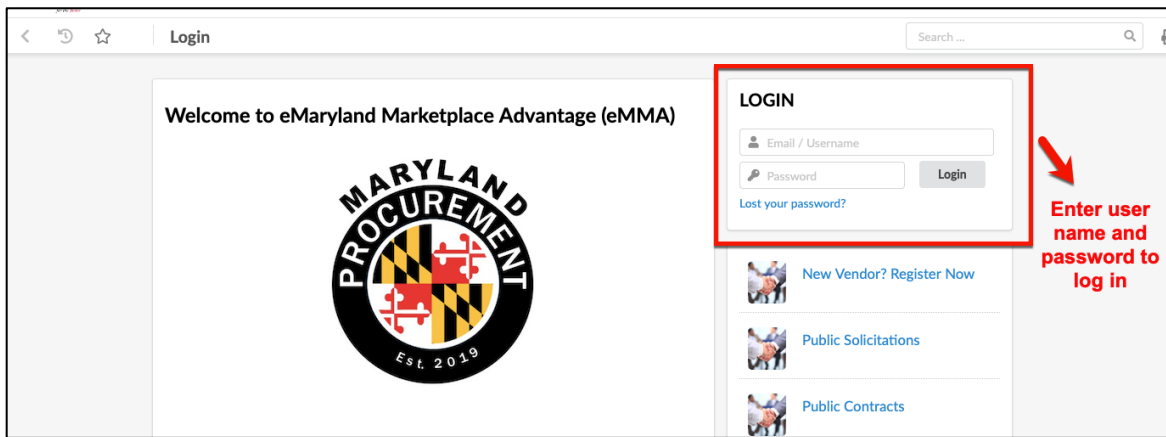


### OVERVIEW

This Quick Reference Guide (QRG) is designed to help you understand how to view open solicitations in eMMA.

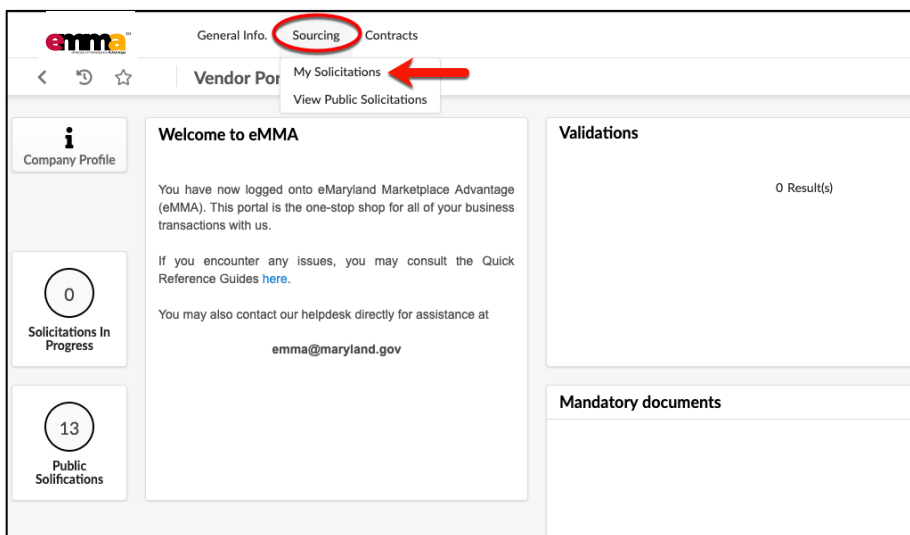
### Logging in – eMMA Homepage

1. Log in using the email and password populated from the Registration page.



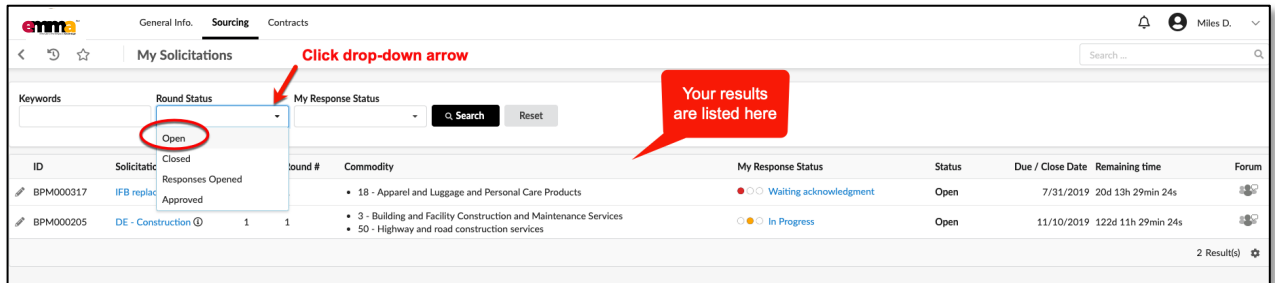
### Viewing Open Solicitations for Your Company

