



# Vendor Quick Reference Guide

## SBR Certification/Recertification

### Overview

This Quick Reference Guide (QRG) shows you how to apply for SBR Certification and recertify in eMMA, once you're registered.

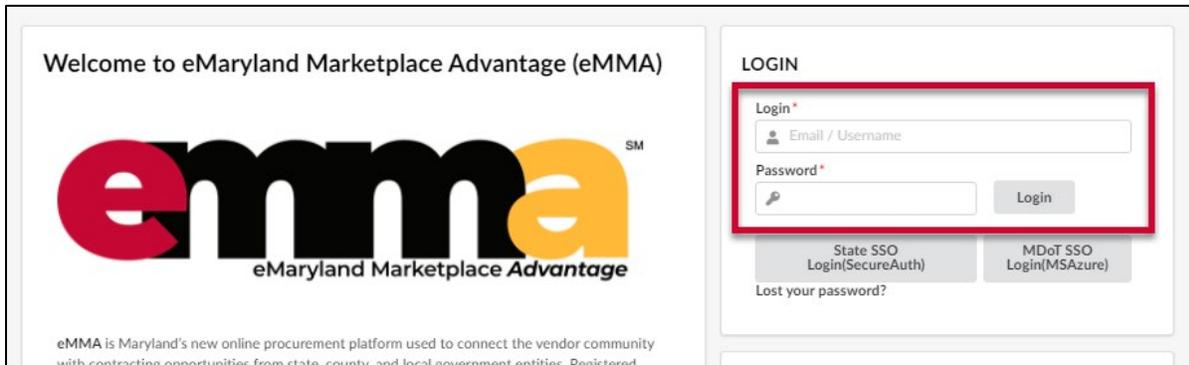
**NOTE:** For best results, access eMMA using the Google Chrome browser.

