

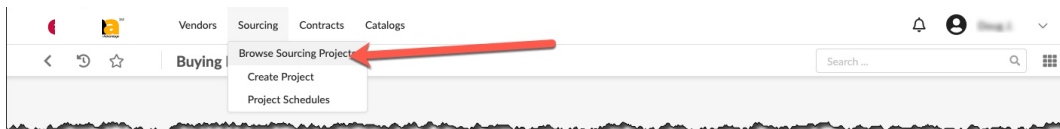
OVERVIEW

This Quick Reference Guide (QRG) is designed to show you how to add Vendors to a Sourcing Project in eMMA. This functionality creates a communication directly to selected Vendors based on the commodities chosen.

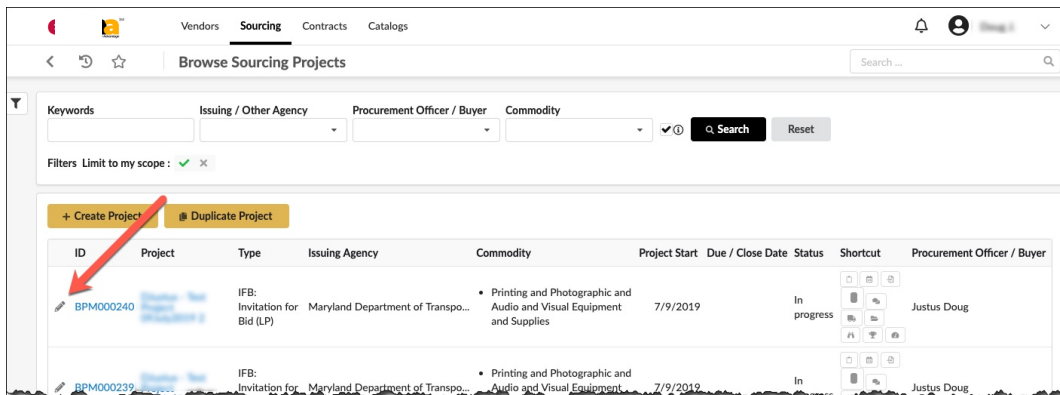
NOTE: Vendors added at the Project level will be visible when you create a Solicitation.

PROCESS – Adding Vendors to a Sourcing Project

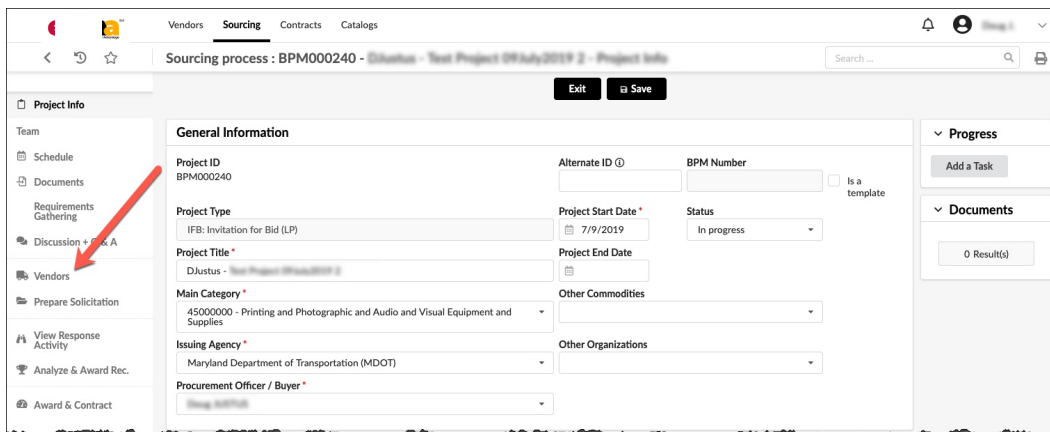
1. Access eMMA via SecureAuth or your login. IMPORTANT: For best results, access eMMA via Google Chrome.
2. From your Home page, click the “Sourcing” module and select “Browse Sourcing Projects” from the drop-down menu.




