Browse and Filter Sourcing Projects in eMMA
Quick Reference Guide

Overview

This Quick Reference Guide (QRG) is intended for Buyers who need to search for sourcing projects in the eMaryland Marketplace Advantage (eMMA). It includes a Training Video as well as guided instructions so you can choose what works best for you.

NOTE: For best results, use the Google Chrome browser to access eMMA.

Training Video

<Placeholder for training video>

Step-by-Step Instructions

Search Solicitations

1. Navigate to eMMA at https://emma.maryland.gov and click the **State SSO Login (Secure Auth)** button or the **MDOT SSO Login (MSAzure)** button, and log in with your credentials, if necessary.
2. Click the **Sourcing** tab at the top of the screen and select **Browse Sourcing Projects** from the drop-down menu that opens. A list of sourcing projects that you're a part of displays.
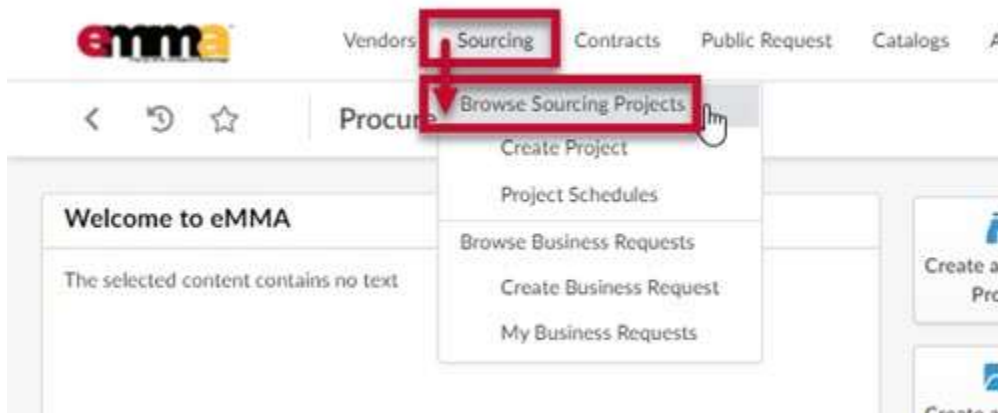

Figure 1: The Sourcing tab and the Browse Sourcing Projects option in eMMA.

3. The **Limit to my scope** filter is on by default when you reach this page. It limits the results to any project where you are a member of the Team. Below the search fields at the top, click the **X** to the right of the **Limit to my**
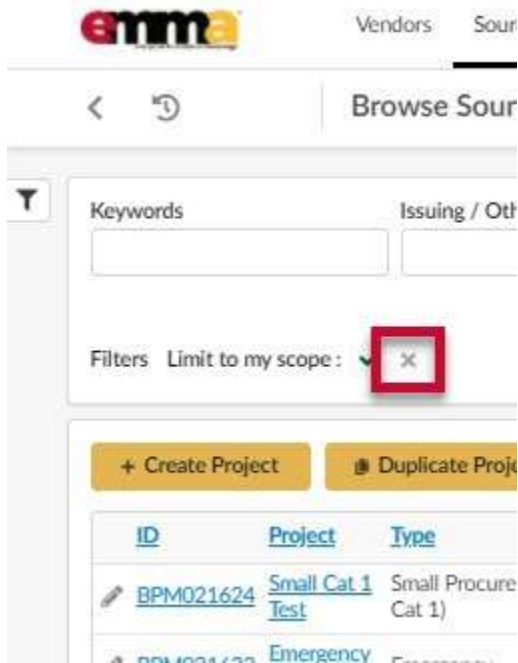
scope filter to remove it.

Figure 2: The X to the left of Limit to my scope to remove that filter and the Search button on the Browse Sourcing Projects page.

    a. (Optional) To turn the **Limit to my scope** filter back on, click the checkbox to the left of the Search button.

Figure 3: The checkbox to turn on the Limit to my scope filter.

