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 Online eMMA Training for Vendors – Registration, located at https://procurement.maryland.gov/training/ under the Vendor Training and Support link.

Registering on eMMA – eMMA Homepage

2. Click on “New Vendor? Register Now” on right hand side.
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.

3. 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.

6. Scroll **down** the page to continue registration process.
Registering on eMMA

7. Under **Procurement Programs**, select any and all applicable State programs by clicking the drop down arrow and selecting **Yes** or **No**. You **must** 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 **must** 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.

![Image of registration form highlighting key sections: Procurement Programs, Contact Information, and password requirements.](image-url)
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.

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 EVERY code that applies to your organization, even codes that could only apply as a subcontractor. NOTE: Only checked codes will receive notifications of bid opportunities.

ONLY a UNSPSC commodity code with a check mark will be applied to your organization.

NOTE: You can NOT select all. Each UNSPSC must be selected individually.
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.

17. Scroll to the top of the page and click the black “Register” button.

18. You will see the below confirmation box and be sent an email.

19. Click the **Go back to login page** button, and **login to eMMA!**

20. There are two resources to choose to walk you through completing your organization’s registration.

   - **2 - eMMA QRG Managing Vendor Profile.** This is located on the QRG webpage, https://procurement.maryland.gov/emma-qrhs/. *(Other QRGs are located there also.)*

   - **eMMA Video Help Desk (VHD) – Episode 2, Not Receiving Email Notifications.** This is located on the Training webpage, https://procurement.maryland.gov/training, under the link to “Vendor Training and Support”. *(There is other training and information there for vendors also.)*

   **NOTE:** IT IS CRITICAL THAT YOU COMPLETE THE NEXT STEPS!