3. Click the “pencil” icon next to the desired Sourcing Project. The Project displays.



4. Click the “Vendors” tab.

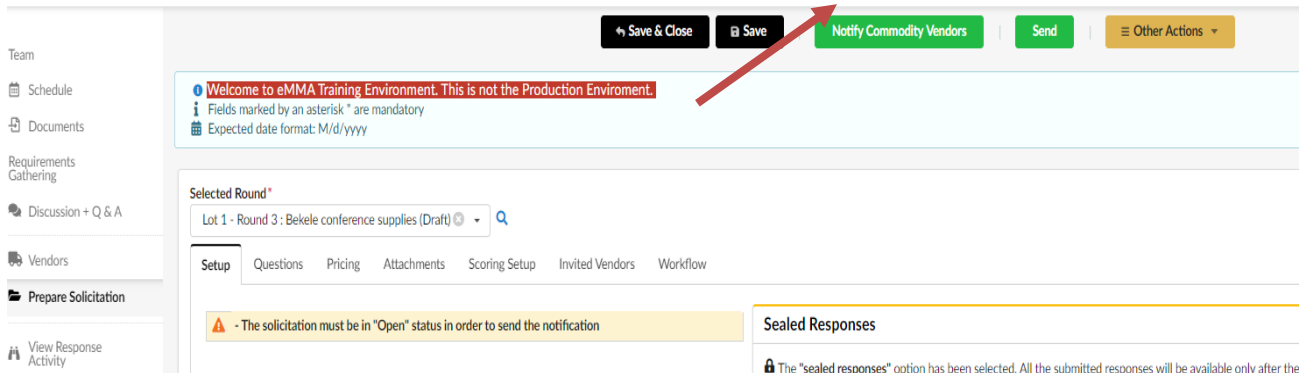


PROCESS – Adding Vendors to a Sourcing Project (continued)

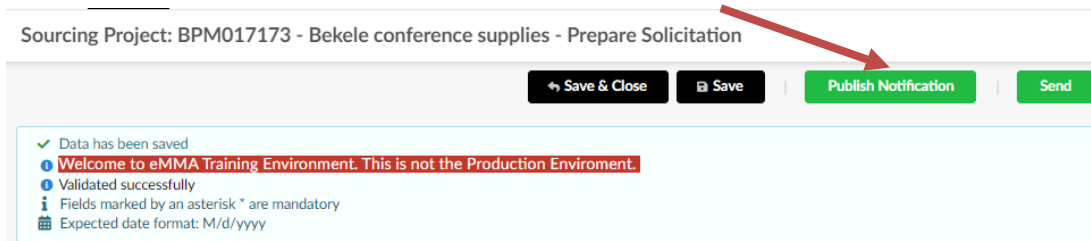
5. The "Consulted Vendors" screen displays. Click  to view Vendors.



6. The Vendors assigned to the selected commodities displays. You can choose vendors in 2 ways.
1. Individually by clicking the check box to the left of the vendor's name and code, then close the box by clicking the "x" and click Save. Or you can click the select all box at the top left to select all the vendors on that page. Then, Click Save, change pages, select all some or vendors and repeat. **OR**
 2. Select one vendor only, close the box and click Save. Then select the Prepare Solicitation tab on the left side of the screen. **You will be able to send to all of the vendors in eMMA who are listed in the commodity from the Prepare Solicitation screen.**
7. Finish preparing your solicitation (as necessary) and Click Save. Click the green "Notify Commodity Vendors" button.



8. Click the green "Publish Notification" button to publish the solicitation.



PROCESS – Adding Vendors to a Sourcing Project (continued)

9. Click the green “Send” button to complete sending your solicitation.

Sourcing Project: BPM017173 - Bekele conference supplies - Prepare Solicitation

Save & Close
Save
Send
Other Actions

10. Select Save & Close.

11. Click on the Sourcing menu at the top of the page and find your sourcing project listed.

12. To also validate publication, go to the public webpage for eMMA and click the Public Solicitations button. Your solicitation should appear there. (If you are logged into eMMA, you can open an incognito page to view it.)

<https://emma.Maryland.gov>

Welcome to eMaryland Marketplace Advantage (eMMA)



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

LOGIN

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Filters Status: Open

ID	Title	Status	Due / Close Date	Main Category	Solicitation Type	Issuing Agency	Bid Holders List	eMMA
BPM018012	S20-045 Treatment and Testing of Product in Underground Fuel Storage Tanks	Open	3/13/2020	Fuel storage tanks	Public Notice	• Prince George's County The Office of Central Services		
BPM018414	XX3865177 - Patching and Resurfacing Various Interstates in Baltimore and Harford Counties Area Wide	Open	3/26/2020	Highway and road construction services	Public Notice	• Maryland Department of Transportation		
BPM018761	Theatrical Lighting and Audiovisual Systems Replacements at Choocticon High, Great Mills High, and Leonardtown High Schools	Open	4/16/2020	Stage and studio lighting dimming and control devices	Public Notice	• Saint Mary's County Public Schools		
BPM017097	Respite Care	Open	3/11/2020	Community and social services	Request for Information & Pricing	• Maryland Department of Human Services		
BPM018758	Frederick County Mental Health Court Support	Open	3/17/2020	Healthcare Services	Public Notice	• Maryland Judiciary		
BPM018745	Allegany High School - Grand Piano	Open	3/13/2020	Musical Instruments and Games and Toys and Arts and Crafts and Educational Equipment and Materials and Accessories and Supplies	IFB: Invitation for Bid	• Board of Education of Allegany County	View	