4. Click the **Search** button to the right of the filter fields. The page displays a list of all Sourcing Projects.
5. (Optional) To download the results in an Excel file, right-click the column header hyperlinks .
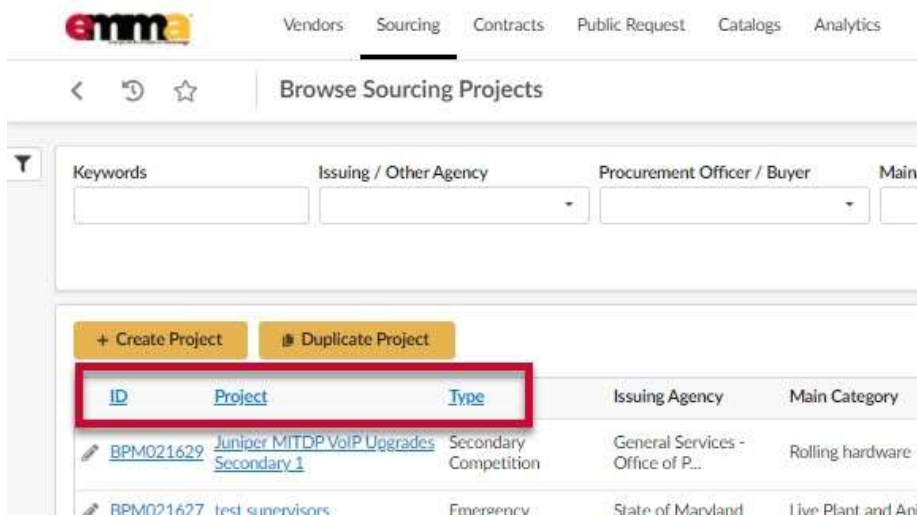

Figure 4: The column header hyperlinks for a list of results in the Browse Sourcing Projects page.

a. At the top of the menu, click the option with the Excel icon that says **Download table "Sourcing Projects" in Excel format**. A thumbnail of the file displays at the very bottom of the browser window.
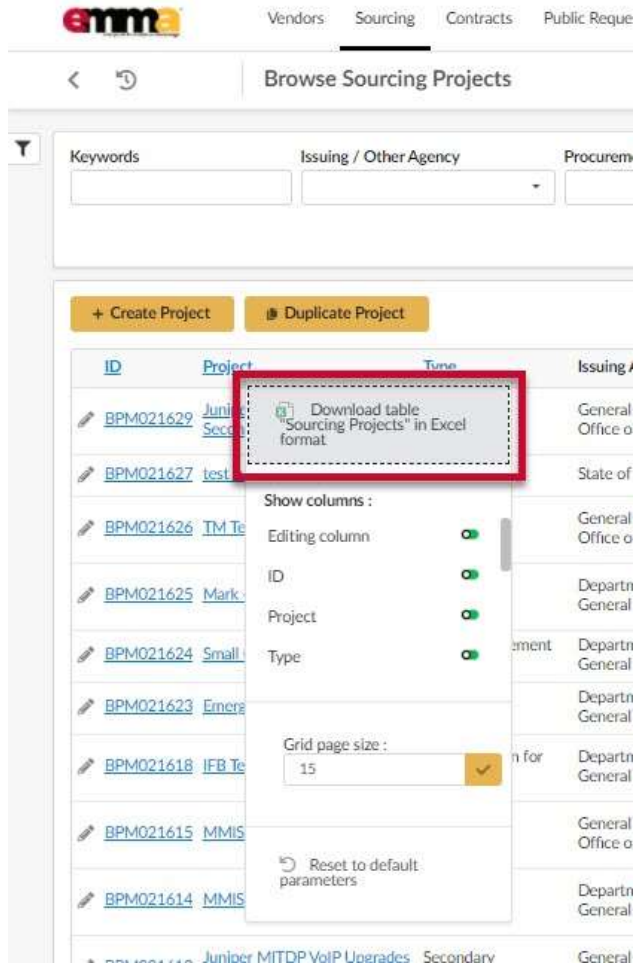

Figure 5: The Download table "Sourcing Projects" in Excel format option for a list of sourcing projects.

