

eMMA Quick Reference Guide

OVERVIEW

This Quick Reference Guide (QRG) is designed to help you register as a Vendor on eMaryland Marketplace Advantage (eMMA).

eMMA is Maryland's 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 in eMMA.

You will need your organization's Tax ID to complete your registration.

You can also use the instructional video <u>Online eMMA Training for Vendors – Registration</u>, located at <u>https://procurement.maryland.gov/training/</u> under the <u>Vendor Training and Support</u> link.

Registering on eMMA – eMMA Homepage

- 1. Log onto the eMMA website: eMaryland Marketplace Advantage at https://emma.maryland.gov.
- 2. Click on "New Vendor? Register Now" on right hand side.

Welcome to eMaryland Marketplace Advantage (eMMA)	LOGIN	
	Email / Username	
SM	Password Login	
	Forgot ssword?	
eMaryland Marketplace Advantage	New Vendor? Register Now	
eMMA is Marvland's new online procurement platform used to connect the vendor community with	Public Solicitations	
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.	Public Contracts	
Qualified vendors may also complete the self-certification process for the Small Business Reserve (SBR) Program and Veteran-owned Small Business Enterprise (VSBE) Program.	Vendor Search	
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.		

Questions? Email emma.helpdesk@maryland.gov



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Registering on eMMA

- 1. Fill out all Company Information.
- 2. To enter required Tax ID, click **Type of Tax ID** used by your organization and type the number below.
- All required information fields are marked with an asterisk (*).
 NOTE: You can't complete your registration until all required information fields are completed.
- 4. Optional information can be added at a later time.
- 5. All registrations can be updated at any time after your initial registration is completed.

Company Information		General Business Address	
Legal Name* en	Tax ID Type () EIN SSN FOREIGN	Address	
Doing Business As / Trade Name DBA or Trade Name	Federal Tax ID 🕕	Address Line 2	
Organization Type *	Tax Country* UNITED STATES O 🗸	City* en	Zip Code*
Company Website	Year Established	State	Country* UNITED STATES 🙁 👻
DUNS ①		Company Telephone	Company Fax
Business Description		Company Email	
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6. Scroll down the page to continue registration process.

Questions? Email emma.helpdesk@maryland.gov



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Registering on eMMA

- Under Procurement Programs, select any and all applicable State programs by clicking the drop down arrow and selecting Yes or No. You <u>must</u> select either "Yes" or "No" for each program to move forward. NOTE: Additional fields to complete may appear based on your selections.
- 8. If you are part of a State program (SBR, VSBE, or MBE) you should click "**Yes**" and add your certification. NOTE: If you do not have your certification number available, leave the field blank and continue with registration. You can update the certification number at a later time.
- **9. Indicate** certifications for Federal programs (DBE, SBE, ACDBE), as applicable. You <u>must</u> select either "Yes" or "No" for each program to move forward.
- 10. Under **Contact information**, enter your information for setting up your account login. NOTE: Your password has a minimum of 12 characters and has other requirements as stated in eMMA.
- 11. Please write down your password as you will need to login immediately after completing this page to finish your organization's registration.
- 12. Scroll down the page to complete the initial registration form.

Procurement Programs	Contact information
State Programs	First Name*
For information regarding the programs listed below, click here	Job Title*
Select the procurement programs for which you would like to seek certification in eMMA.	en
Small Business Reserve (SBR)*	Email* Confirm Email*
Veteran-Owned Small Business Enterprise (VSBE)*	Password* Confirm Password*
Minority Business Enterprise (MBE)*	
	 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. ! # \$ %)
Federal Programs	must contain at least 12 characters
For information regarding certification for the programs listed below, click here.	must be different from previous passwords
Is your company enrolled in the following programs?	
Disadvantaged Business Enterprise (DBE)*	I'm not a robot
	reCAPTCHA Privacy - Terms
Small Rusiness Enterprise (SBE)*	
Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)*	

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13. Choose "Product & Service Offerings" by clicking the drop-down box. Expand the list by clicking the "See All" button at the bottom of the box.

Product & Service Categories ③*			
10000000 - Live Plant and Animal Material a	nd Accessories and Supplie	es	
10100000 - Live animals			
10101500 - Livestock			
10101501 - Cats			
10101502 - Dogs			
10101506 - Horses			
10101507 - Sheep			
10101508 - Goats			
10101509 - Asses			
10101511 - Swine			

14. In the Commodity Selector box, use the small **plus "+"** symbols to drill down and open the lists below each topic for the commodities or services your organization provides. Be sure to click a check in the empty box next to <u>EVERY</u> code that applies to your organization, <u>even</u> codes that could only apply as a subcontractor. NOTE: Only checked codes will receive notifications of bid opportunities.

	Commodity selector		
	Keywords Q. Search Reset		
Small plus "+" symbols expand topics to show all sub topics.	9 value(s) selected ■ Check all The Debug 10000000 - Live Plant and Animal Material and Accessories and Suppl The Debug 11000000 - Mineral and Textile and Inedible Plant and Animal Materia		
negative "-" symbol.	■ □ 12000000 - Chemicals including Bio Chemicals and Gas Materials		
	⊕		
ONLY a LINSPSC	► ■ ✓ 🖭 12140000 - Elements and gases		
commodity code with a check mark will be applied to your organization.	► 12141500 - Earth metals		
	12141501 - Beryllium Be		
	■ 12141900 - Non metals and pure and elemental gases		
NOTE [.] You can NOT	→ ♥12141901 - Chlorine Cl		
select all. Each			
UNSPSC must be selected individually	12141904 - Oxygen O		
Science marriedully.	► ☑ 12142000 - Noble gases		
	□ □ □ □ □ □ □		



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- 15. Click the down arrow under States and Counties in the "Areas Servicing" screen.
- NOTE: You can choose the entire State of Maryland or you can choose one or several specific counties. 16. Select the area(s) your organization is willing to service.



- 20. There are two resources to choose to walk you through completing your organization's registration.
 - <u>2 eMMA QRG Managing Vendor Profile</u>. This is located on the QRG webpage, <u>https://procurement.maryland.gov/emma-qrgs/</u>. (Other QRGs are located there also.)
 - <u>eMMA Video Help Desk (VHD) Episode 2, Not Receiving Email Notifications</u>. This is located on the Training webpage, <u>https://procurement.maryland.gov/training</u>, under the link to "Vendor Training and Support". (*There is other training and information there for vendors also.*)

NOTE: IT IS CRITICAL THAT YOU COMPETE THE NEXT STEPS!