Browse and Filter Contracts in eMMA
Quick Reference Guide

Overview

This Quick Reference Guide (QRG) is intended for Procurement Officers and Buyers in the eMaryland Marketplace Advantage (eMMA) who want to know how to browse and filter existing contracts in eMMA. It includes training videos and instructions so you can choose to learn at your own pace.

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

Instructional Video

https://youtu.be/0hb1G8ZEWJU

Step-by-Step Instructions

Browse Contracts

This procedure lets you view contract information in eMMA.

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 **Contracts** tab at the top of the screen and select the **Browse Contracts** option from the drop-down menu that opens. Search results display a list of contracts in eMMA.
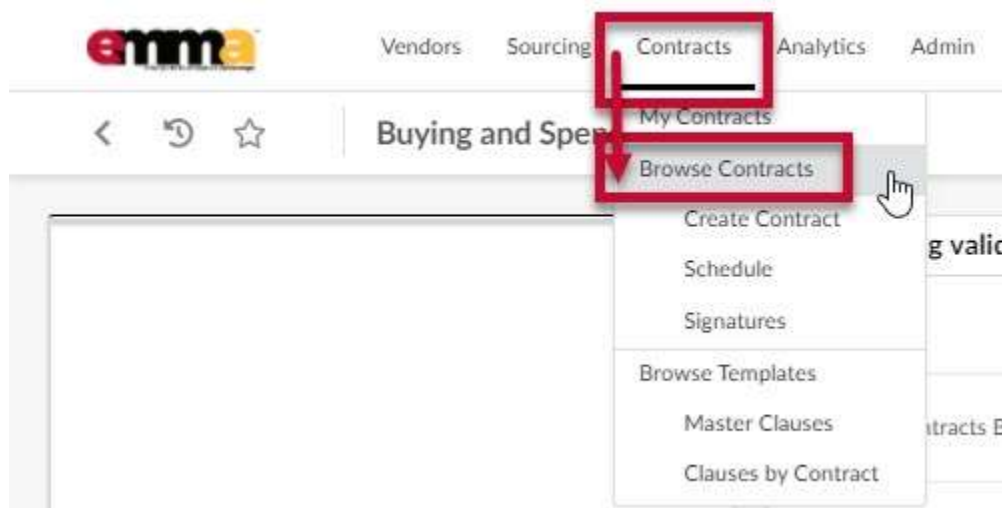

Figure 1: The Contracts tab and Browse Contracts option in the drop-down menu.

3. Click the **Edit** (pencil) icon to the left of the contract to view the information. You can also click either link for the **Contract ID** or **Contract Title** to view the information.

   NOTE: Only the Responsible team member can edit Contract information.
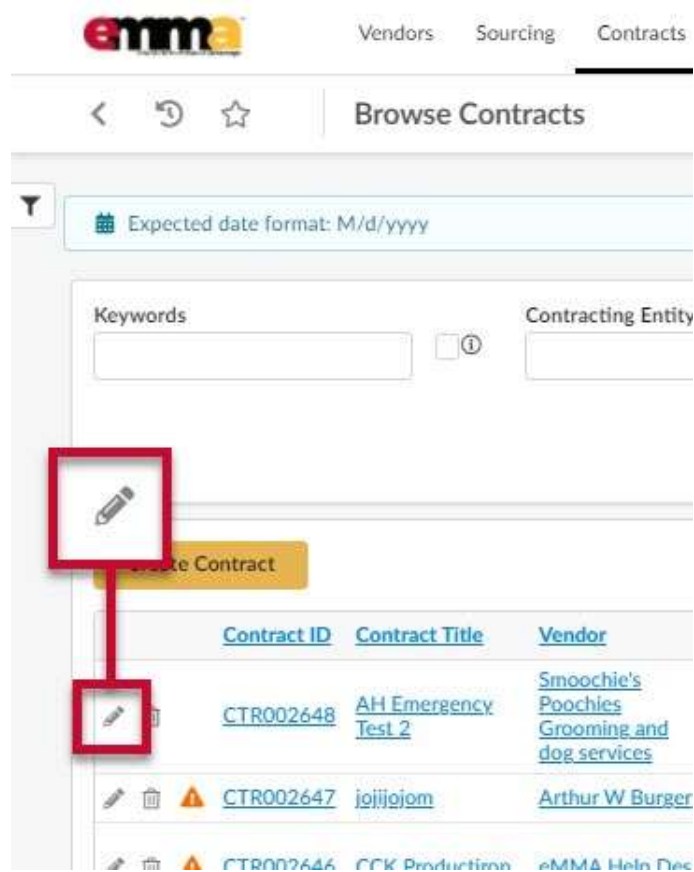

