



# Quick Reference Guide

## Adding Product and Service Categories

This Quick Reference Guide (QRG) is designed to help you add products and service categories to your vender profile in eMMA.

If you need help at any point, please email the eMMA helpdesk at [emma.helpdesk@maryland.gov](mailto:emma.helpdesk@maryland.gov).

### Instructional Video

<https://youtu.be/VWWT0mxnDFc>

### Step-by-Step Instructions

1. Navigate to eMMA at <https://emma.maryland.gov>.
2. In the upper right-hand corner, enter your **email address** and **password** in the **Login** field.

Welcome to eMaryland Marketplace Advantage (eMMA)



LOGIN

Login\*

Password\*

Login

State SSO Login(SecureAuth)

MDoT SSO Login(MSAzure)

Lost your password?

Figure 1: Login space for Vendors on eMMA.

### Adding Product and Service Categories

3. Under **General Info** in the top ribbon, click **Company Profile**.

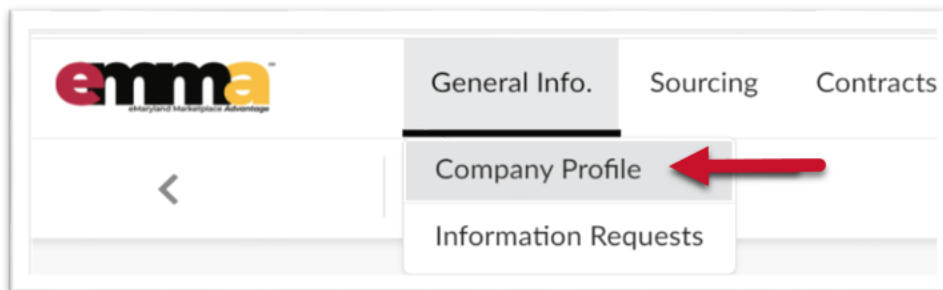


Figure 2: The Company Profile option drop-down menu.

2. Click **Qualifications** to add areas of service and UNSPSC codes/commodities.

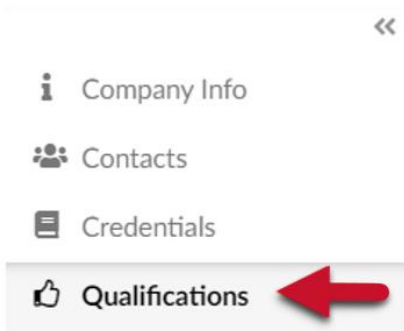


Figure 3: Qualifications tab located at the bottom of the left panel.

3. Choose **Areas Servicing**.

**Note:** For this section you must enter the state and the county your company serves. If your company serves the whole state, then you only need to select the state and you are done. However, if your company serves specific counties you must select the counties as well.

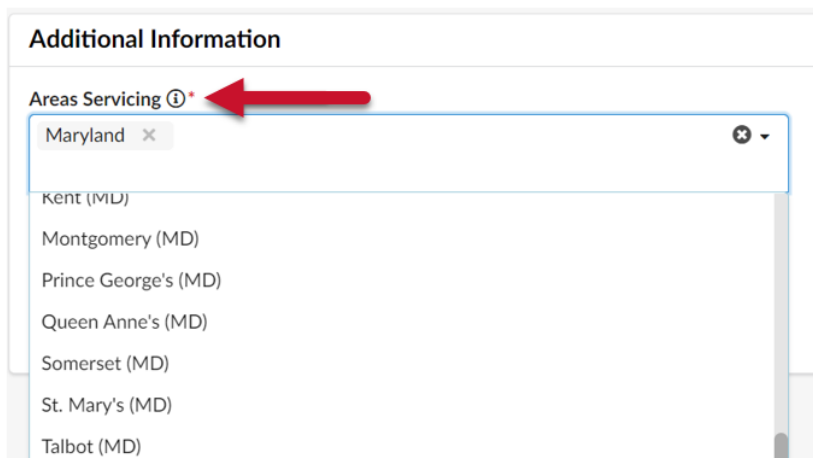


Figure 4: Area Servicing field and all available options in the Additional Information Section

