



Quick Reference Guide Vendor Registration

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

If you need assistance at any point, please email the eMMA helpdesk at emma.helpdesk@maryland.gov.

Instructional Video

<https://youtu.be/bF7ugMVjfGQ>

Completing & Submitting Vendor Registration

NOTE: You will need your organization's Tax Identification Number to complete registration.

1. Visit the eMaryland Marketplace Advantage (eMMA) website at emma.maryland.gov.
2. Click on **New Vendor? Register Now** on the right-hand side of the screen under the **LOGIN** box.

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 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.

Figure 1: eMMA Login Screen

LOGIN

Login*

Password*

Login

State SSO Login(SecureAuth) MDoT SSO Login(MSAzure)

Lost your password?

New Vendor? Register Now

Public Solicitations

3. Complete the following fields in the **Company Information** section.
Note: Fields marked with an asterisk (*) are mandatory.

The image shows a 'Company Information' form with the following fields and callouts:

- a.** Legal Name* (text input)
- b.** Doing Business As / Trade Name (text input, with sub-label 'DBA or Trade Name')
- c.** Tax ID Type* (radio buttons for EIN, SSN, FOREIGN)
- d.** Federal Tax ID* (text input)
- e.** Organization Type* (drop-down menu)
- f.** Tax Country* (drop-down menu, currently showing 'UNITED STATES')
- g.** Company Website (text input)
- h.** Year Established (text input)
- i.** DUNS* (text input)
- j.** Business Description (text area)

Figure 2: Company Information Section

- a. **Legal Name*** – Enter the legal name of your organization.
- b. **Doing Business As/Trade Name** – If your company operates under a DBA or Trade Name enter it here.
- c. **Tax ID Type*** – Select your tax ID type.
 EIN – Employer Identification Number
 SSN – Social Security Number
 Foreign – Foreign Tax ID
- d. **Federal Tax ID*** – Enter your tax identification number. Enter numbers only. Do not enter special characters.
- e. **Organization Type*** - Use the drop-down box to select one of the following organization types:
- f. **Tax Country*** - This field automatically populates with United States. Please be sure to change this if your tax country is not the United States.
- g. **Company Website** – Provide your company website address.
- h. **Year Established** – Enter the year your company was established.
- i. **DUNS** – If your company has a DUNS number, enter it here. If you do not have this information available, you are able to update it after registration. For more information about DUNS visit www.dnb.com/duns-number.html.
- j. **Business Description** – Provide a short description of your business. This information can be update at any time following registration.

4. Complete the following fields in the **General Business Address** section.
 Note: All fields marked with an asterisk (*) are mandatory.

The screenshot shows a form titled "General Business Address" with the following fields and callouts:

- Address***: Callout 'a.' points to the text input field.
- Address Line 2**: Callout 'a.' points to the text input field.
- City***: Callout 'c.' points to the text input field.
- Zip Code***: Callout 'd.' points to the text input field.
- State***: Callout 'e.' points to the dropdown menu.
- Country***: Callout 'f.' points to the dropdown menu showing "UNITED STATES".
- Company Telephone***: Callout 'g.' points to the text input field containing "000-000-0000".
- Company Fax**: Callout 'h.' points to the text input field.
- Company Email**: Callout 'i.' points to the text input field.

Figure 3: General Business Address Section

- Address***: Enter the physical address of your organization.
 - Address Line 2**: Use line 2 to enter additional address information such as office or suite number.
 - City***: Enter the city where your business is located.
 - Zip Code*** – Enter the zip code where your company is located.
 - State***: Enter the state where your company is located.
 - Country***: This field automatically populates with United States. Please be sure to change this if your business is located in a country other than the United States.
 - Company Telephone***: Enter a main telephone number for your company.
 - Company Fax**: If your company has one, enter the fax number. *
 - Company Email**: Enter a general email address for your company. Email addresses for individuals within your company will be entered in the Contact Information section and when entering additional users on the business profile.
2. Complete the fields in the **Procurement Programs, State Programs** section.
 Use the drop-down lists to indicate if your company is currently enrolled in any of the following program.

Procurement Programs

State Programs

[For information regarding the programs listed below, click here.](#)

Is your company currently enrolled in any of the following programs?