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

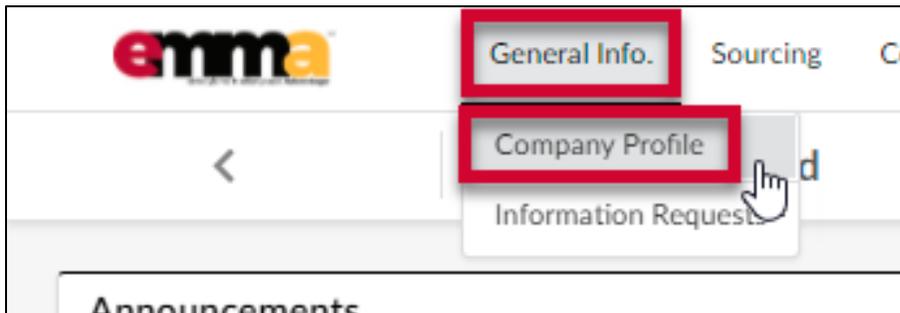
### Step-By-Step Instructions

#### SBR Certification

1. Navigate to eMMA at <https://emma.maryland.gov> and log in with your credentials.

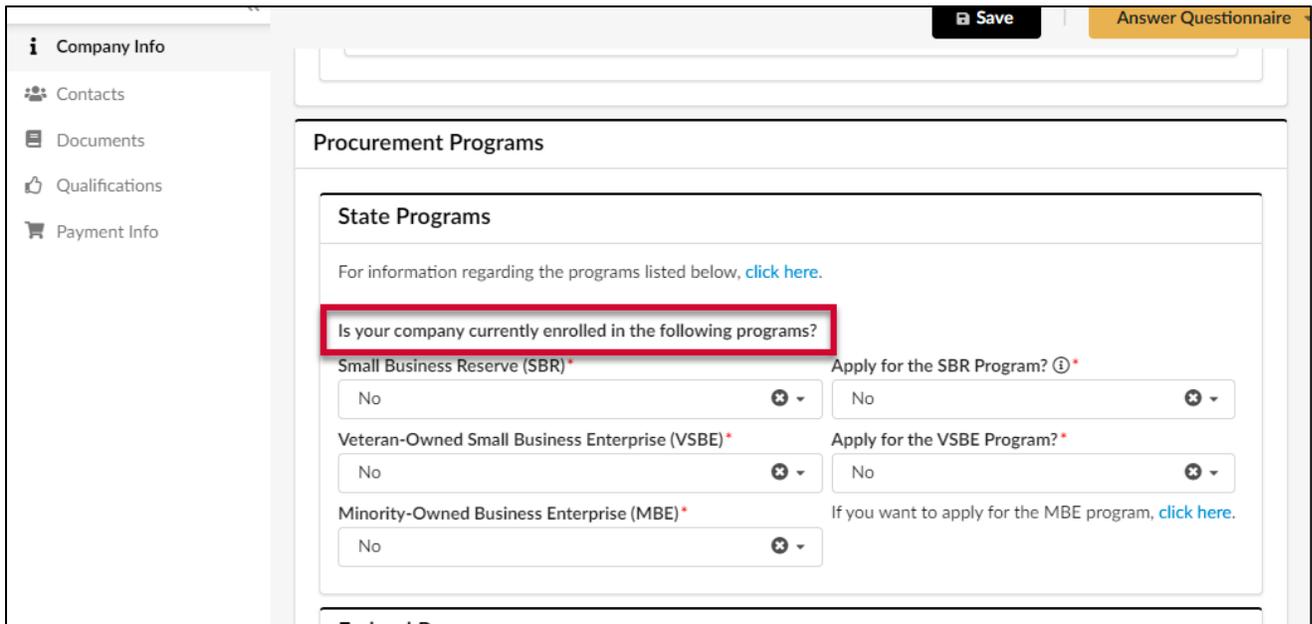


2. Click **General Info** tab at the top of the webpage and click on the **Company Profile** option from the drop-down menu.

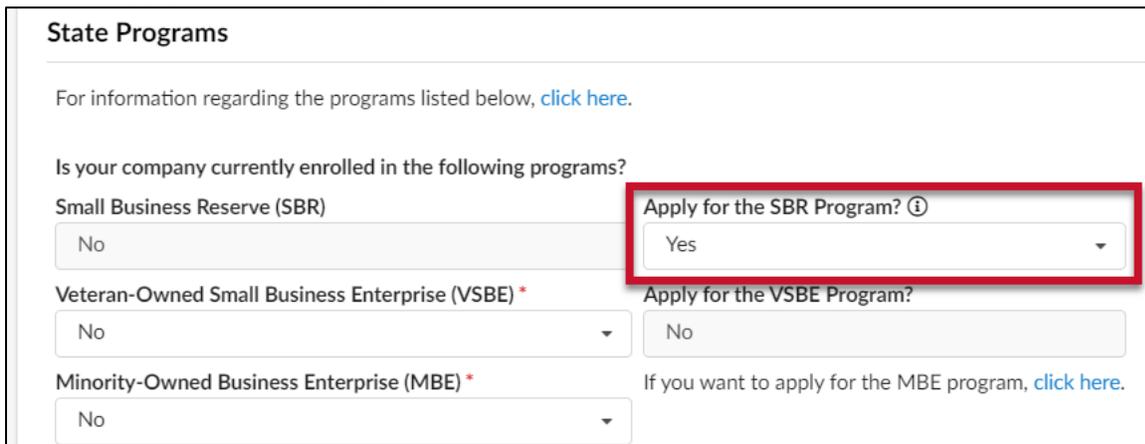


3. Scroll down to the **State Programs** section, under **Is your company currently enrolled in SBR Program?**

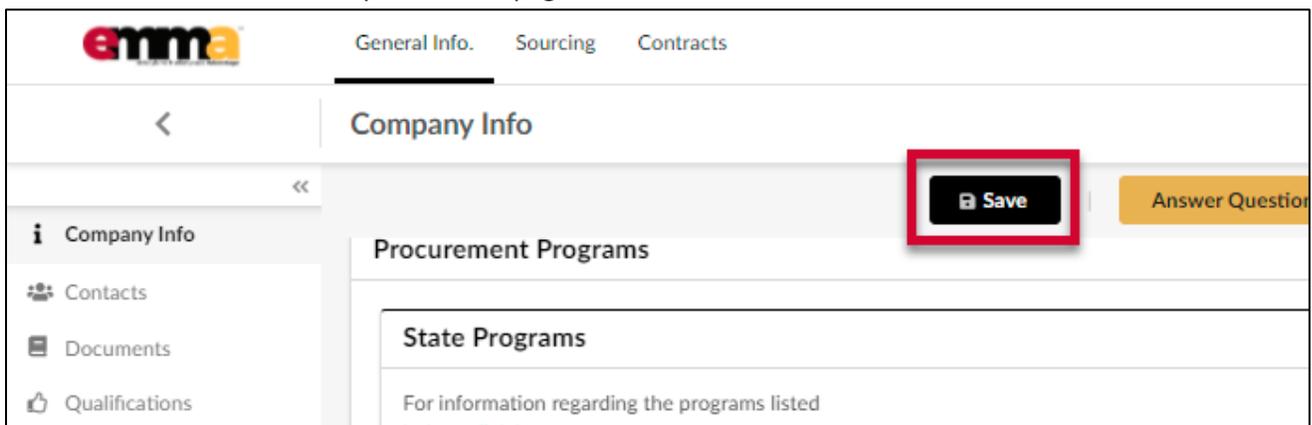
**NOTE:** The **Small Business Reserve (SBR)** field displays the **No** selection by default. Do not change it.