4. Once you have selected the **Area of Service** and **Commodities** click **Save**.

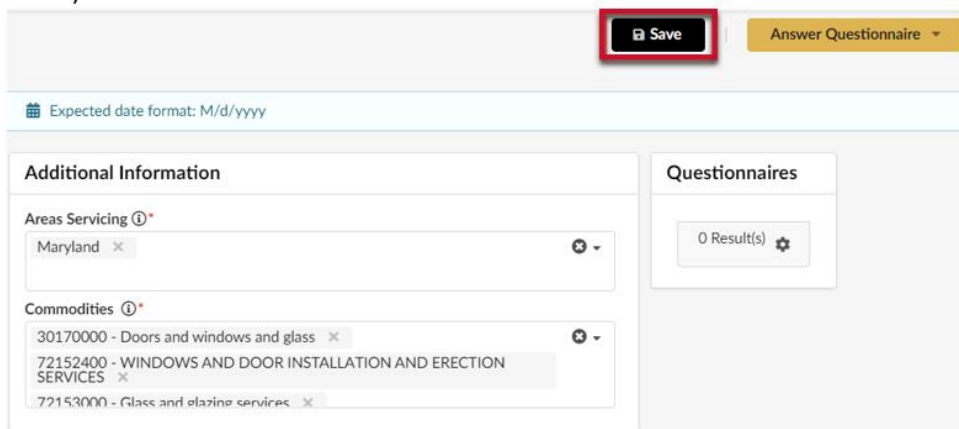


Figure 5: Save button located at the top right of the screen.

5. Choose your Product and Service Categories, or UNSPSC codes by clicking on the **Commodities** field and Clicking the **See All** button.

**NOTE:** You can update these codes at any time.

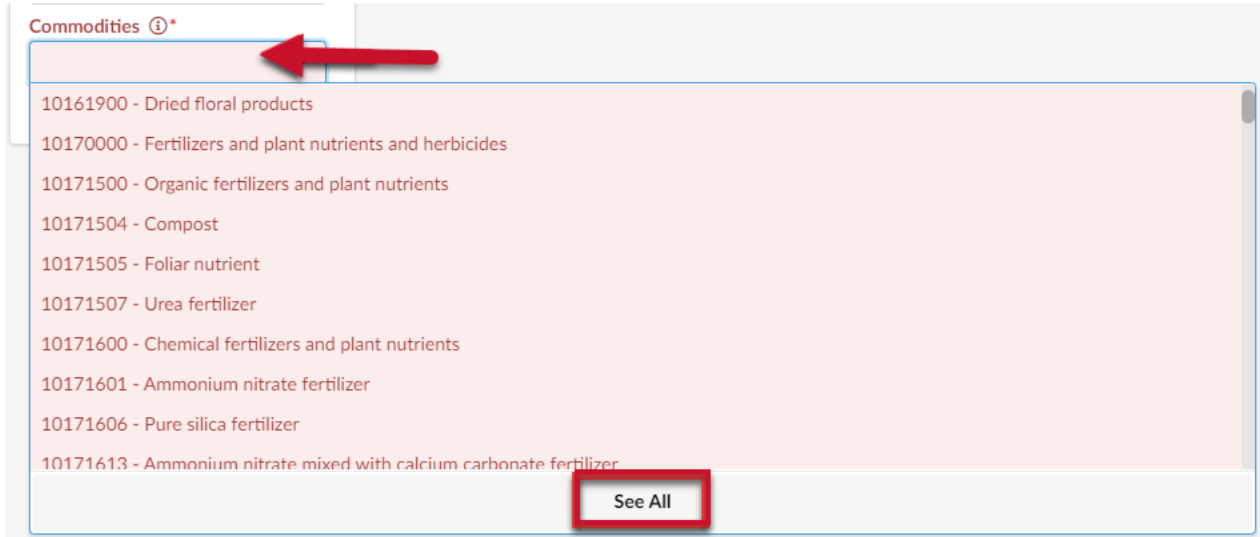


Figure 6: Commodities field drop-down menu and See All button.

6. This will display the **Commodity Selector** window. Here you search for the commodities that your company services or provides.