Filters

The filters provided on this page let you narrow the list of sourcing projects to a smaller and better-defined list. This section shows how to use the filters on the **Browse Sourcing Projects** page. You can use one filter or a combination of several. Applied filters display below the filter fields. Click the **X** to the right of a filter to remove it.
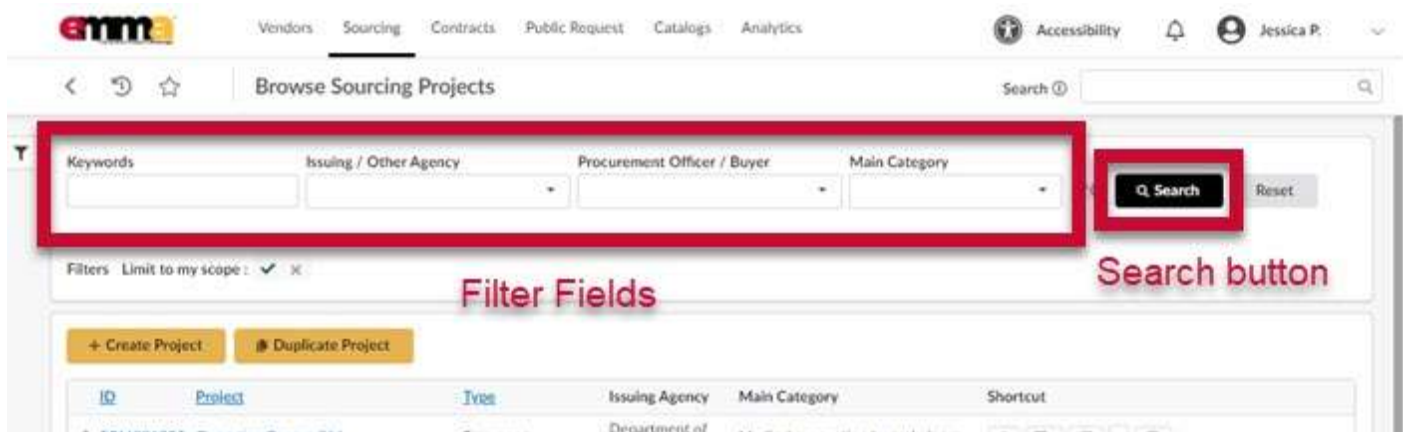

Figure 6: The Filter Fields and the Search button in the Browse Sourcing Projects page.

Keywords

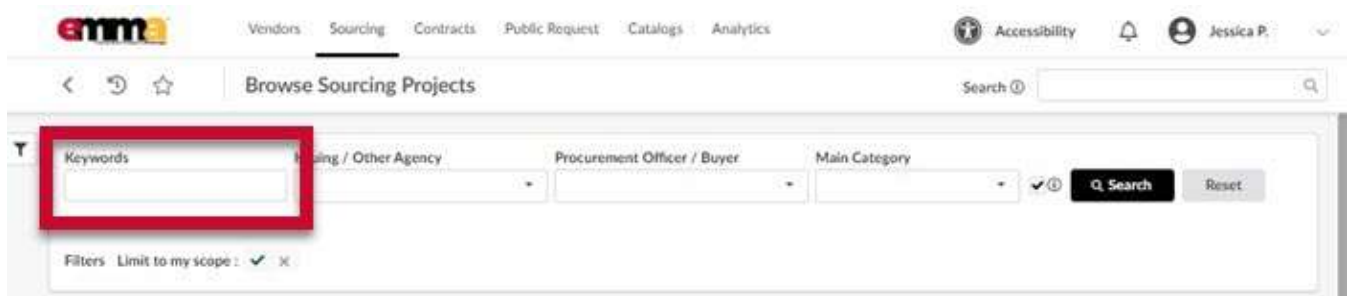1. Enter a search term or keyword for the sourcing project in the **Keywords** field.

Figure 7: The Keywords filter field in the Browse Sourcing Projects page.

