



eMMA Vendor Registration

eMMA is Maryland's new online procurement platform used to connect the vendor community with contracting opportunities from state, county, and local government entities. Registered vendors will receive notices of bid opportunities, can submit bid responses online, and may obtain bid results online.

Qualified vendors may also complete the self-certification process for the Small Business Reserve (SBR) Program and Veteran-owned Small Business Enterprise (VSBE) Program.

eMMA facilitates an open, transparent, and efficient procurement process. We look forward to doing business with you!

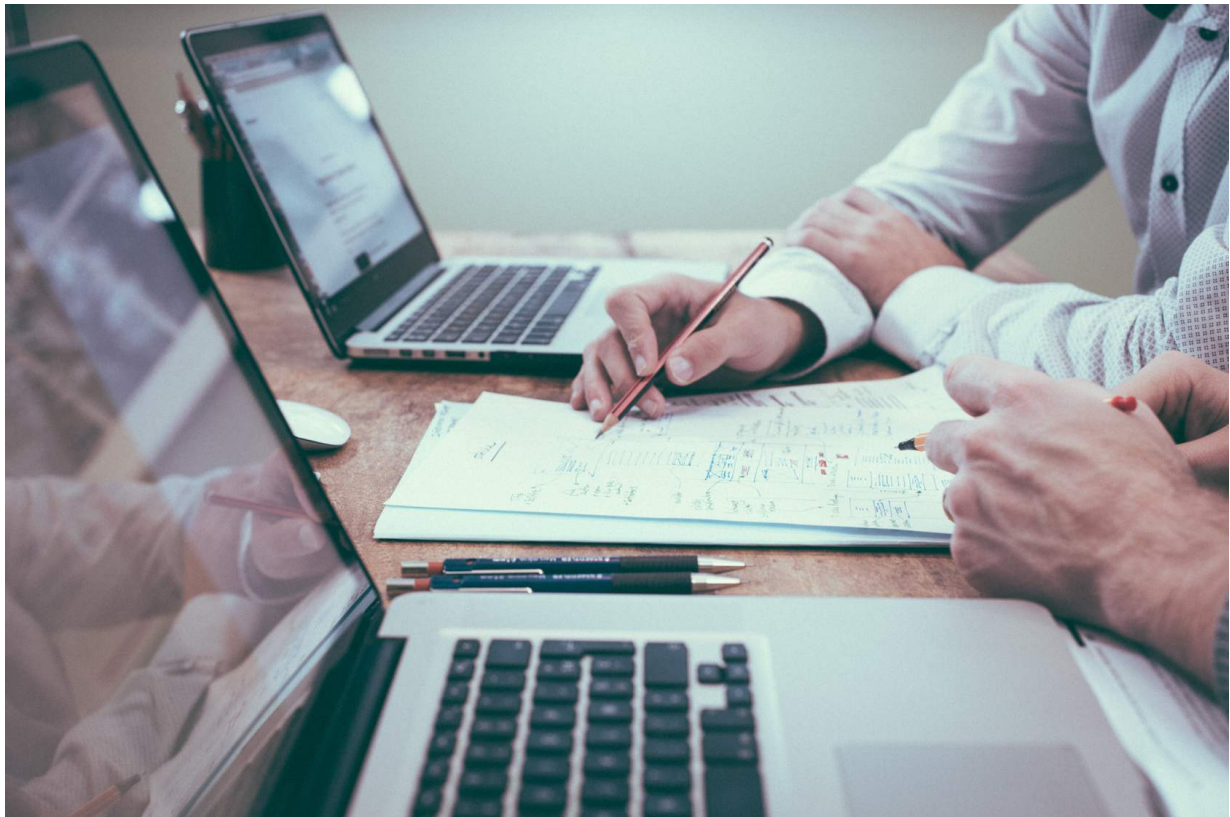
Additional information can be found in the Frequently Asked Questions and Quick Reference Guides. Any questions please contact the eMMA Help Desk at eMMA.helpdesk@maryland.gov.