2. From your homepage, click "Sourcing" on the top ribbon, then select "My Solicitations" from the drop-down menu.



### Viewing Open Solicitations for Your Company (continued)

3. Click the drop down arrow under "Round Status" to show all solicitation status options.
4. Click "Open" to show only open solicitations.
5. All results will be listed in the large space below.



Click drop-down arrow

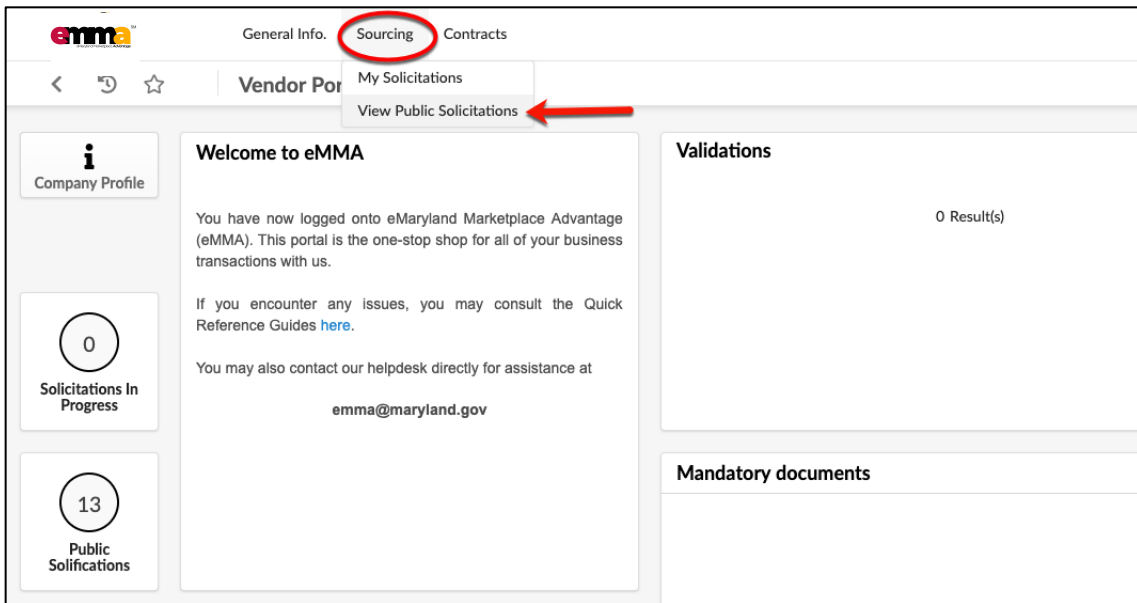
Your results are listed here

ID	Solicitation	Round #	Commodity	My Response Status	Status	Due / Close Date	Remaining time	Forum
BPM000317	IFB replac Approved	1	• 18 - Apparel and Luggage and Personal Care Products	Waiting acknowledgment	Open	7/31/2019	20d 13h 29min 24s	
BPM000205	DE - Construction	1	• 3 - Building and Facility Construction and Maintenance Services • 50 - Highway and road construction services	In Progress	Open	11/10/2019	122d 11h 29min 24s	

2 Result(s)

### Viewing Open Public Solicitations

2. From your homepage, click "Sourcing" on the top ribbon; then click "View Public Solicitations."



General Info. **Sourcing** Contracts

Vendor Portal My Solicitations  
View Public Solicitations

**Welcome to eMMA**

You have now logged onto eMaryland Marketplace Advantage (eMMA). This portal is the one-stop shop for all of your business transactions with us.

If you encounter any issues, you may consult the Quick Reference Guides [here](#).