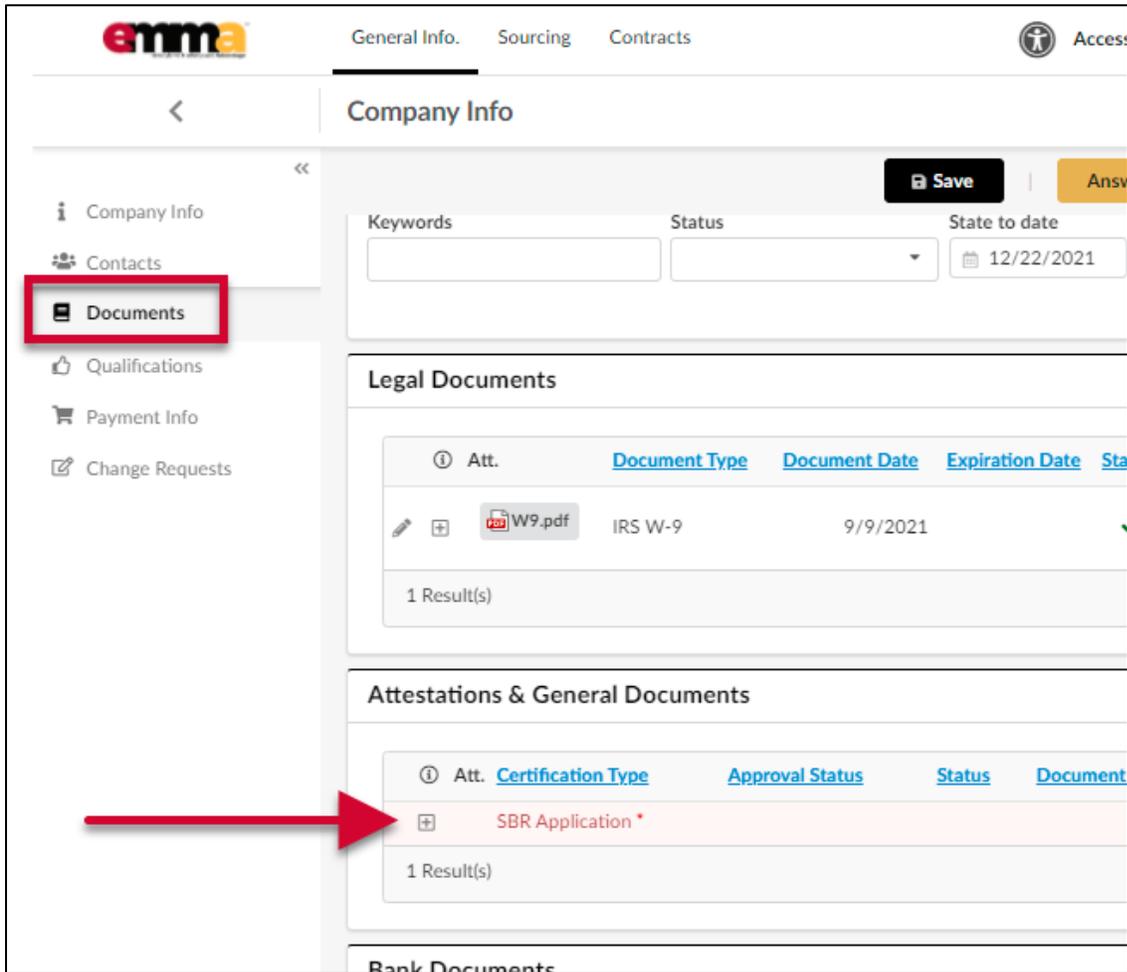
4. Click the **Apply for the SBR Program?** field and select **Yes** from the drop-down menu that opens.



5. Click the **Save** button at the top of the webpage.



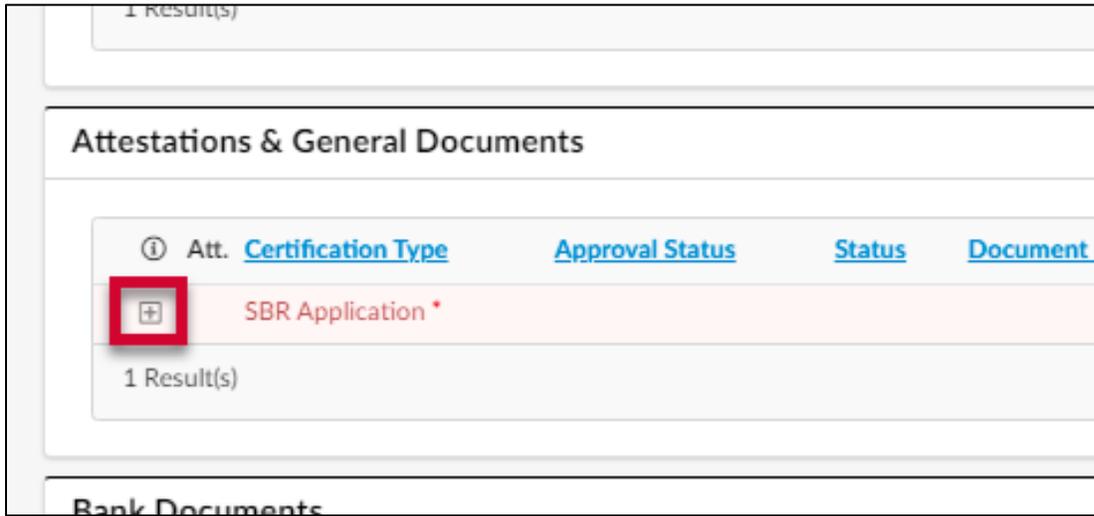
6. Navigate to the **Documents** tab on the left-hand side-panel and scroll down to the **Attestations & General Documents** section. The SBR application displays in a pink row with red lettering.