Procurement Transformation

The electronic Maryland Marketplace Advantage (eMMA) is one part of Maryland's Procurement Transformation. Please watch this short video for an overview of eMMA.

[eMMA Overview on YouTube Link.](#)

Materials Needed



To complete your registration, you will need a few pieces of information available that will allow you to complete it quickly .

Once you are successfully registered, you will begin to receive notices of bids emailed directly to your primary contact's listed email address.

You can always search bids both in the eMMA system and on the public website at <https://emma.maryland.gov> .

Information Needed

1

Company Tax ID. Every vendor must have a Tax Identification Number (TIN) in order to do business with the state. This may be either an Employer Identification Number (EIN) or a Social Security Number (SSN) depending on your business type. This number is required to register your company.

2

Primary Contact. The Primary Contact is the single contact for receiving solicitations from eMMA. Solicitations are only sent to the email address listed for the primary contact.

3

UNSPSC Commodity Codes. eMMA now uses UNSPSC for identifying the commodities (services, goods, etc.) that you can provide. You must select all codes for your organization to receive solicitations. (Until eMMA knows what you do, the system can not send you a solicitation to consider.)

Use this website, <https://www.unspsc.org/search-code> to type in your service or goods to identify your codes.

OR

Use <https://www.ungm.org/Public/UNSPSC> to search categories and sub categories of related codes

eMMA Homepage

1

Open the eMMA website: eMaryland Marketplace Advantage at <https://emma.maryland.gov>

2

Click **"New Vendor? Register now"** on right side.

(* No vendors from the previous system were transferred to eMMA, so all vendors are new.)

Welcome to eMaryland Marketplace Advantage (eMMA)

emmaSM
eMaryland Marketplace Advantage

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LOGIN

Login

[Lost your password?](#)

[New Vendor? Register Now](#)

[Public Solicitations](#)

[Public Contracts](#)

[Vendor Search](#)

Screen shot image of eMMA homepage with "New Vendor? Register Now" button.

Company Information

Company Information

- 1 Fill in all required Company Information marked with an (*).
- 2 Enter **4-digit Security Control** validator field.

Fill out all required fields in these sections marked with (*)

Security Control

0444

Retype Characters Here

Company Information

Legal Name * en Tax ID Type * ☐ EIN ☐ SSN ☐ FOREIGN

Doing Business As / Trade Name Federal Tax ID *

DBA or Trade Name

Organization Type * Tax Country * UNITED STATES

Company Website Year Established

Business Description

General Business Address

Address Line 1 *

Address Line 2

City * en Zip Code *

State * Country * UNITED STATES

Company Telephone Company Fax

Company Email

Screen shot of eMMA Company Information fields with red arrows indicating several of the required areas.

State and Federal Programs

State and Federal Program Certifications

1

Mark all state programs by clicking the **radio dial button** for that program. You must select either "Yes" or "No" to move forward.

** Additional fields may appear based on your selections.*

2

If you are part of a state program (SBR, VSBE, or MBE) click "Yes" and you will be prompted to add your certification for validation.

Otherwise, if you are not part of a program, click "No".

** If you do not have your certification number available, leave the field blank or select apply to the program, and then continue with your registration. You can update your certification(s) at any time.*

3

Indicate certifications for federal programs (i.e DBE, SBE), as applicable by clicking either the "Yes" or "No" radio buttons.

