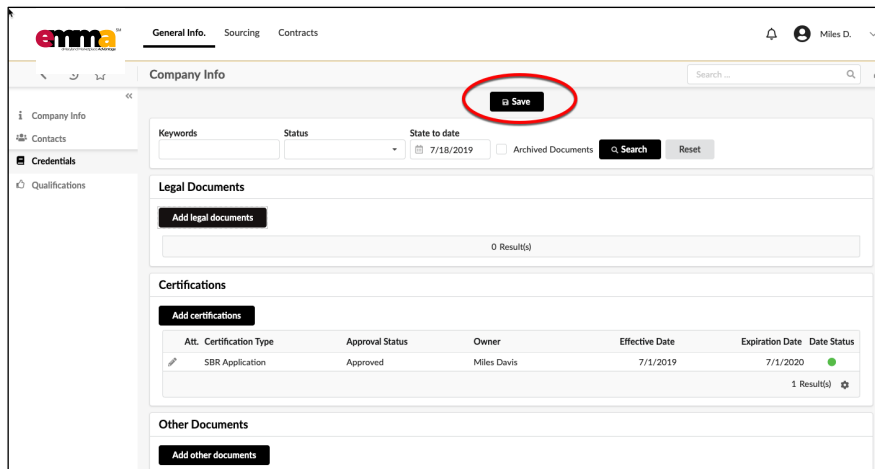
Att.	Certification Type	Approval Status	Owner	Effective Date	Expiration Date	Date Status
	SBR Application	Approved	Miles Davis	7/1/2019	7/1/2020	●

1 Result(s)

Other Documents

Click to add other documents

1. Click Save



Company Info

Keywords: Status: State to date: ☐ Archived Documents

Legal Documents

0 Result(s)

Certifications

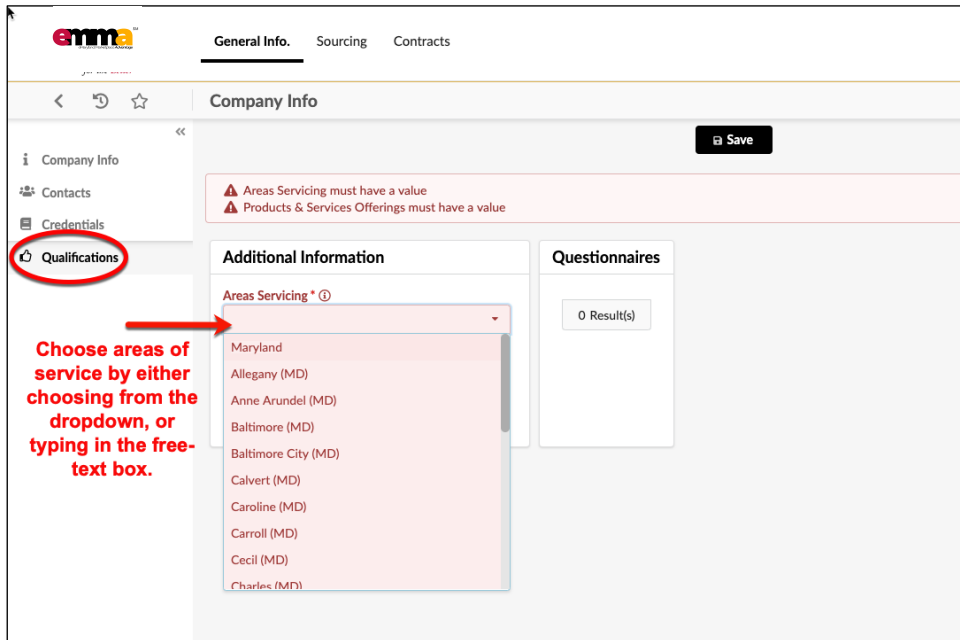
Att.	Certification Type	Approval Status	Owner	Effective Date	Expiration Date	Date Status
	SBR Application	Approved	Miles Davis	7/1/2019	7/1/2020	●

1 Result(s)

Other Documents

Adding Product and Service Categories

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



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

Additional Information

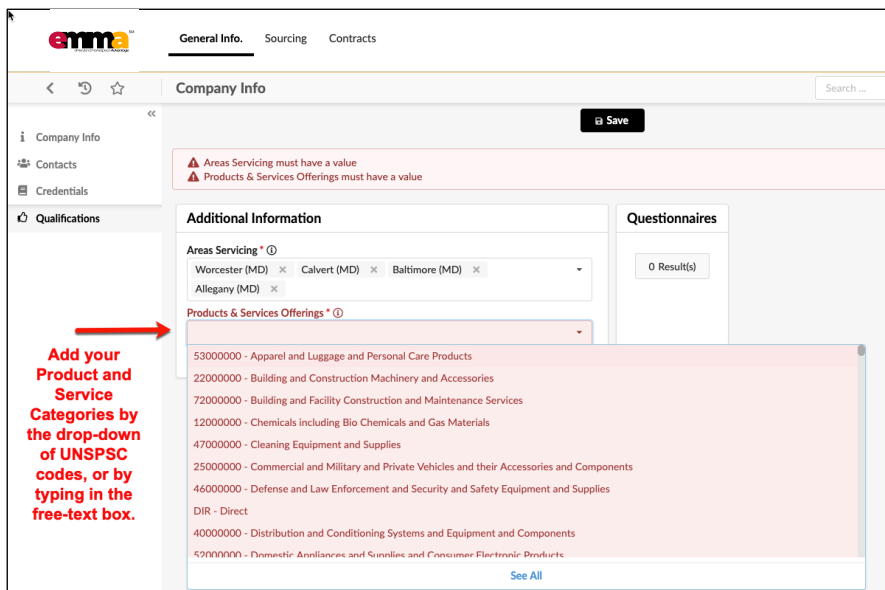
Areas Servicing * ⓘ

- Maryland
- Allegany (MD)
- Anne Arundel (MD)
- Baltimore (MD)
- Baltimore City (MD)
- Calvert (MD)
- Caroline (MD)
- Carroll (MD)
- Cecil (MD)
- Charles (MD)

Questionnaires

0 Result(s)

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



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

Additional Information

Areas Servicing * ⓘ

Worcester (MD) X Calvert (MD) X Baltimore (MD) X
Allegany (MD) X

Products & Services Offerings * ⓘ

- 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
- 57000000 - Domestic Appliances and Supplies and Consumer Electronic Products

[See All](#)

Questionnaires

0 Result(s)