Small Business Reserve (SBR)*

a. [Dropdown]

Veteran-Owned Small Business Enterprise (VSBE)*

b. [Dropdown]

Minority Business Enterprise (MBE)*

c. [Dropdown]

Figure 4: Procurement Programs screen.

a. **Small Business Reserve (SBR)***

- i. **All vendors** registering in eMMA should select **No** to this question. When **No** is selected, you will be asked if you would like to apply for the SBR Program.

If you are interested in obtaining your Small Business Reserve (SBR) certification use the drop-down list to select **Yes**. This will add a reminder within your profile to complete the self-certification process after creating your profile.

Small Business Reserve (SBR)*

No

Would you like to apply to the SBR Program? ⓘ*

Yes

No

Veteran-Owned Small Business Enterprise (VSBE)*

Minority Business Enterprise (MBE)*

Figure 5: Showing yes and no responses in drop down menu.

- ii. If you are not interested in obtaining your Small Business Reserve (SBR) certification at this time, select **No**. If you select **No**, the reminder will not appear within your profile; however, you will still have the option to complete the certification process later if you choose.

b. **Veteran-Owned Small Business Enterprise (VSBE)***

- i. To participate in the VSBE program, vendors must complete the State of Maryland certification process via eMMA. **All vendors** should select **No** to this question, even if you have previously obtained a veteran-owned small business certification from another source. You will have the ability to enter that certification information later.

After selecting **No** you will be asked if you would like to apply for the VSBE Program.

Select **Yes** to initiate the veteran-owned small business certification process with the

State of Maryland. Selecting **Yes** will add a reminder to your eMMA profile prompting you to complete the next steps to obtain your certification.

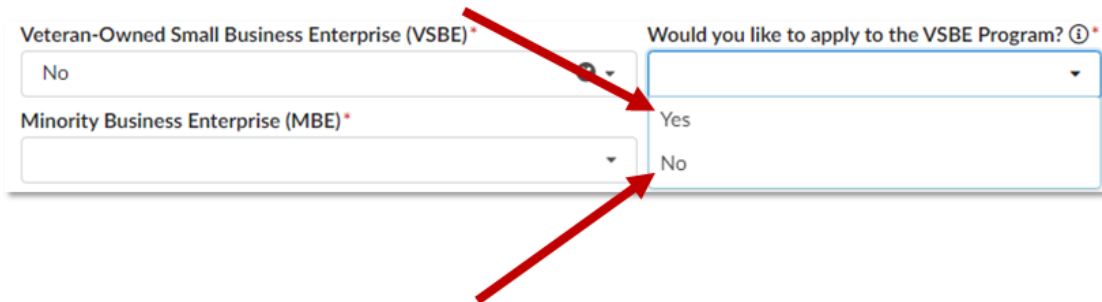


Figure 6: Showing yes and no in the drop-down menu.

If you are not interested in obtaining your veteran-owned small business certification at this time, select **No**. If you select **No**, the reminder will not appear within your profile; however, you will still have the option of proceeding with the VSBE Certification later if you choose.

- ii. By selecting **Yes**, you are indicating that you have completed the State of Maryland Veteran-owned Small Business Certification process. You will be required to provide a valid certification number.

c. **Minority Business Enterprise (MBE)***

- i. Select **No** if you do not already have your Minority Business Enterprise (MBE) certification.



Figure 7: Minority Business Enterprise Question Box

- ii. If you select **No** you will have the ability to update your profile if you obtain your certification in the future.
- iii. Select **Yes** if you have obtained your Minority Business Enterprise (MBE) certification through the Maryland Department of Transportation Office of Minority Business Enterprise.



Figure 8: Shows MBE Certification # Box opening when "yes" is selected.

- iv. If you select **Yes**, you will be prompted to enter your MBE Certification Number. If you do not know your certification number, you can look it up in the Directory of Certified Firms at <https://mbe.mdot.maryland.gov/directory/>.

5. Complete the fields in the **Procurement Programs, Federal Programs** section.

Use the drop-down list to indicate if your company current has any of the following certifications:

Federal Programs

[For information regarding certification for the programs listed below, click here.](#)

Is your company enrolled in the following programs?

Disadvantaged Business Enterprise (DBE) *

a.

Small Business Enterprise (SBE) *

b.

Airport Concessionaire Disadvantaged Business Enterprise (ACDBE) *

c.