** If you wish to apply for any of those and later obtain a certification, you can update your information at any time.*

The screenshot displays the eMMA registration interface. On the left, under 'Procurement Programs', there are two sections: 'State Programs' and 'Federal Programs'. The 'State Programs' section includes questions about enrollment in SBR, VSBE, and MBE programs, each with 'Yes' and 'No' radio buttons. Red arrows point to these buttons with the text 'Choose 'yes' or 'no' accordingly'. The 'Federal Programs' section includes questions about enrollment in DBE, SBE, and ACDBE programs, also with 'Yes' and 'No' radio buttons, and a similar red arrow instruction. On the right, the 'Contact information' section is highlighted with a red circle. It contains fields for First Name, Last Name, Job Title, Email, Password, and Confirm Password. Red asterisks (*) mark the First Name, Last Name, Email, Password, and Confirm Password fields as required. A red box highlights the 'Confirm Email' field with the text 'Confirm Email must have a value'. Below the password fields, a list of password requirements is provided: must contain at least 1 NUMERIC character(s), must contain at least 1 SPECIAL character(s) (e.g. ! # \$ %), Passwords must contain at least 8 characters, and must be different from previous passwords. At the top of the form, there are 'Register' and 'Cancel' buttons.

Screen shot of eMMA registration webpage with mandatory fields identified by red circles on field titles.

Registration Contact Information

Registration Contact Information

1

Enter your contact information.

2

Use your email address for your login.

3

Make sure your password meets the minimum standards. Passwords must be 12 characters in length and must contain one upper case letter, one lower case letter, one special character (i.e. !, \$, %, #), and one number.

Contact information

First Name *

Last Name *

Job Title *

en

Email *

Confirm Email *

Password *

Confirm Password *

- must contain at least 1 UPPERCASE character(s)
- must contain at least 1 LOWERCASE character(s)
- must contain at least 1 NUMERIC character(s)
- must contain at least 1 SPECIAL character(s) (e.g. ! # \$ %)
- must contain at least 12 characters
- must be different from previous passwords

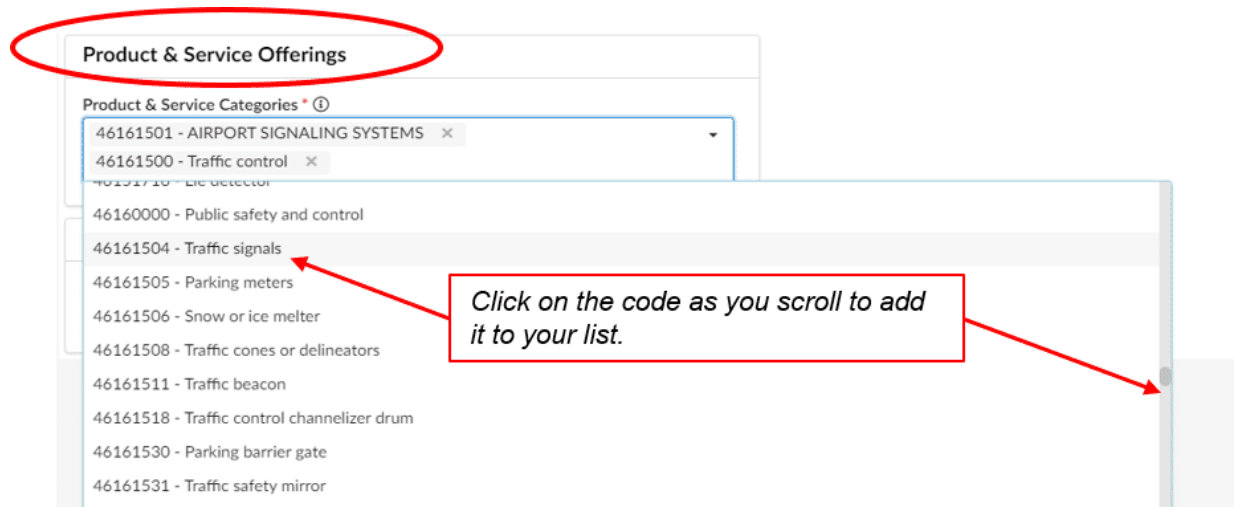
Screen shot of Registration Contact information fields.

Commodities

Selecting Commodities

Select your Product and Service Offerings by scrolling through the UNSPSC code list in the drop down box. You should have identified some of them when you searched the UNSPSC lists before you started.