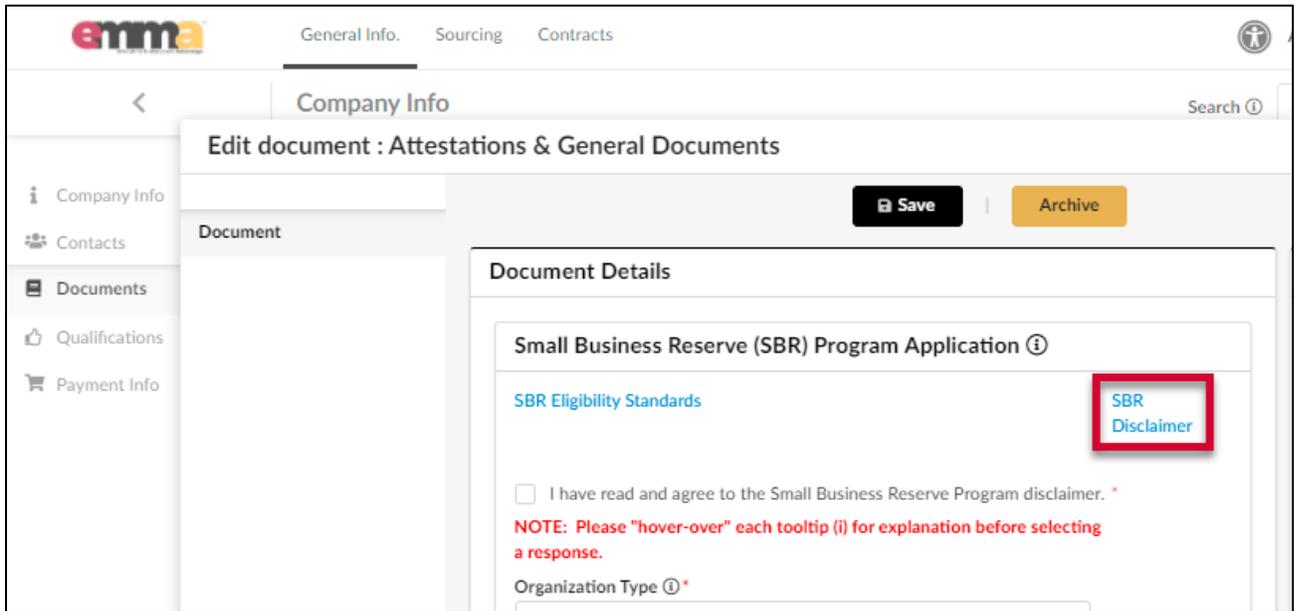
7. **ONLY** proceed with this step **the first time** you are applying for SBR. See the recertification section below for steps to recertify. Click the Add (plus) icon to the far left of the SBR Application. A pop up window displays with form fields (the application).

**IMPORTANT!!** Only click the plus icon **ONCE!** Clicking this icon multiple times creates multiple applications that will not be processed. **Only your initial application will be processed.** A notification of a duplicate application will display at the top of the application and in your email. Please check Spam and Junk folders if you

don't see the notification in your Inbox.



8. Click the blue link **SBR Disclaimer** at the top of the window. A new browser tab opens with both the SBR Eligibility Standards and Disclaimer.



9. Read this document and click the checkbox in eMMA that reads **I have read and agree to the Small Business Reserve Program disclaimer.**

Edit document : Attestations & General Documents

Document

Save | Archive

Document Details

Small Business Reserve (SBR) Program Application ⓘ

SBR Eligibility Standards | SBR Disclaimer

I have read and agree to the Small Business Reserve Program disclaimer. \*

NOTE: Please "hover-over" each tooltip (i) for explanation before selecting a response.