You may also contact our helpdesk directly for assistance at [emma@maryland.gov](mailto:emma@maryland.gov)

**Validations**  
0 Result(s)

**Mandatory documents**

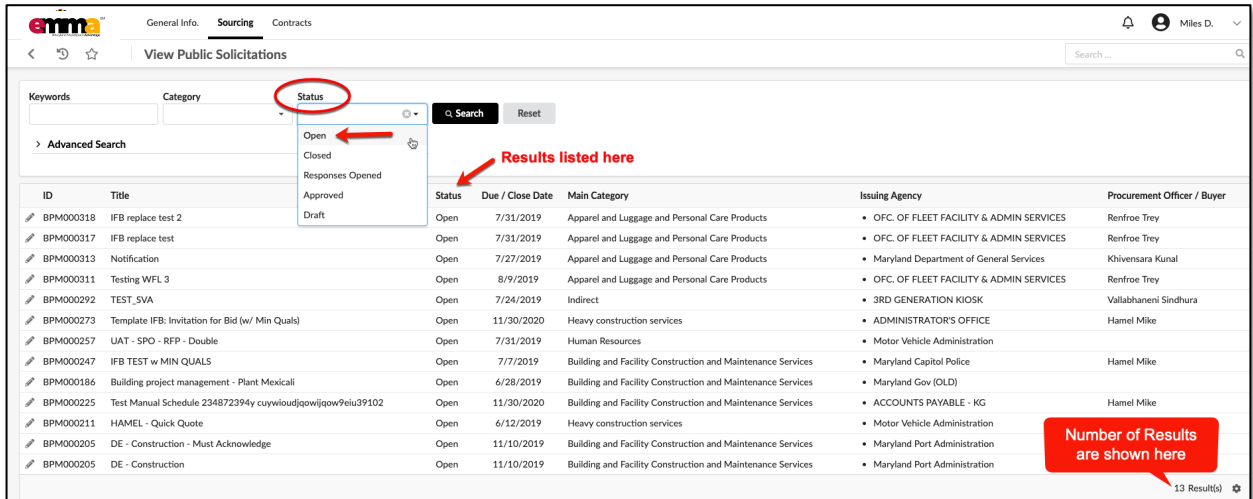
Company Profile

0 Solicitations In Progress

13 Public Solicitations

### Viewing Open Public Solicitations (continued)

3. Click the drop-down arrow under “Round Status” to show all solicitation status options.
4. Click “Open” to show only open solicitations.
5. Results will display onscreen.



The screenshot shows the eMMA interface for viewing public solicitations. The 'Status' dropdown menu is open, and the 'Open' option is selected. The table below displays the results of the search.

ID	Title	Status	Due / Close Date	Main Category	Issuing Agency	Procurement Officer / Buyer
BPM0000318	IFB replace test 2	Open	7/31/2019	Apparel and Luggage and Personal Care Products	• OFC. OF FLEET FACILITY & ADMIN SERVICES	Renfroe Trey
BPM0000317	IFB replace test	Open	7/31/2019	Apparel and Luggage and Personal Care Products	• OFC. OF FLEET FACILITY & ADMIN SERVICES	Renfroe Trey
BPM0000313	Notification	Open	7/27/2019	Apparel and Luggage and Personal Care Products	• Maryland Department of General Services	Khivensara Kunal
BPM0000311	Testing WFL 3	Open	8/9/2019	Apparel and Luggage and Personal Care Products	• OFC. OF FLEET FACILITY & ADMIN SERVICES	Renfroe Trey
BPM0000292	TEST_SVA	Open	7/24/2019	Indirect	• 3RD GENERATION KIOSK	Vallabhaneni Sindhura
BPM0000273	Template IFB: Invitation for Bid (w/ Min Quals)	Open	11/30/2020	Heavy construction services	• ADMINISTRATOR'S OFFICE	Hamel Mike
BPM0000257	UAT - SPO - RFP - Double	Open	7/31/2019	Human Resources	• Motor Vehicle Administration	
BPM0000247	IFB TEST w MIN QUALS	Open	7/7/2019	Building and Facility Construction and Maintenance Services	• Maryland Capitol Police	Hamel Mike
BPM0000186	Building project management - Plant Mexicali	Open	6/28/2019	Building and Facility Construction and Maintenance Services	• Maryland Gov (OLD)	
BPM0000225	Test Manual Schedule 234872394y cuywioudjgqow9eiu39102	Open	11/30/2020	Building and Facility Construction and Maintenance Services	• ACCOUNTS PAYABLE - KG	Hamel Mike
BPM0000211	HAMEL - Quick Quote	Open	6/12/2019	Heavy construction services	• Motor Vehicle Administration	
BPM0000205	DE - Construction - Must Acknowledge	Open	11/10/2019	Building and Facility Construction and Maintenance Services	• Maryland Port Administration	
BPM0000205	DE - Construction	Open	11/10/2019	Building and Facility Construction and Maintenance Services	• Maryland Port Administration	