Figure 9: Federal Programs Screen

a. Disadvantaged Business Enterprise (DBE)

- i. Select **No** if you do not currently have a Disadvantaged Business Enterprise (DBE) Certification.
If you select this option you will have the ability to update your profile if you obtain your certification in the future.
- ii. Select **Yes** if you have a Disadvantaged Business Enterprise certification.
If you select yes, you will be prompted to enter your DBE Certification number.

b. Small Business Enterprise (SBE)

- i. Select **No** if you do not currently have a Small Business Enterprise (SBE) Certification.
If you select this option you will have the ability to update your profile if you obtain your certification in the future.
- ii. Select **Yes** if you have a Small Business Enterprise Certification.
If you select yes, you will be prompted to enter your SBE Certification Number.

c. Airport Concessions Disadvantaged Business Enterprise (ACDBE)

- i. Select **No** if you do not currently have an Airport Concessions Disadvantaged Business Enterprise (ACDBE) Certification.
If you select this option you will have the ability to update your profile if you obtain your certification in the future.
- ii. Select **Yes** if you have an Airport Concessions Disadvantaged Enterprise Certification.
If you select yes, you will be prompted to enter your ACDBE Certification Number.

6. Complete the fields in the **Contact Information** section.

Note: All fields in this section are mandatory.

The screenshot shows a form titled "Contact information" with the following fields and callouts:

- a.** Points to the "First Name*" input field.
- b.** Points to the "Last Name*" input field.
- c.** Points to the "Job Title*" input field, which also includes a language dropdown menu currently set to "en".
- d.** Points to the "Email*" input field.
- e.** Points to the "Confirm Email*" input field.
- f.** Points to the "Password*" input field.
- g.** Points to the "Confirm Password*" input field.

Figure 10: Contact Information Box

- a. **First Name***: Enter your first name.
 - b. **Last Name***: Enter your last name.
 - c. **Job Title***: Enter your current job title.
 - d. **Email***: Enter your email address. Note: this email address will also be used as your login ID.
 - e. **Confirm Email***: Re-enter your email address.
 - f. **Password*** - Create a password that you will use when logging into your profile. Passwords must include the following:
 - At least one uppercase character,
 - At least one lowercase character,
 - At least one numeric character,
 - At least one special character, and
 - At least twelve characters.
 - g. **Confirm Password***: Re-enter the password you created. Be sure to retain this password for your records.
7. Use the **Product & Service Offerings** drop-down list to select United Nations Product & Service Codes (UNSPSC). Your company will receive email notifications for any contracting opportunity that matches the UNSPS codes selected. To learn more about UNSPSC visit <https://www.unspsc.org/>.
- a. To begin searching for UNSPS codes, click on the Product & Services Categories field. This will expand the drop-down list of codes.

The screenshot shows a form titled "Product & Service Offerings" with a dropdown menu labeled "Product & Service Categories ⓘ*". Callout **a.** points to the dropdown arrow.

Figure 11: Product & Service Offerings Box

- b. Click on the See All option at the bottom of the screen. This will open the Commodity Selector box.

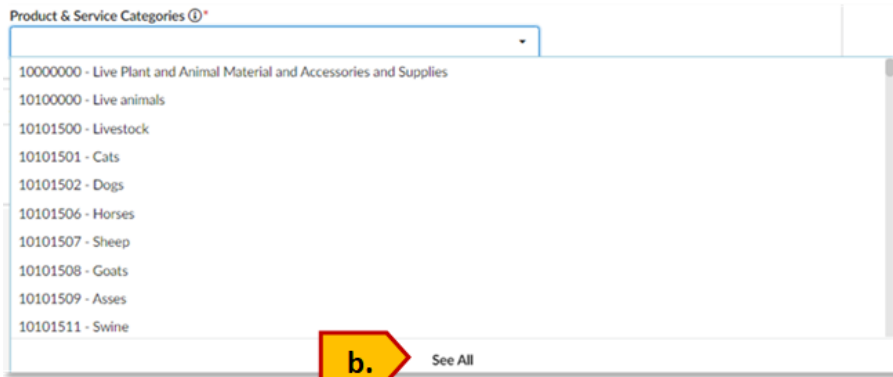


Figure 12: Product & Service Code List

- c. To search for product/service codes by keyword, type a keyword or phrase into the Keyword search box. Click on Search.