Organization Type ⓘ \*

10. Complete all required fields marked with a red asterisk (\*).

**NOTE:** Hover your cursor over the tooltips for additional information regarding the field.

Edit document : Attestations & General Documents

Document

Save | Archive

I have read and agree to the Small Business Reserve Program disclaimer. \*

NOTE: Please "hover-over" each tooltip (i) for explanation before selecting a response.

Organization Type ⓘ \*

a

Is this business independently owned and operated? ⓘ \*

b

Is this business a subsidiary of another business? ⓘ \*

c

Is this a not-for-profit/nonprofit business? ⓘ \*

d

Are you a Broker? ⓘ \*

e

Is this business dominant in its field of operation at the national level? ⓘ \*

f

g

Total number of employees on the payroll? ⓘ \*

- a. **Organization Type\***: Click this field to open a drop-down menu and select the type of organization for your company.  
*TOOL TIP: Select the organization type that best fits your business. If you have questions about this requirement, call the Governor's Office of Small, Minority & Women Business Affairs at 410-697-9600 and ask to speak with an SBR Compliance Manager.*
- b. **Is your business independently owned and operated? \*** Click this field to select **Yes** or **No** from the drop-down menu.  
*TOOL TIP: SBR eligibility standards require a company to be independently owned and operated, meaning it cannot be controlled or owned by any other business. A branch location or a division of a corporation is not independently owned. A franchise, or a closed corporation (non-public stock), is usually considered to be independently owned.*
- c. **Is this business a subsidiary of another business? \*** Click this field to select **Yes** or **No** from the drop-down menu.  
*TOOL TIP: SBR eligibility standards require that the business is not a subsidiary of another business. A subsidiary is a company for which a majority of the voting stock is owned by a holding company.*
- d. **Is this a not-for-profit/non-profit business? \*** Click this field to select **Yes** or **No** from the drop-down menu.  
*TOOL TIP: SBR eligibility standards require that the business be a for-profit business.*
- e. **Are you a Broker? \*** Click this field to select **Yes** or **No** from the drop-down menu.  
*TOOL TIP: SBR eligibility standards require that the business is not a broker.*
- f. **Is this business dominant in its field of operation at the National level? \*** Click this field to select **Yes** or **No** from the drop-down menu.  
*TOOL TIP: SBR eligibility standards require that the business cannot be dominant in its field of operation. This means the business does not exercise control or major influence in its industry on a national level.*
- g. **Total number of employees on the payroll? \***: Enter the number of employees on payroll in your company.  
*TOOL TIP: SBR eligibility standards require that persons who work full-time or part-time more than 20 hours per week as they appear on the business certified payroll roster or payroll list are employees.*

11. Scroll down to the **Gross Sales** section and click the **New Business?** field to open the drop-down menu and select the **Yes** or **No** option. A red asterisk (\*) indicates a required field.

*TOOL TIP (Gross Sales): Gross Sales (also called gross receipts) is the total amount the business received from all sources during the tax year without subtracting any cost or expenses.*

*TOOL TIP (New Business?): A New Business is a company that has not filed the first year of taxes.*

**Gross Sales** ⓘ

**New Business?** ⓘ\*

Document Type: SBR Application      Status: Draft

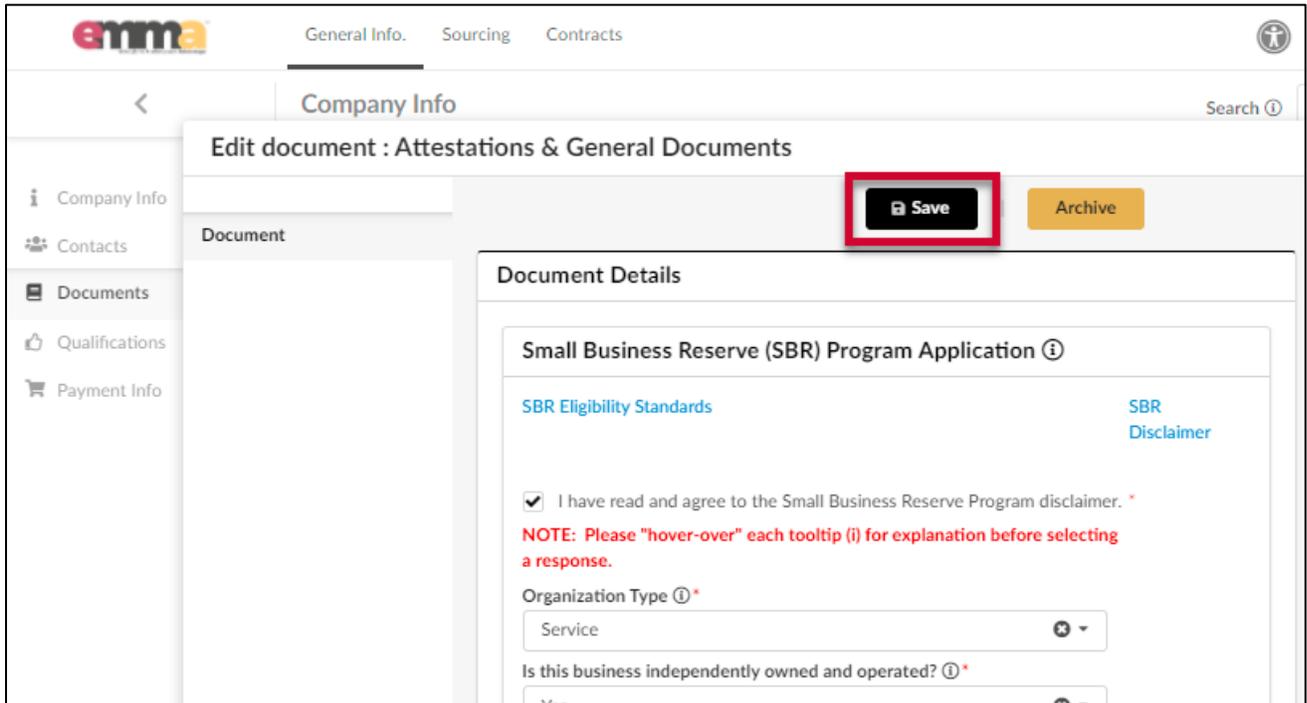
- If you select the Yes option, the **Projected First Year Gross Sales** field displays. Enter your projected first year gross sales in this field.
- If you select the **No** option, new required fields display. You are required to fill out your Tax Year and Gross Sales Year Information based on your previous three years of tax returns. Enter information in the appropriate fields for the last three Tax Years 1-3 and the gross sales for those years. If you don't have that information because you weren't in business, then select the not applicable checkboxes to the right of the year.