Figure 2: The Edit (pencil) icon for a contract in eMMA.

Filter Contracts

Once you're on the Browse Contracts page (Step 2 above), you will see a list of Contracts in eMMA. Some users may want to narrow the list to make it easier to find what they want. This section shows the different filters for this page and how they can quickly help you find what you're looking for. 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.
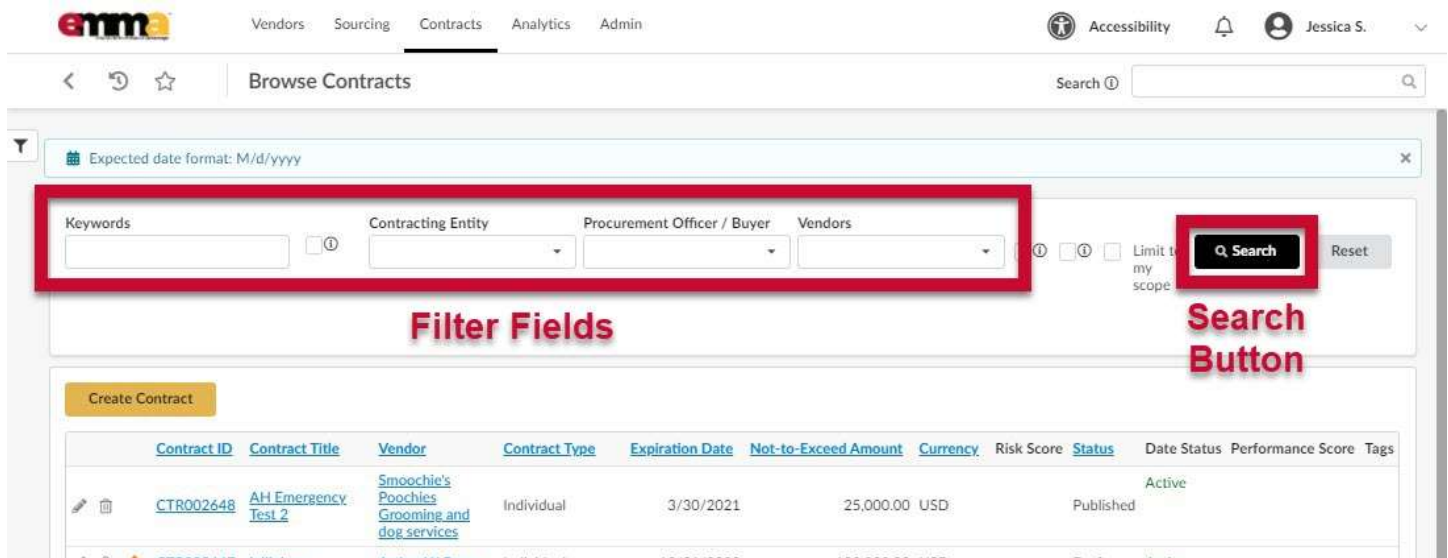

Figure 3: The contract filter fields and the Search button.

Filter Contracts by Keyword

The Keyword field displays contracts based on a key word or term you enter.