- 1 Select each code by clicking on the **code** in the scroll box. Each one selected by clicking on it is added to the list.
- 2 You do not need to stop selecting codes after each one you click. You can continue to scroll and click to add to your list.
- 3 Additional product and service offering codes can be added at any time.
- 4 If you accidentally select a wrong code, click the “x” after it's name to delete.
- 5 Selecting as many codes as apply will result in more bid opportunities.



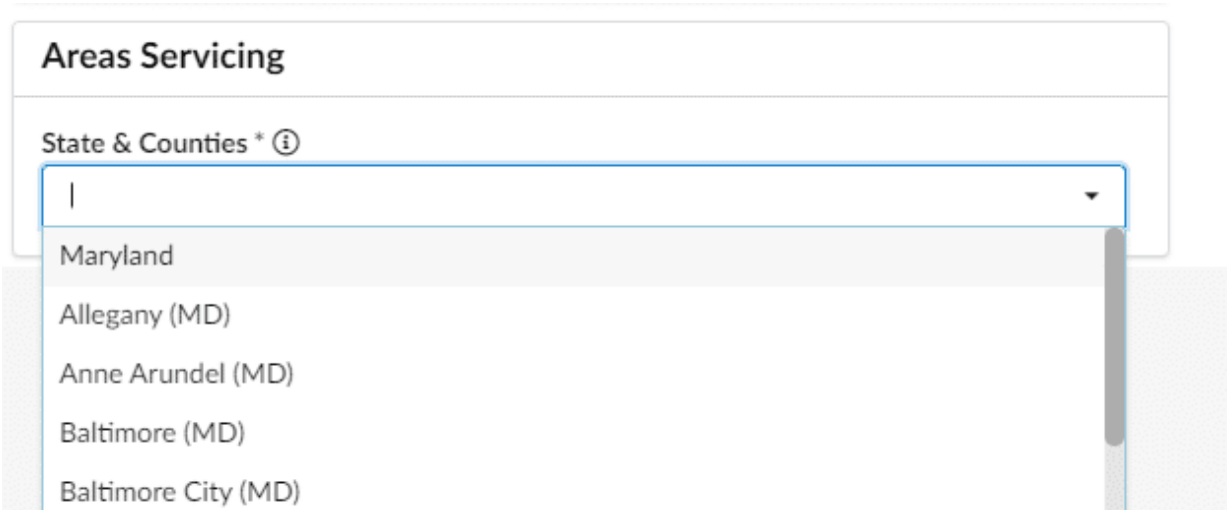
Screen shot of eMMA webpage for selecting UNSPCS commodity codes.

Service Areas

Adding Service Areas

Select the areas in Maryland where you are willing to provide your goods or services.

- 1 Select each area by clicking on the **name**.
- 2 You can add as many areas as you wish.
- 3 You can add or delete areas at any time.



Screen shot of eMMA with drop down box for selecting areas in the state of Maryland that the vendor's goods and services will be provided.

Submit Initial Registration

Submit Information

To complete your registration, your organization's record needs to be created in eMMA first. Once that is done, you can continue with the required information to complete the full registration.