**New Business?** \* ⓘ

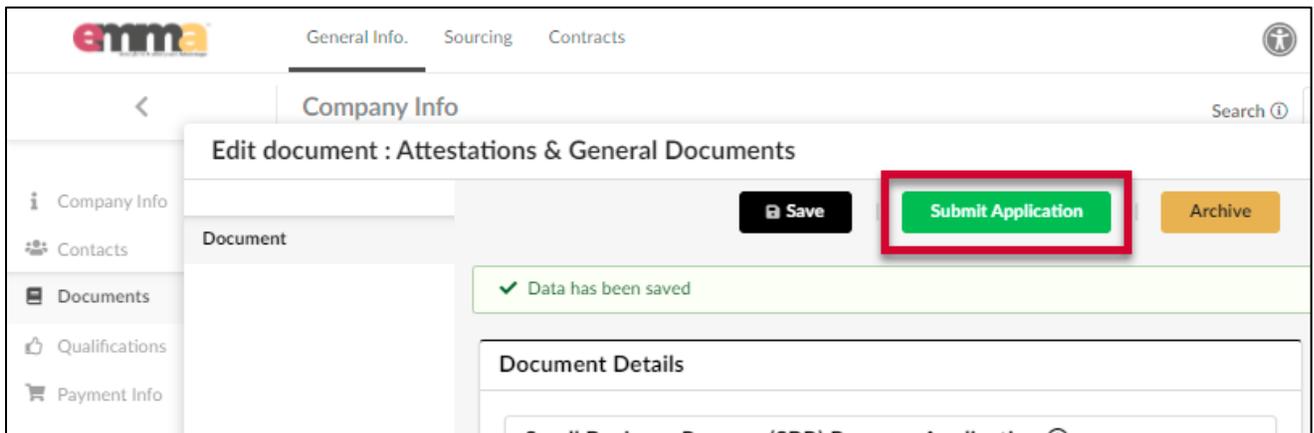
No ←

<b>Tax Year 1</b> *	<b>Gross Sales Year 1</b> *	
e.g. 2018		
<b>Tax Year 2</b> *	<b>Gross Sales Year 2</b> *	<input type="checkbox"/> Year 2 Not Applicable
e.g. 2017		
<b>Tax Year 3</b> *	<b>Gross Sales Year 3</b> *	<input type="checkbox"/> Year 3 Not Applicable
e.g. 2016		