1. Click the **Keyword** field and enter a term to narrow the list of contracts.
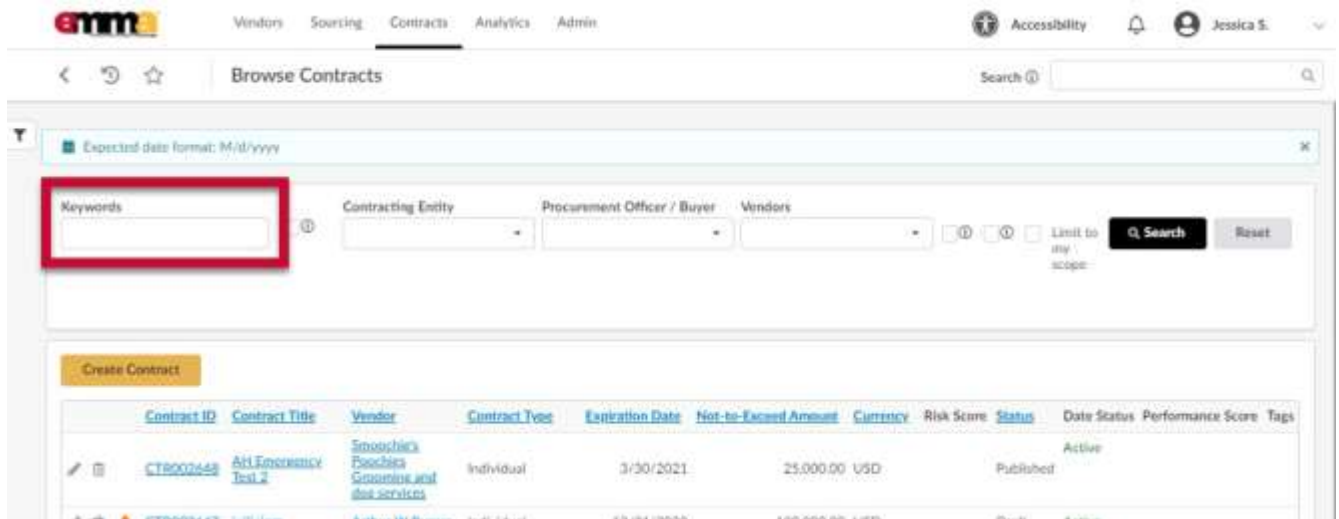

Figure 4: The Keywords field.

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

Filter Contracts by Contracting Entity

The Contracting Entity field lets you display contracts based on the entity who created the contract.

1. Click the **Contracting Entity** field to open the drop-down menu and select a contract entity or click **See All** at the bottom of the menu.

NOTE: Clicking **See All** opens a window which lists all contracting entities. Click the checkbox for a contract entity in this list and close the window. The contract entity populates in the field.
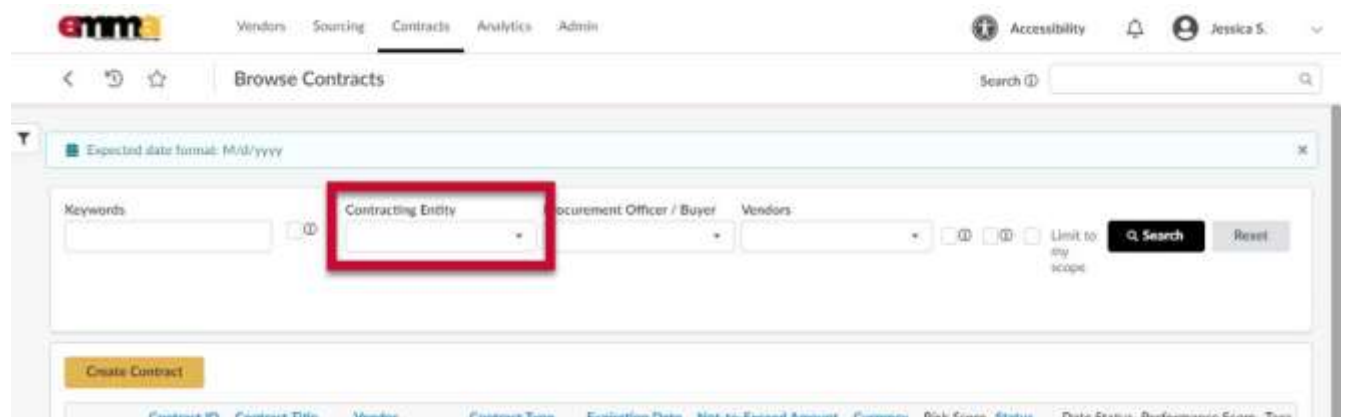

Figure 5: The Contracting Entity field.