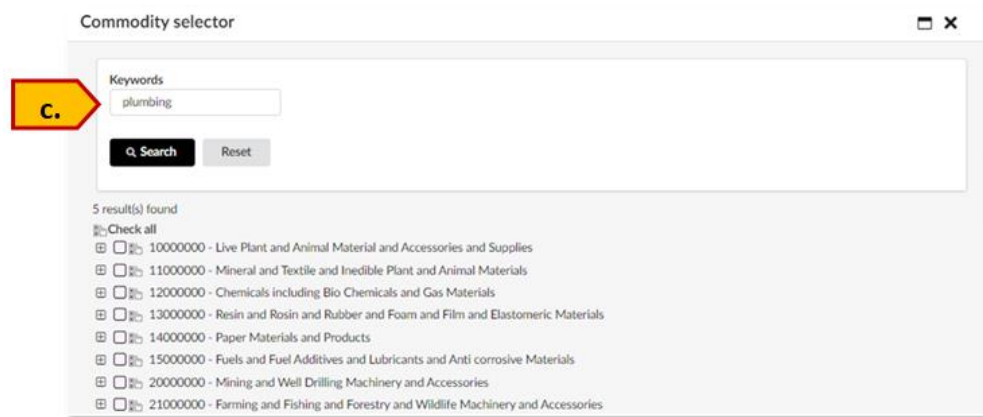


Figure 13: Commodity Selector Keyword Search Screen

- d. Each UNSPSC description containing the keyword or phrase you entered will be highlighted in yellow.

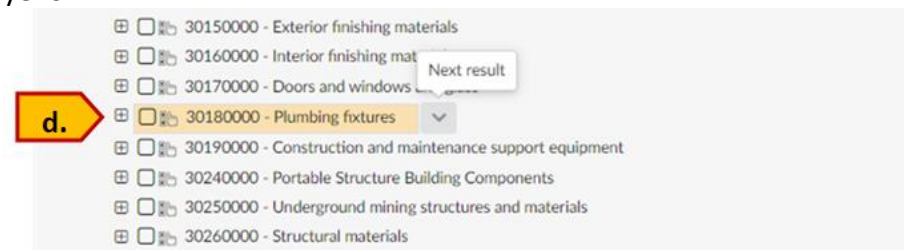


Figure 14: Example Results Screen

To add a code to your profile, click on the empty box () to the left of the code you would like to add. A check mark will appear in the box selected ()

- e. You can review each search result by clicking on the down arrow icon (▾) below the words Next Result.



Figure 15: Down Arrow Icon

- f. You may repeat the keyword search as many times as you would like. When you have selected (checked) all the codes you would like to add to your profile, click the x in the upper right corner of the Commodity Selector box.



Figure 16: How to Close Commodity Selector Box

- g. The Commodity Selector box will close. All of the codes you selected will show in the Product & Service Categories box.

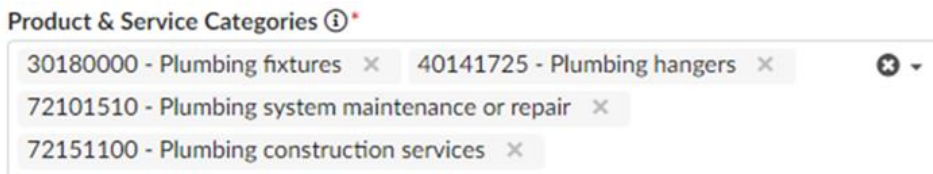


Figure 17: Codes Listed in Product & Service Categories Box

- h. You can add additional codes by repeating the steps outlined above. If you would like to remove any codes, you can do so by clicking on the x next to the code in the box.

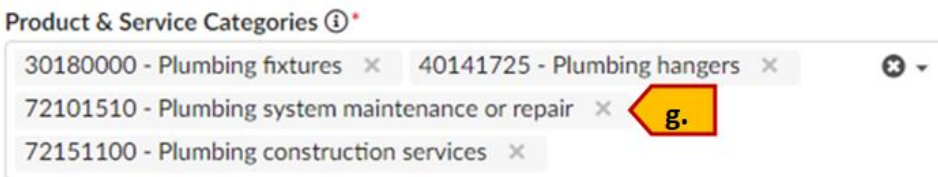


Figure 18: Select x to Delete Codes

NOTE: For more information on searching for and selecting UNSPS codes, refer to the Understanding UNSPSC Video/Instruction Guide, etc.