1

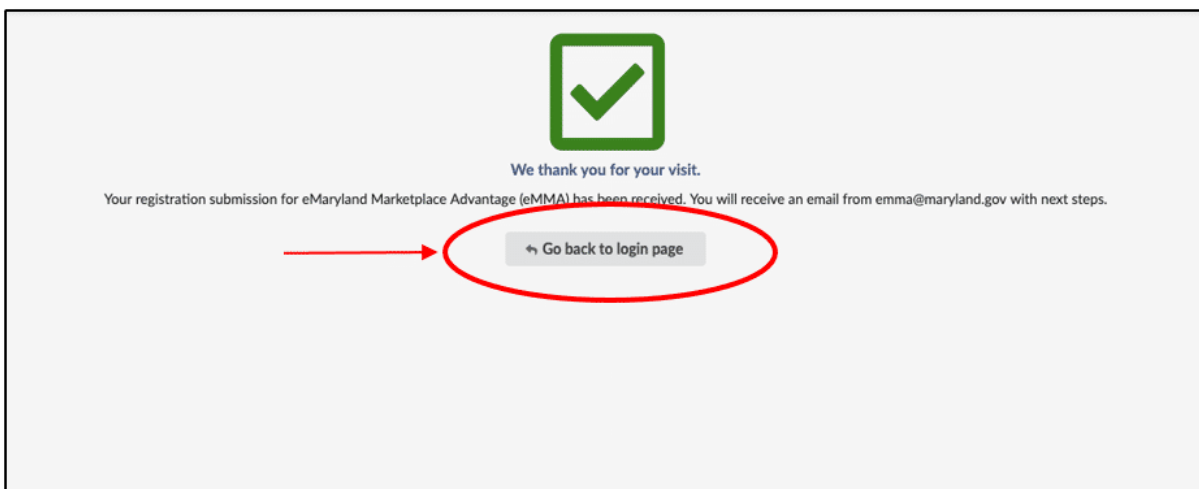
Click the "**Register**" button. Your initial registration information has been submitted to create your account.

2

You will receive confirmation email to the address that you provided that your vendor account has been created. **Check your spam or junk mail if you do not receive the confirmation email in your inbox within a few minutes.*

3

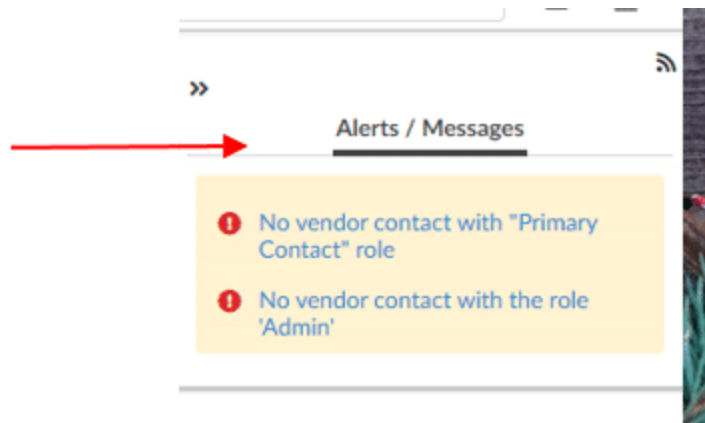
Click "**Go back to login page**" to complete your registration.



Contacts

Primary and Admin Contacts

Each vendor must have a Primary Contact and should have an Admin contact as well. You have as many other contacts as you wish who can work in the eMMA system for your organization.

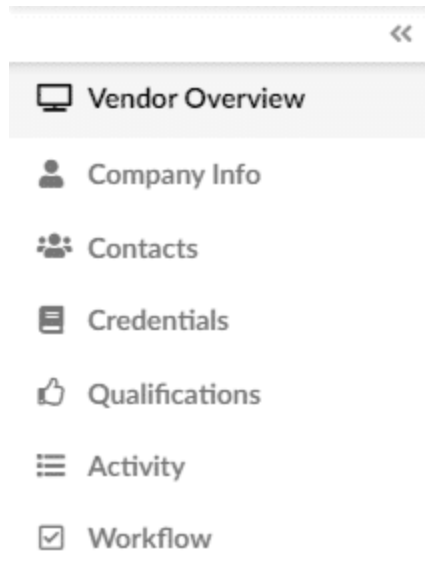


Screen shot of alerts located on the right side of an eMMA screen with a red arrow to indicate the alert.

When you login after registering, you should see two alert messages about Primary and Admin contacts located on the right side of the screen.

** Alert messages in the eMMA system let you know that there is missing information or other items that you need to address. You may see alerts over time as you work in eMMA. Please click on them to address the alert to keep eMMA working the best for your organization.*

Click on the top alert message to add a **"Primary Contact" role**.



Or, another way to add contacts (as well as add and edit other information in the eMMA system) is to use the menu on the left side of the screen.