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

Filter Contracts by Procurement Officer/Buyer

The Procurement Officer/Buyer field lets you display contracts based on the procurement officer or buyer responsible for the contract.

1. Click the **Procurement Officer/Buyer** field to open the drop-down menu and select a procurement officer or buyer from the list. You can also click **See All** at the bottom of the menu.

   NOTE: Clicking **See All** opens a window which lists all procurement officers or buyers in eMMA. Click the checkbox for a Procurement Officer or Buyer from this list and close the window. The procurement officer or buyer auto-populates in the field.
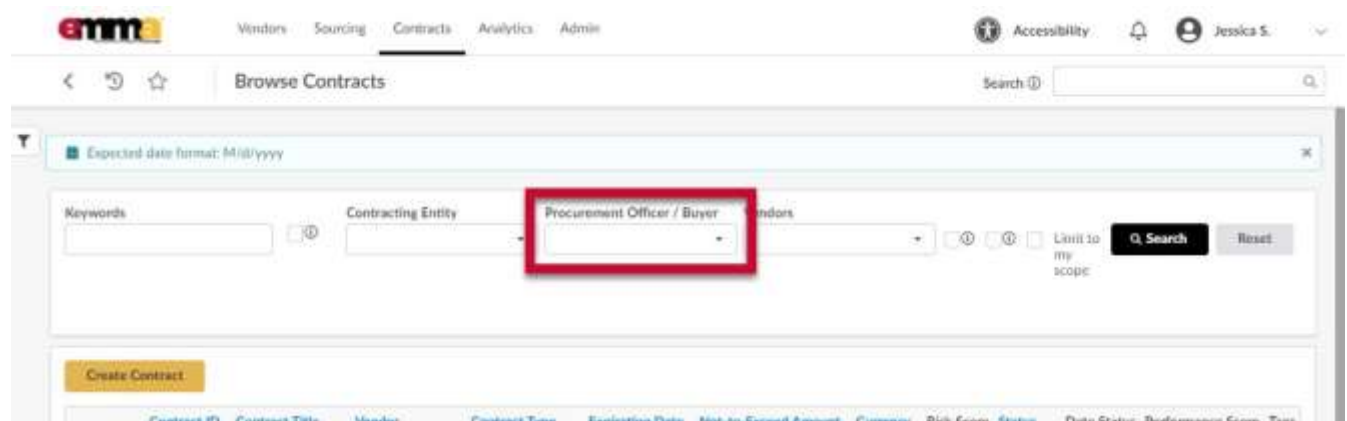

Figure 6: The Procurement Officer/Buyer field.

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

Filter Contracts by Vendors

The Vendors field lets you display contracts based on the vendors involved in the contract.

1. Click the **Vendors** field to open the drop-down menu and select a vendor from the list or click **See All** at the bottom of the menu.

   NOTE: Clicking **See All** opens a window which lists all vendors in eMMA. Click the checkbox for one or more vendors from the list and close the window. The vendor(s) auto-populate in the field.
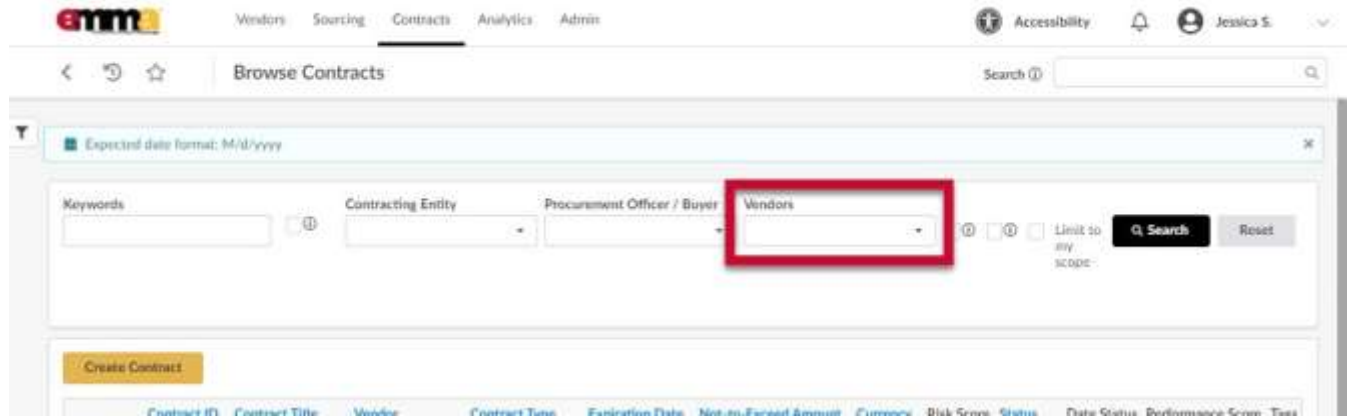