2. Click the **Search** button. The page displays sourcing project results based on the term you entered.

Issuing / Other Agency

1. Click the **Issuing / Other Agency** field to enter a name or search the drop-down menu. Select the Issuing Agency or other agency associated with the sourcing project or click **See All** at the bottom of the menu.
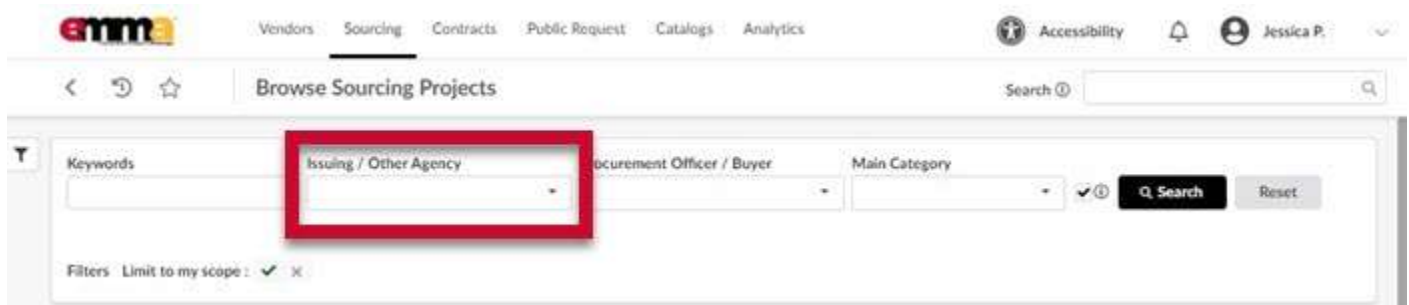

Figure 8: The Issuing/Other Agency filter field in the Browse Sourcing Projects page.

NOTE: Clicking **See All** opens a window in which all agencies are listed. Search for a term in the **Keywords** field and click the **Search** button to return relevant results. Select an agency from this list and close the window:—the agency auto-populates in the **Issuing / Other Agency** field.

2. Click the **Search** button to display results.

Procurement Officer / Buyer

1. Click the **Procurement Officer/Buyer** field to enter a name or search the drop-down menu. Select the Procurement Officer (PO) associated with the sourcing project or click **See All** at the bottom of the menu.
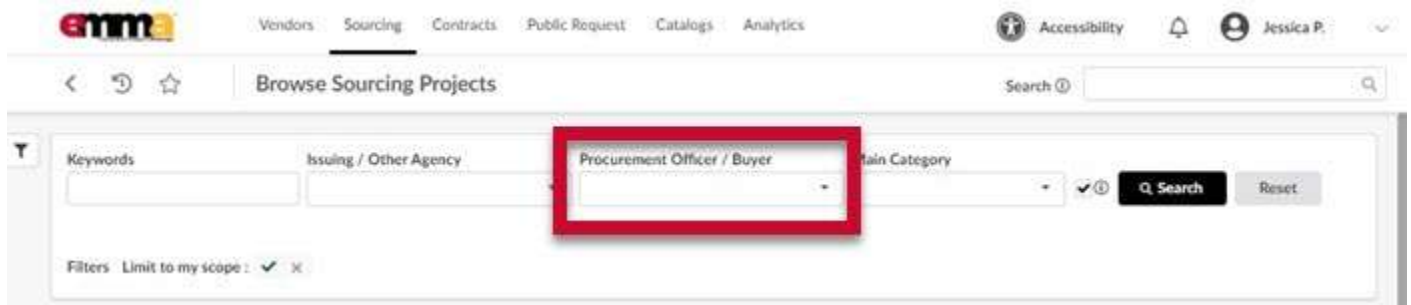
Figure 9: The Procurement Officer/Buyer filter field in the Browse Sourcing Project page.