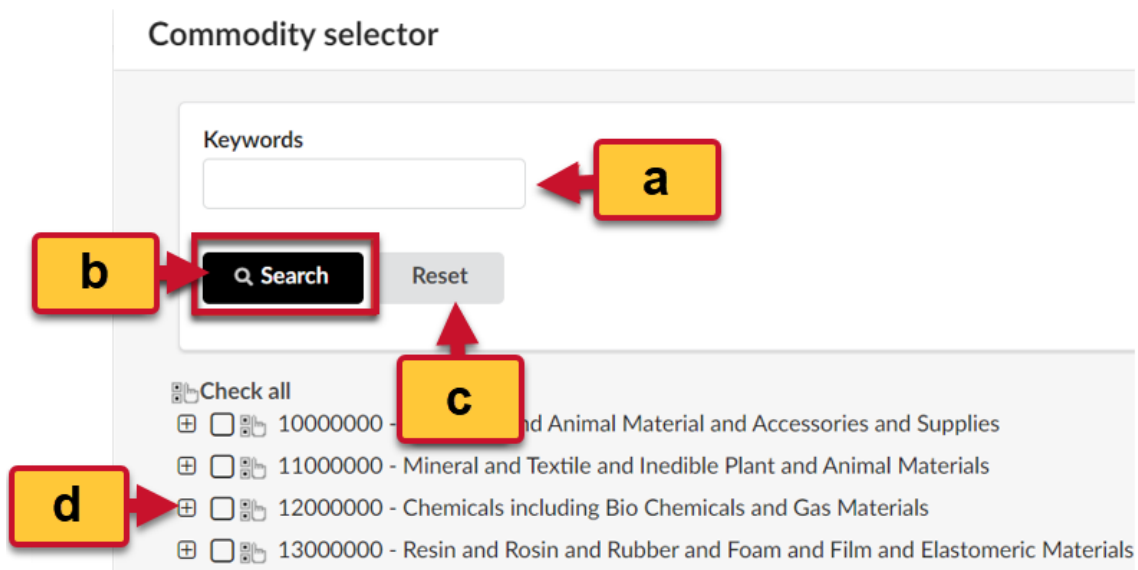




Figure 7: Search field, search button, reset button.

- a. **Keywords:** In this field you can type the specific name of the commodity that your company provides or services.
- b. **Search:** Once you have typed in the commodities you are looking for, click the **search button** to see the results.
- c. **Reset:** The reset button will reset your current search.

- d. In the Commodity Selector boxes, use the small **plus symbol** box  to drill down and open the lists below each section for the commodities or services your organization provides. To close a segment, click the **negative symbol** box . Be sure to click a check in the empty box next to EVERY code that applies to your organization, including codes that could only apply as a subcontractor.

**NOTE:** Only checked codes will receive notifications of bid opportunities.

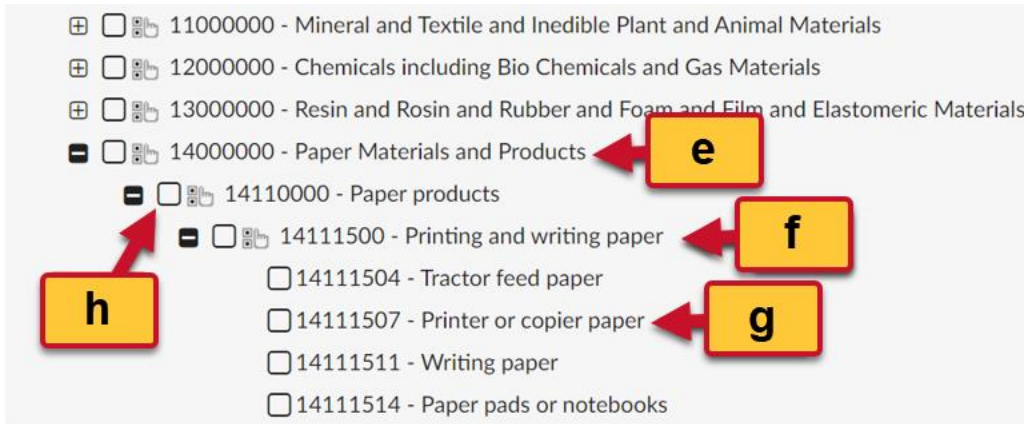



Figure 8: Segments, Family, Class, and Sub-classes

- e. **Segments:** Each product and service are under a particular segment.
- f. **Family:** Under each segment is a Family under that segment.
- g. **Class:** Under each family is a class.
- h. **Sub-classes:** These can be found under each class within a family.