Figure 7: The Vendors field.

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

Other Filters Options in the Filter (Funnel) Icon Menu

Click the filter (funnel) icon in the upper left corner of the page to open the side-panel. This section describes a couple of the more helpful filters in this side-panel. Find each of the fields described below by clicking the funnel icon. Click outside the side-panel to collapse it.

Figure 8: The funnel icon.

NOTE: If you want to keep this side-panel open, click the pushpin icon in the upper right corner of the side-panel. Click it again to unpin this panel.
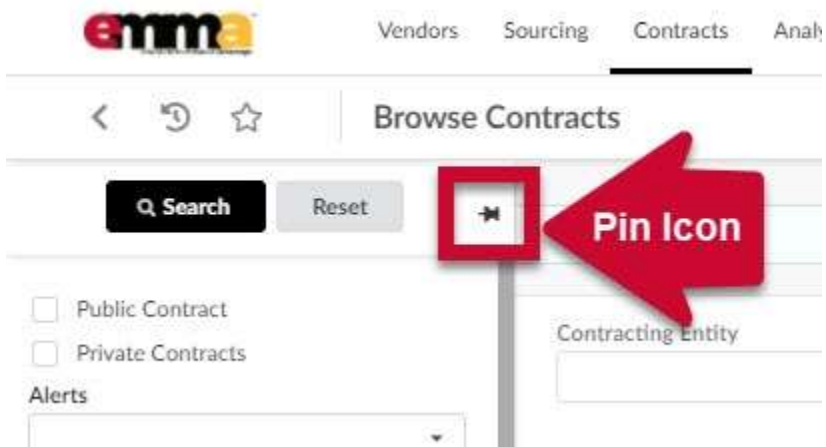
Figure 9: The pin icon to keep the funnel menu expanded

NOTE: Any filters selected from this side-panel display above the results. Click the **X** to the right of a filter to remove it from your search.

Filter Contracts by Dates Status

The Dates Status field lets you display contracts based on six contract statuses: **Draft**, **Active**, **Reviewable**, **Renewal Pending**, **Expiring Soon**, **Expired**.