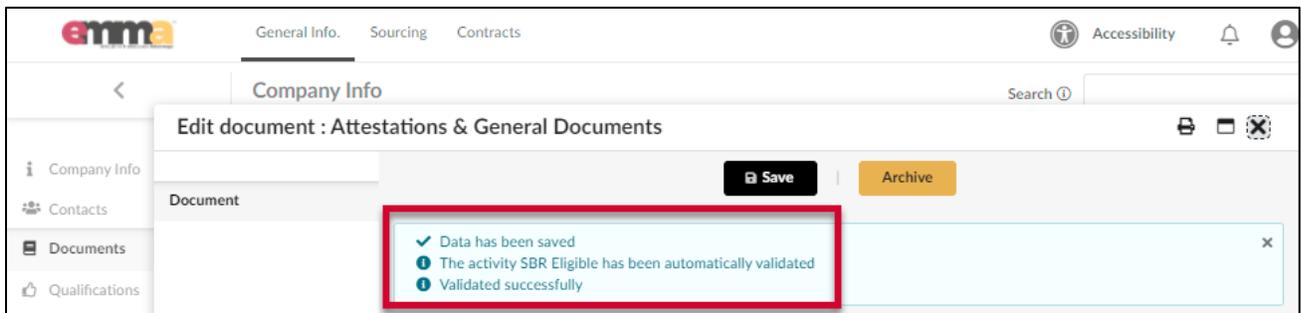
12. Click the **Save** button at the top of the window.



13. Click the **Submit Application** button at the top of the window. A prompt displays asking you to confirm submission. Click the **OK** button in the prompt.



A notification banner displays below the Submit Application button to indicate a successful or unsuccessful submission.



**NOTE** After submitting the application, close out of the form to find your program status listed within your eMMA account. If you meet the eligibility standards, your vendor profile update will include your SBR number and establish a one-year Expiration Date. You will find this information within the **Documents** tab (which is located on the left-hand side-panel and will immediately display upon closing the completed application form). Scroll down to the **Attestations**

& **General Documents** section to see your approved Status and Expiration Date.

Attestations & General Documents								
Att.	Certification Type	Approval Status	Status	Document Name	Document Date	Expiration Date	Date Status	
		SBR Application	Approved			6/17/2021	6/17/2022	
1 Result(s)								

eMMA will also update your Vendor profile in the **Company Info** section to reflect your certification number under the **State Programs** section. You will receive an email notification regarding your approval or found non-compliant status. Please check your Spam or Junk folders if you do not see this email in your Inbox.

The screenshot shows the eMMA interface for the 'Company Info' section. The 'State Programs' section is active, displaying a form for enrollment. The 'SBR Certification #' field is highlighted with a red box, showing the value 'SB22-011534'. Other fields include 'Small Business Reserve (SBR)', 'Veteran-Owned Small Business Enterprise (VSBE)', and 'Minority-Owned Business Enterprise (MBE)'. The 'Save' button and 'Answer Questionnaire' dropdown are visible at the top right of the form area.

**NOTE:** Failure to recertify by your expiration date will automatically result in removal from the SBR Program. However, if your certification expires, you can submit a new application. If you are found eligible for the program, a new SBR Certification number will be issued.



**PRO TIP:** You can also find your SBR information in a public **Vendor Search** on the eMMA login page.

The screenshot shows the eMMA login page. At the top, there is a navigation bar with the eMMA logo and links for 'New Vendor? Register Now', 'Vendor Search', 'Public Solicitations', and 'Public Contracts'. An 'Accessibility' icon is also present. Below the navigation bar is a 'Login' header. A message states: 'Fields marked by an asterisk \* are mandatory'. The main content area is titled 'Welcome to eMaryland Marketplace Advantage (eMMA)' and features the eMMA logo. To the right is a 'LOGIN' section with a 'Login\*' field for 'Email / Username', a 'Password\*' field, and a 'Login' button. Below these are two buttons: 'State SSO Login(SecureAuth)' and 'MDoT SSO Login(MSAzure)'. A link for 'Lost your password?' is also present. Below the login section is a list of links: 'New Vendor? Register Now', 'Public Solicitations', 'Public Contracts', and 'Vendor Search'. The 'Vendor Search' link is highlighted with a red box.

## SBR Recertification

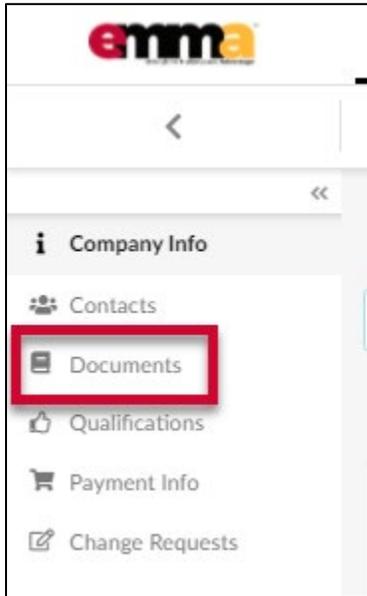
**NOTE:** A notice will display on your **Company Info** page in eMMA when your SBR certification is 30 days from expiration. The 30-day SBR Application Expiring Notification goes to any vendor user that has the Vendor Admin profile. You must renew within this 30-day window or else your certification will expire. If you submit a renewal application prior this 30-day window, it will not be processed.

## Prerequisites

If you are a newly formed business, and have not submitted your tax return, you will need to have a **gross sales estimate** for your business.

If you are an established business, you will need your most recent years tax filing (up to three years) to enter gross sales in this form.