Use the "Contacts" icon to add contacts to your registration.

**If the menu is icons only, click the >> to expand the menu on the left side and show the titles of the icons as well. You can click << to collapse the menu to icons only at any time.*

Create Contact

1

Fill in the contact's information.

2

Click "**Save**".

3

Locate the Login information box to the right of the screen.

(You may need to expand your screen or scroll to the right if you can not see the Login information box on the right side of your screen.)

Vendor Contact Management : Victoria Steeger

Save Save & Close

✓ Data has been saved
 Welcome to eMMA Training Environment. This is not the Production Enviroment.

Identity

First Name *	Last Name *	Title	ID
Victoria	Steeger		22253
Email *	Job Title ⓘ	R*STARS ID	
victoria.steeger@maryland...	Chief Learning Officer en		
Status	Vendor		
Active	Bellman & Symfon North America		
Status			
Active			

Phone

Phone

4102607570

Cell Phone

Photo

Click or Drag to add a picture

Last connection

Last Connection

No available information

Tracking

Created on hu

Login information

No login

Screen shot of Create Contact box with arrow indicating Login Information box on right side.

4 Click on “No login” to create a login for your new contact.

Supplier login : Victoria Steeger

Save Save & Close

Welcome to eMMA Training Environment. This is not the Production Enviroment.

Login

Login *

victoria.steeger@maryland.gov

Password * ⓘ

.....

Identity

Title	First Name *	Last Name *
	Victoria	Steeger
Email *	Job Title ⓘ	R*STARS ID
victoria.steeger@maryland.g...	Chief Learning Officer en	
Status	List of languages	Vendor
Active		Bellman & Symfon North America x

External profiles

Profile code *

✓ Vendor

Phone

Phone

4102607570

Photo

Click or Drag to add a picture

Last connection

Last Connection

No available information

Screen shot of creating login with password for eMMA contact.

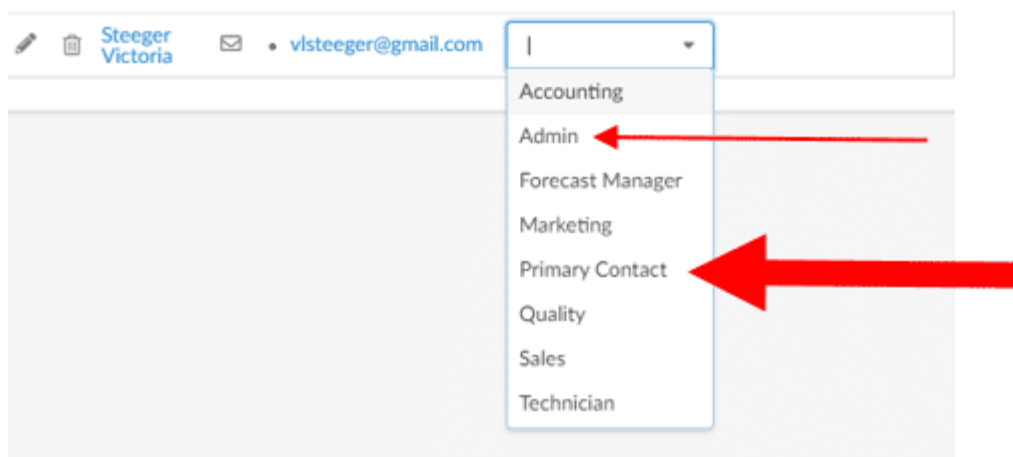
- Best practice is to have the login be their email address.
 - Note that the password will not show the characters on the screen as you type in the password or after it is saved.
 - Hovering over the information tool tip will give you insights.
- 5 Click “**Save and Close**” when you have finished.

Contact Roles

Contact Roles

Now that you have created a contact and given them a login with a password, you need to define their role in your organization for using eMMA. Remember each organization must have a Primary Contact and it is best practice to also identify an Admin (*who can be the same as the Primary Contact if you choose*).

