Frequently Asked Questions (FAQs)

GENERAL QUESTIONS

Question	Answer
What is eMMA?	eMaryland Marketplace Advantage ("eMMA") replaces the eMM (Periscope) solution, and is a direct result of Governor Hogan's 2016 Commission to Modernize State Procurement led by Lt. Governor Rutherford.
What are the benefits of using eMMA?	eMMA is designed to benefit all users, including State and local officials, procurement professionals, suppliers, government leaders, and citizens through increased transparency, enhanced eCommerce functionality, and advanced analytical reporting tools.

How do I access eMMA?	There are two ways to access eMMA depending on your email address:
	
	• **If you have an email address that ends with "@maryland.gov", you will access eMMA via the connect.md.gov secure portal** (aka, SecureAuth or Single Sign-on). You will find a link to the eMMA system on that platform when you log into your account (for G Suite or HUB Training). *(The password is the same as your computer and email log on.)*
	• **If you do not have an "@maryland.gov" email address, you will access eMMA with a username and password just like you did for eMM**. Please visit procurement.maryland.gov and locate the link to eMMA.
	    ○ Your username = your email address
	    ○ Your password = emma.2019! (NOTE: The system will prompt you to change your password during your first login)

What are the password requirements for eMMA?	NOTE: This only applies to users who do <u>not</u> access eMMA through connect.MD.gov. Your password must be a minimum of 12 characters in length and must contain at least one (1): • Uppercase letter • Lowercase letter • Special character
Will my eMMA session "timeout" after a period of time?	Remember to click "SAVE" frequently as you work in eMMA. Your eMMA session will timeout after 15 minutes of inactivity. • If you logged in via procurement.maryland.gov, return to that site and log-in with your username and password. • If you logged in via connect.md.gov, return to that site and click the eMMA logo.
Who can I contact with questions.	You can reach us at emma.helpdesk@maryland.gov .

TECHNICAL QUESTIONS

Question	Answer
What commodity codes are used in eMMA?	The eMMA system uses the **United Nations Standard Product and Services Codes** (UNSPSC) structure which is a more universally accepted commodity code structure. The **NIGP** codes used in eMM have been mapped to the **UNSPSC** codes; if your commodity code is not found in eMMA, please contact your Agency eMMA Administrator or emma.helpdesk@maryland.gov. You can learn more about UNSPSC codes by visiting www.unspsc.org .
How do I ensure Small Procurement Cat 1 and Small Procurement Cat 2&3 Solicitations are public?	Solicitations under **Small Procurement Cat 1** and **Small Procurement Cat 2&3** are not <u>automatically</u> defaulted to be available on the public portal. To make the solicitation available on the public portal, please follow these steps when creating the new solicitation: 1. Navigate to "Prepare Solicitation" tab and click the "Setup" sub-tab (left navigation). 2. Click "Advanced Options" and put a checkmark in "Solicitation Visible to Public". 3. Click Save. 4. Enter the public visibility dates in the appropriate fields. NOTE: These dates will default based on the **Open Date**, and Archive Date will be set for seven (7) years from the **Due/Close** date. NOTE: If your solicitation is already open, you will need to create an Amendment, follow the steps above, and re-publish your solicitation.