7. Below is an example of how to search for commodities.

The Commodity Selector box opens listing all the **UNSPSC** Segments. To view each of the Family codes under a segment click on the **plus symbol**  next to the segment you wish to explore. In this example we will select **Paper Materials and Products** segment.

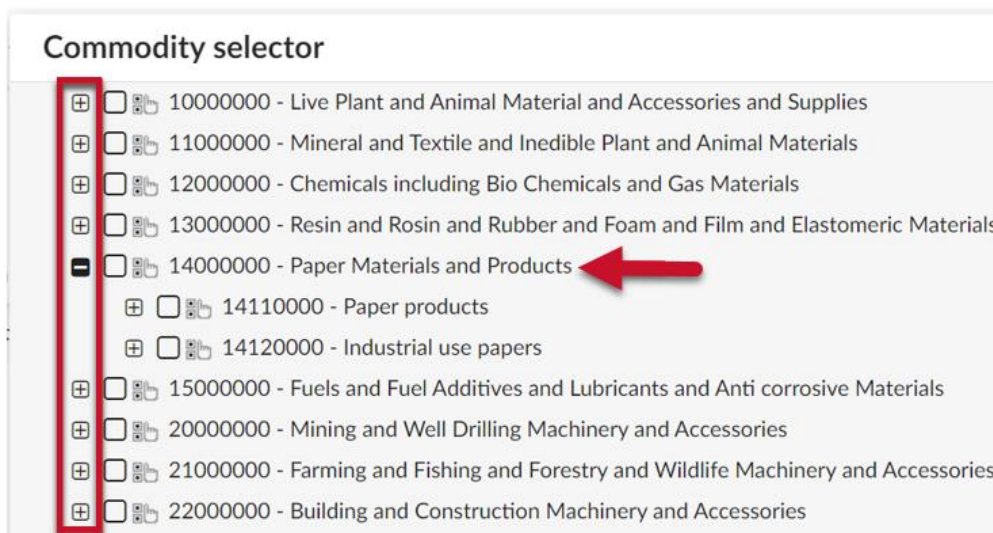



Figure 9: The plus symbol boxes and Paper Materials and Products section.

8. To view each Class code under that Family, select the **plus symbol**  next to the Class you wish to explore. Continue to drill-down until you get to the code(s) you wish to add to your profile.

To select a code, click empty box next to that code. A checkmark ✓ will populate in the box indicating you have selected that code.

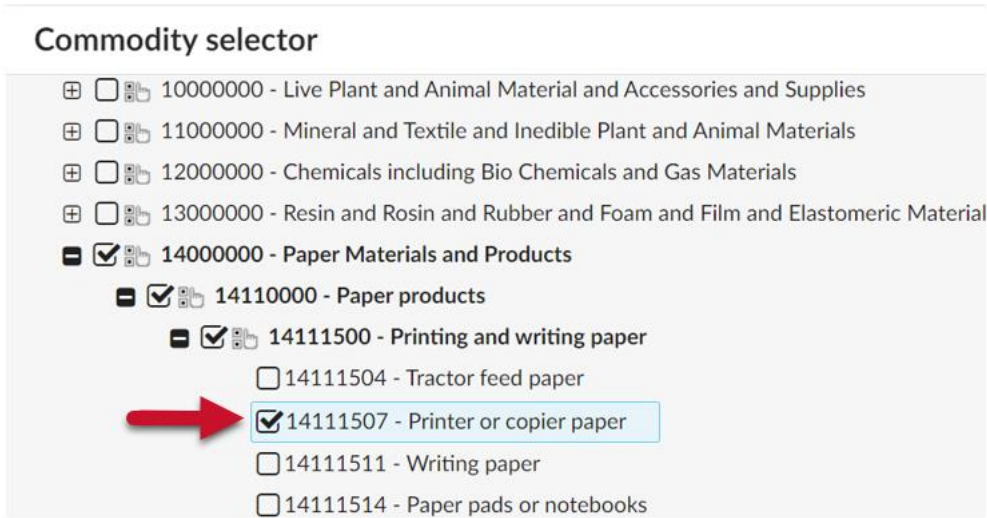



Figure 10: Checkmark in the segment box under class Printer and writing paper code for Printer or copier paper.