- 8. Use the drop-down list in the Areas Servicing box to select the areas your company serves.

Note: Selecting the areas you serve does not impact which solicitations you will receive notification for.

- a. To begin selecting the areas you serve, click on the State & Counties field to expand the drop-down list.



Figure 19: Areas Servicing Box

- b. Click on each area (Maryland County or Baltimore City) you wish to select. If your company serves all Maryland, you may select **Maryland** instead of each area individually or you may select as many counties as you would like.

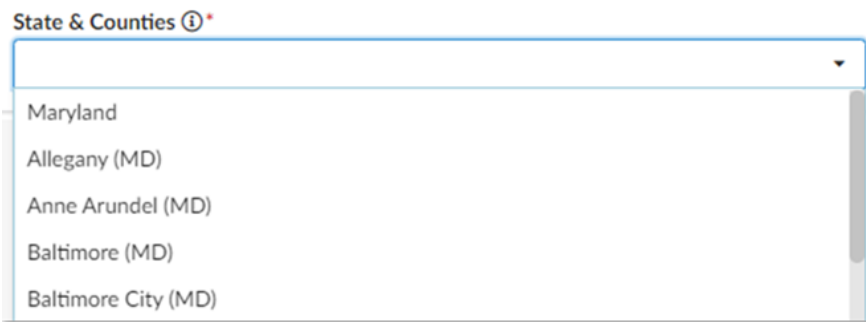


Figure 20: State and Counties List

- c. As you click on each area, it will appear in the State & Counties box and disappear from the drop-down list.

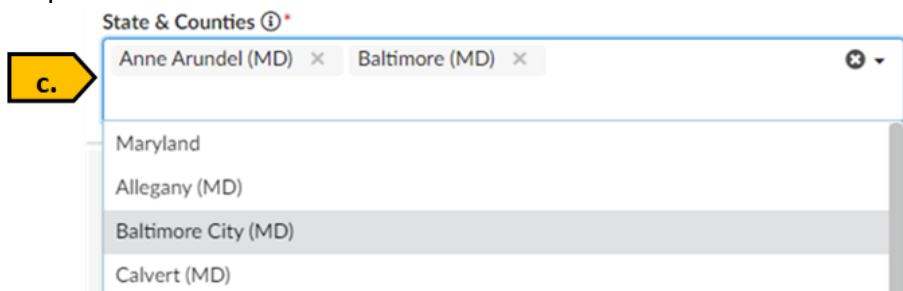


Figure 21: Selected State and Counties

- d. If you would like to remove an area you selected, click on the x next to that area in the State & Counties box.

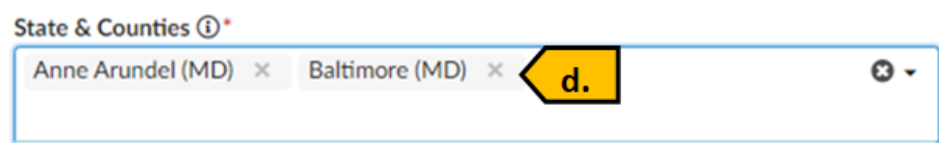


Figure 22: Select x to Delete County

- e. To close the drop-down list, click the screen anywhere outside of the State & Counties box.
9. After completing all sections of the registration form, and you are ready to submit, click on Register at the top of the page.

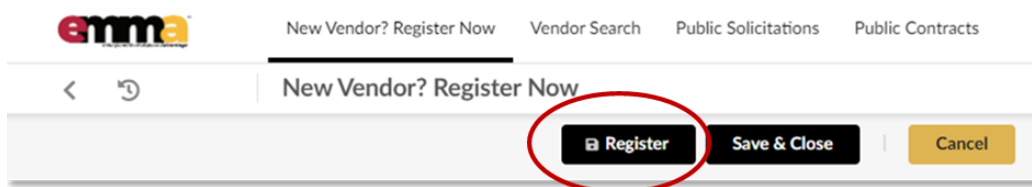


Figure 23: Register Button

10. Your Registration should now be complete.