- 1 Select the empty drop down box to the right of the contact's email address.
- 2 Click on the **role** for the new contact in the drop down role box.
- 3 A contact can have more than one role.
- 4 Be sure to name a Primary Contact before you finish adding all your contacts for your organization!



Screen shot of Contact box with drop down to select roles.

Finding Open Bids

Ready to Go!

Now that you have completed your organization's registration in eMMA, you will begin receiving bid notifications to the email address that was named as the Primary Contact for the commodity codes that you selected in your registration.

The next step is to see what bid solicitations are available. This can be viewed without logging into eMMA by navigating to the eMMA homepage (<https://emma.maryland.gov>) and selecting the link entitled "**Public Solicitations**" on the right side below the login and New Vendor links.

To research what bids have been awarded, select the next link down the right side of the page entitled "**Public Contracts**".

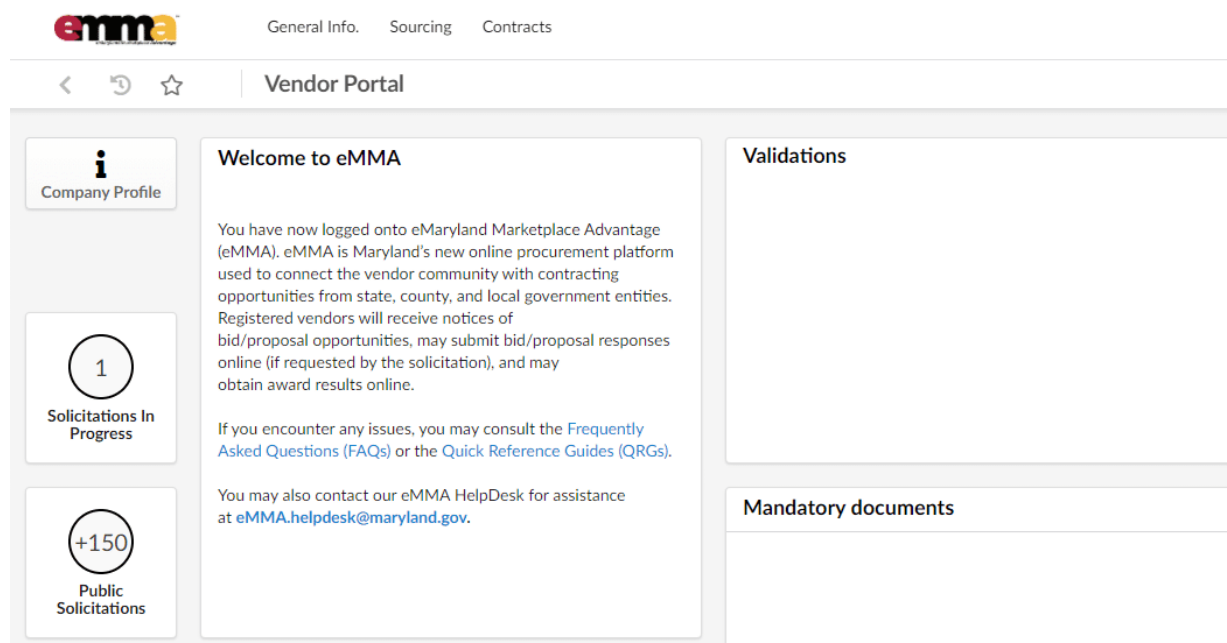
Electronic bids training

Upcoming online training

In the next few weeks, training will be offered for creating and submitting electronic bids as well as receiving electronic awards!

For information on the training, please check the Training page on the Office of State Procurement's website at <https://procurement.maryland.gov/>.

Below is the screen you will find upon logging into eMMA. You can always update your organization's information by clicking the button on the right side of the page with the "i" and titled "Company Profile".



Screen Shot of Vendor Login Screen in eMMA.

Help!

eMMA Help

To get help with eMMA, please email emma.helpdesk@maryland.gov.

We look forward to working with you!



eMMA logo image.