**NOTE:** If you do not see a plus symbol ⊕ next to a Family or Class code, it means there are no additional codes under that option.

9. If you would like to select all codes under a Segment, Family, or Class click on the **Check All** icon  next to the group you wish to select, and it will select all the codes under that selection.

## Commodity selector

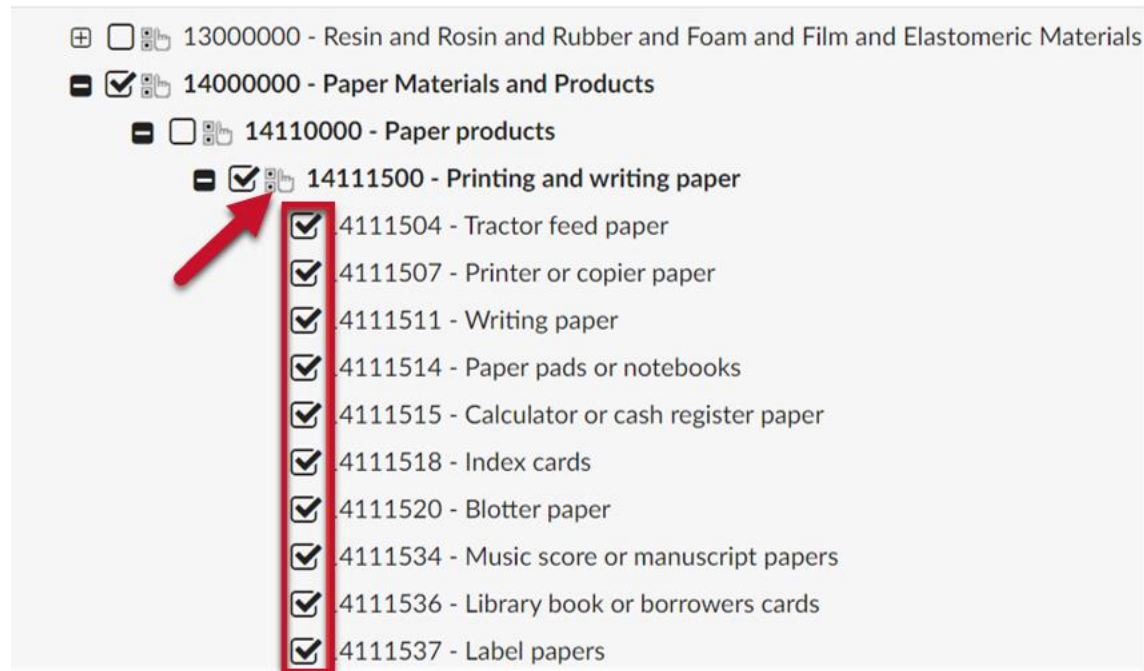


Figure 11: Check All button located right of the segment box.

10. Once you have selected all the codes you would like to add to your profile select the **Close Button** ✕ from the upper right of the screen.

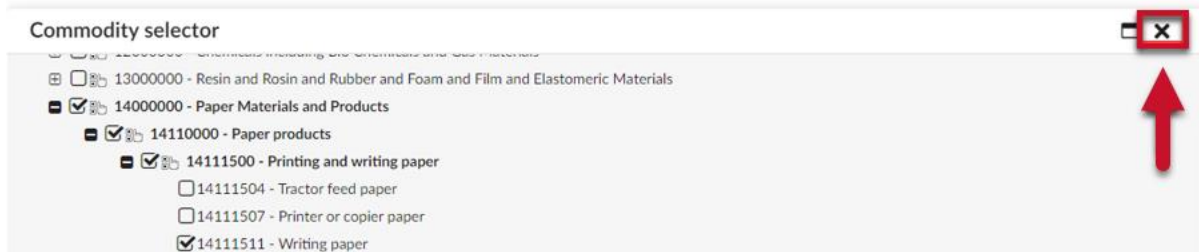


Figure 12: Close button located at the top right corner.