NOTE: Clicking **See All** opens the **Contacts** window in which all Buyers are listed. At the top of ths window are five more filter fields you can use to narrow your results; **Keywords**, **Type**, **Vendor**, **Commodity**, and **Organization**. You can use one filter field or a combination of many to filter results. Click the **Search** button to return relevant results. Select a PO from this list and close the window. The selected PO populates in the **Procurement Officer/Buyer** field.
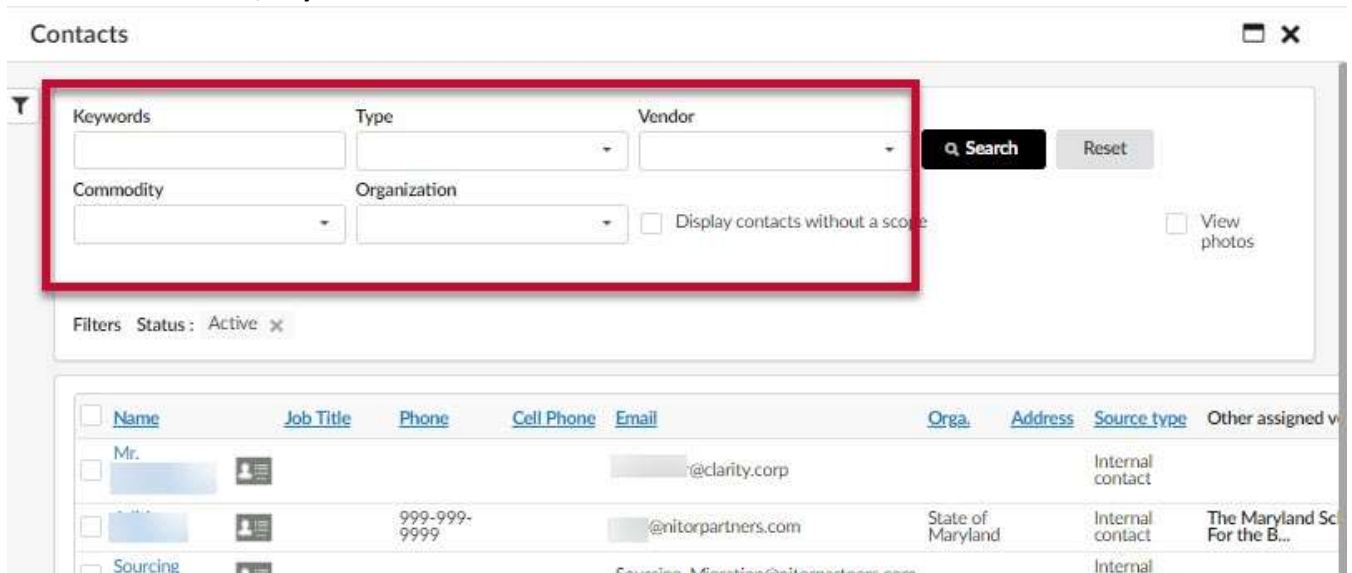

Figure 10: The additional filter fields for a Procurement Officer or Buyer in the Contacts window.

2. Click the **Search** button to display results.

Main Category

1. Click the **Main Category** field to enter a name or search the drop-down menu. Select the main category for the sourcing project or click **See All** at the bottom of the menu.
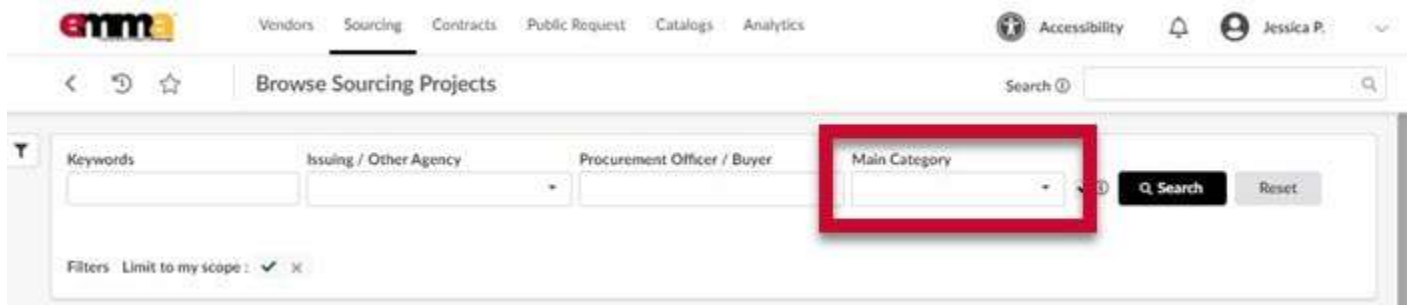
Figure 11: The Main Category field in the Browse Sourcing Projects page.

NOTE: Clicking **See All** opens a window in which all main categories are listed. Search for a term in the **Keywords** field and click the **Search** button to return relevant results. Select a main category from the list and close the window:—the selected category auto-populates in the **Main Category** field.

2. Click the **Search** button to display results

Once you locate the desired sourcing project in the list, click the Edit (pencil) icon to the left of the sourcing project to view its details.

NOTE: You can also select the blue hyperlinks for a project and see the same set of details.

Figure 12: The Edit (pencil) icon to the left of a listed sourcing project.