1. Click the filter (funnel) icon in the upper left corner of the page to open the side-panel.

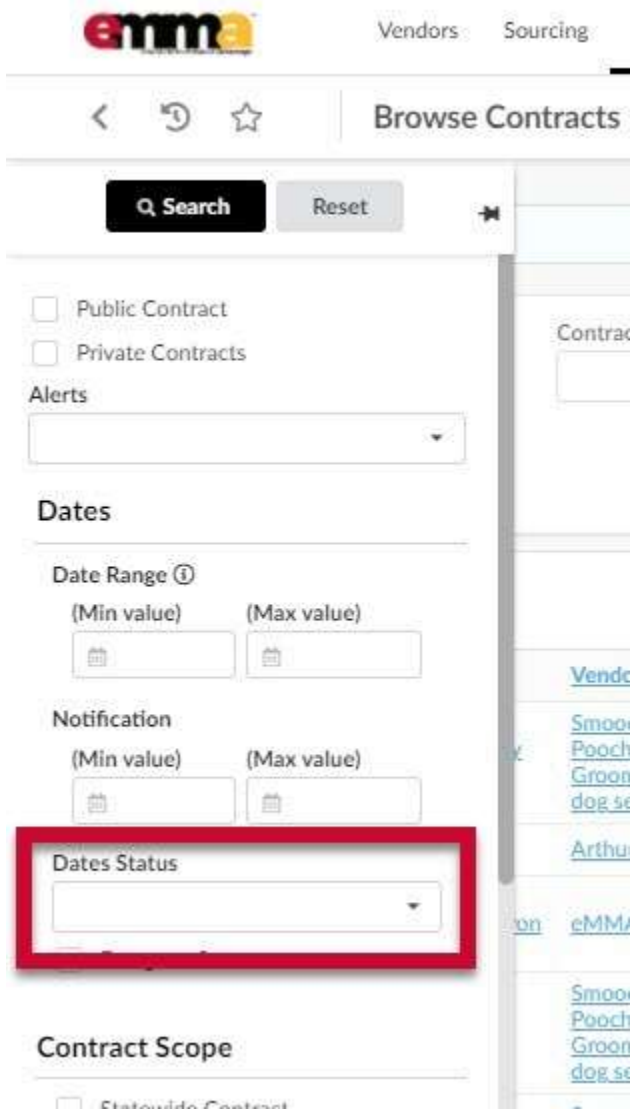2. Click the **Dates Status** field to open the drop-down menu and select one or more options from the menu.

Figure 10: The Dates Status field.

3. Click the **Search** button at the top of the side-panel to display results.

Filter Contracts by Contract Type

The Contract Type field lets you display contracts based on 4 contract types: **Master Without Secondary Competition**, **Master with Secondary Competition**, **Individual**, **Secondary Level Agreement**.

1. Click the filter (funnel) icon in the upper left corner of the page to open the side-panel.

2. Scroll down the panel to the **Header** section and click the **Contract Type** field to open the drop-down menu.
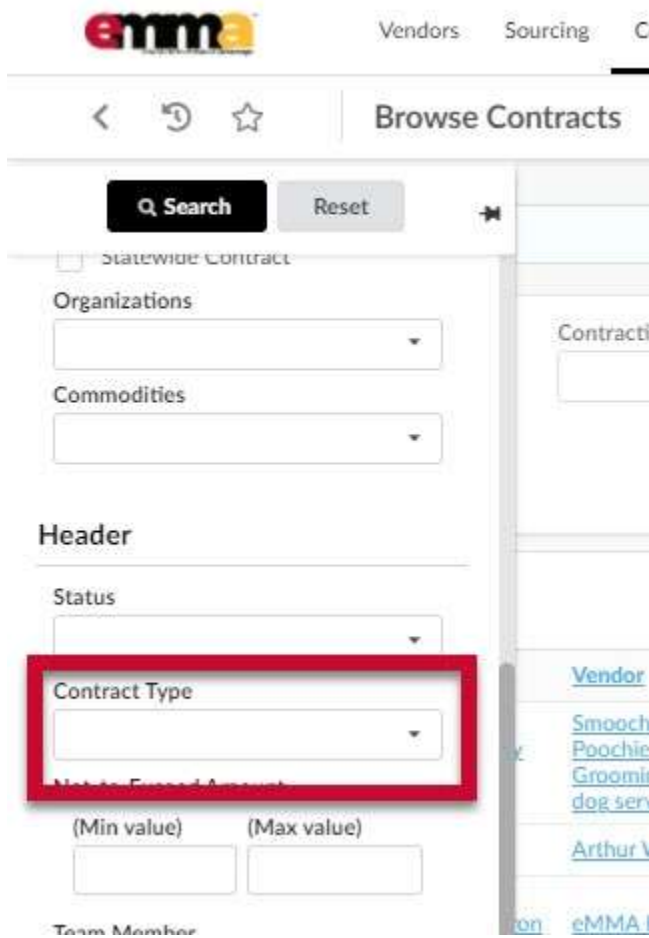

Figure 11: The Contract Type field.

3. Select one or more options from the menu.
4. Click the **Search** button at the top of the side-panel to display results.