11. You will see these additional codes have been added to your profile and are now listed under the **Products and Services Commodities** box.

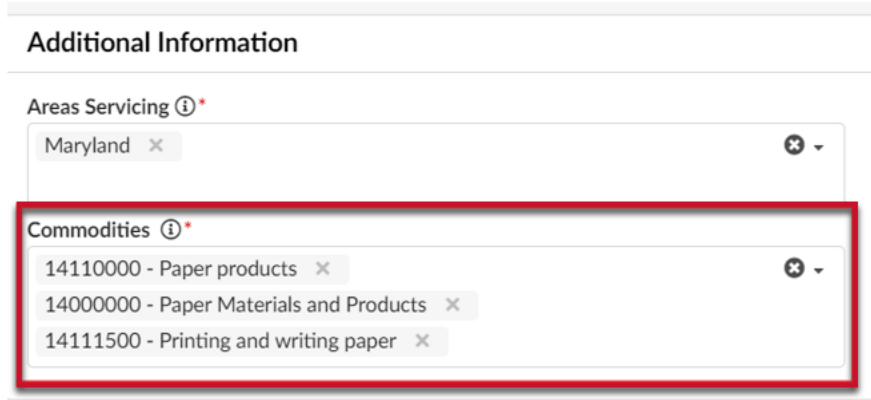


Figure 13: Codes added to the profile located under the Commodities field.

12. To remove a code from your profile, click on the “X” next to the code.

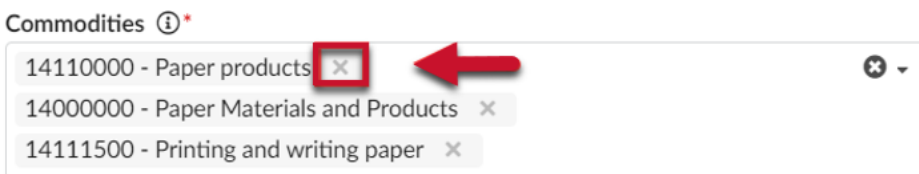


Figure 14: X button right of the Commodity code name

13. When you are finished click the **Save** button located at the top of the page.

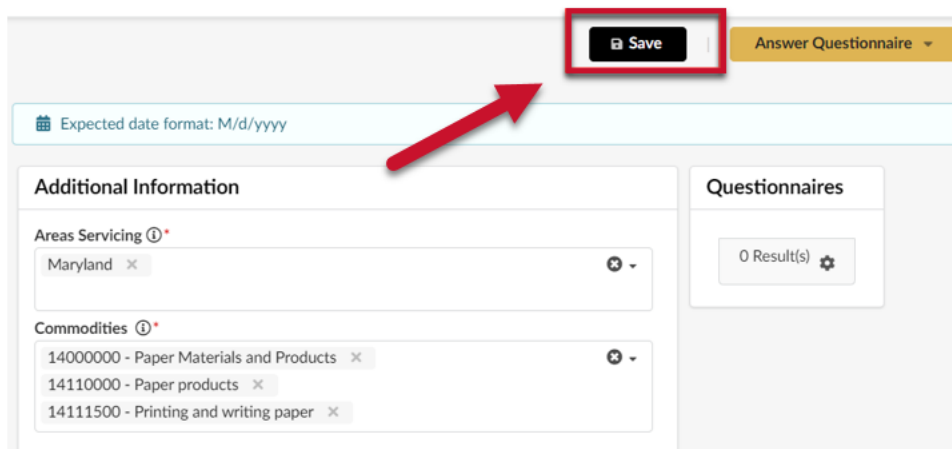


Figure 39: Save button located at the top of the page.

**NOTE:** If you are unable to locate a code that fits your product or services contact the eMMA Help Desk at [emma.helpdesk@maryland.gov](mailto:emma.helpdesk@maryland.gov). If you have located the code on the **UNSPSC website** but could not find it in eMMA please let the Help Desk know what that code is.