



# Quick Reference Guide

## Navigating and Updating roles

This Quick Reference Guide (QRG) is designed to help you navigate and update roles in 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

<Place Holder for Instructional Video>

### 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**, the address you used when you created the account, in the **Login** field.

Welcome to eMaryland Marketplace Advantage (eMMA)



Figure 1: Login space for Vendors on eMMA.

### Navigating your Company Profile -eMMA Homepage

3. In the Vendor Portal page, click **General Info** on the top ribbon, then click **Company Profile**.

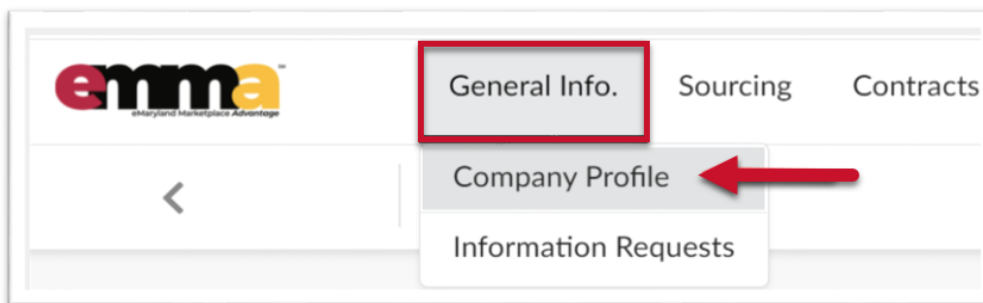


Figure 2: General Info tab at the top left of the eMMA homepage and Company Profile button.

- This will display the **Company Profile** page where you should see your company profile like the sample one below.

The screenshot shows a web form for a company profile. At the top right, there are two buttons: 'Save' and 'Answer Questionnaire'. Below these is a light blue banner with a warning icon and text: 'Fields marked by an asterisk \* are mandatory' and 'Expected date format: M/d/yyyy'. The form is divided into two columns. The left column is titled 'Company' and contains fields for: eMMA Vendor ID (SUP009544), Tax ID Type (EIN), Company / DBA / Trade Name\* (Sunryse Construction Services, Inc.), Federal Tax ID (233032178), Legal Name\* (Sunryse Construction Services, Inc.), Organization Type\* (Out of State Corporation), Web Site (www.example.com), and Year Founded. The right column is titled 'General Business Address' and contains fields for: Address\* (3061 SE Waaler St.), Address Line 2, City\* (Stuart), Zip Code\* (34997), Country\* (UNITED STATES), State\* (Florida), Company Phone #, Company Fax, and Company Email.

Figure 3: The company profile page. On the left is the Company information section on the right the General Business Address section.

## Updating Roles

- Navigate to the **Contacts** tab in the left navigation panel - if you cannot find it, click the double arrow icon ( « ) at the top of the left navigation panel to open the descriptions to the icons.

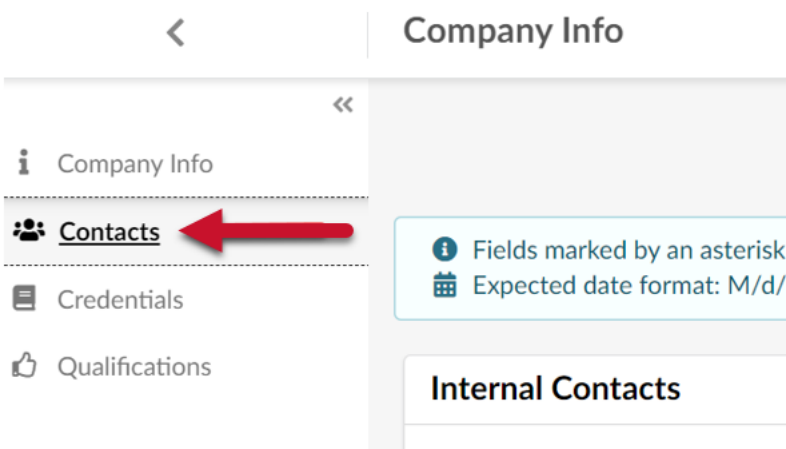


Figure 4: Contacts tab located on the left navigation panel.

- This is the **Internal Contacts** section. Update your Roles by clicking the field under the roles column to expand the roles list. These roles are to indicate which functional area the contact in eMMA works in. These roles do not restrict the contacts functionality in eMMA.

**NOTE:** You can see the first Contact is the one you made when you registered your account.

3. Here you can see the list of roles to select by clicking on the **Role(s)** field where you will see a list of roles:

**NOTE:** Each Vendor must have one contact with a **Primary Role**.

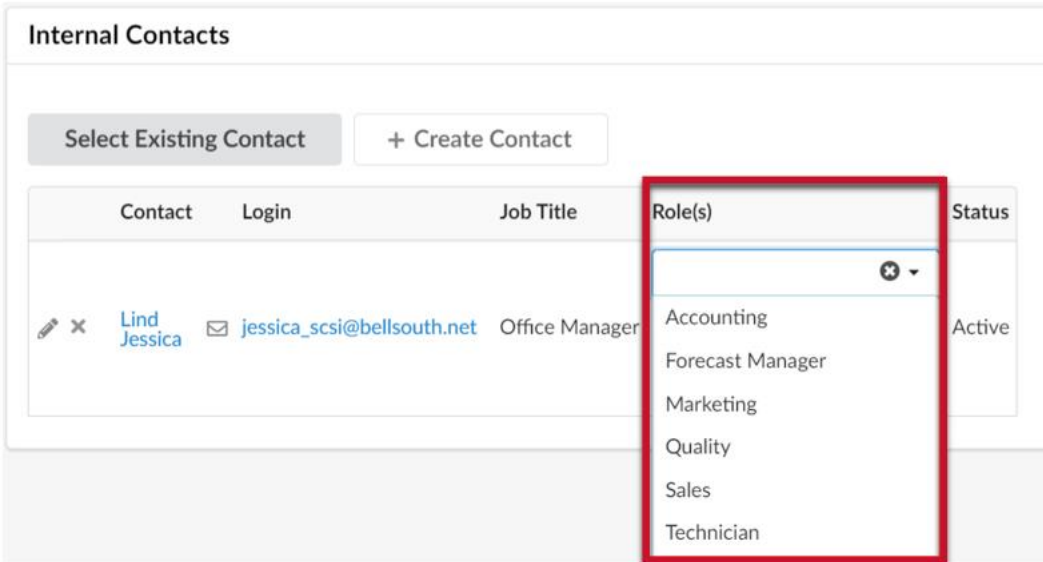


Figure 5: Internal Contacts section and Roles drop-down menu

- a. **Accounting:** Individual in the company who are working in an account related position.
- b. **Forecast Manager:** Individual in the company that working the business management position.
- c. **Marketing:** Individual in the company who works in the marketing and communications position.
- d. **Quality:** Individual in the company that works in the quality assurance position.
- e. **Sales:** Individual in the company that works in the sales department position.
- f. **Technician:** Individuals in the company that work with complex systems or perform highly technical and diagnostic tests.