1. Click the Documents tab on the left-hand side-panel.



2. Scroll down to the **Attestations & General Documents** section and click Add (plus sign) icon to the far left of the SBR Application. A pop-up window displays with form fields (the application).

**NOTE:** Do NOT click the pencil icon. Only the plus sign icon will create a new form for your renewal.

3 Result(s)

**Attestations & General Documents**

Att.	Certification Type	Approval Status	Status	Document Name	Document I
	SBR Application	Approved	✓		12/14/
	Invoice	Approved	✓		8/12/

2 Result(s)

**Bank Documents**

3. Complete all required fields marked with an asterisk. (\*)

**Small Business Reserve (SBR) Program Application** ⓘ

[SBR Eligibility Standards](#) [SBR Disclaimer](#)

I have read and agree to the Small Business Reserve program disclaimer. \*

Organization Type \* ⓘ

Is your business independently owned and operated. \* ⓘ

Is this business a subsidiary of another business? \* ⓘ

Is this a not-for-profit/nonprofit business? \* ⓘ

Are you a Broker? \* ⓘ

Is this business dominant in its field of operation? \* ⓘ

Total number of employees on the payroll? \* ⓘ

14. Scroll down to the **Gross Sales** section and click the **New Business?** field to open the drop-down menu and select the **Yes** or **No** option. A red asterisk (\*) indicates a required field.

**Gross Sales** ⓘ

New Business? ⓘ \*

Document Type Status

SBR Application Draft

- If you select the Yes option, the **Projected First Year Gross Sales** field displays. Enter your projected first year gross sales in this field.
- If you select the **No** option, new required fields display. You are required to fill out your Tax Year and Gross Sales Year Information based on your previous three years of tax returns. Enter information in the appropriate fields for the last three Tax Years 1-3 and the gross sales for those years. If you don't have that information because you weren't in business, then select the not applicable checkboxes to the right

of the year.

New Business? \* ⓘ

No ←

Tax Year 1 \* Gross Sales Year 1 \*  
e.g. 2018

Tax Year 2 \* Gross Sales Year 2 \*  
e.g. 2017  Year 2 Not Applicable

Tax Year 3 \* Gross Sales Year 3 \*  
e.g. 2016  Year 3 Not Applicable

4. Click the **Save** button at the top of the window.

**NOTE:** If you have questions **before you submit** your application, call the Governor’s Office of Small, Minority & Women Business Affairs at 410-697-9600 and ask to speak with an SBR Compliance Manager.

General Info. Sourcing Contracts

Company Info

Edit document : Attestations & General Documents

Save Archive

Document Details

Small Business Reserve (SBR) Program Application ⓘ

SBR Eligibility Standards SBR Disclaimer

I have read and agree to the Small Business Reserve Program disclaimer. \*

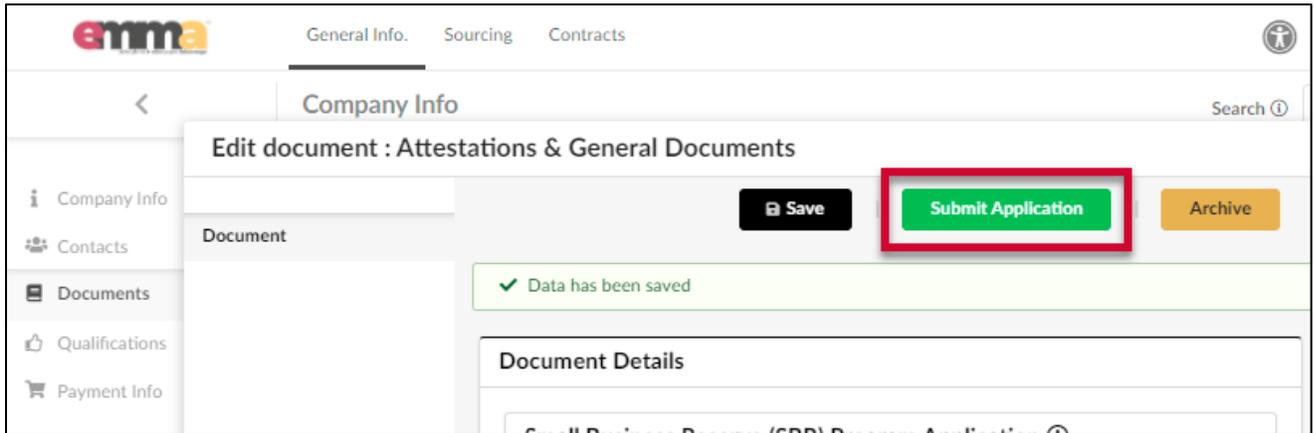
**NOTE: Please "hover-over" each tooltip (i) for explanation before selecting a response.**

Organization Type ⓘ \*

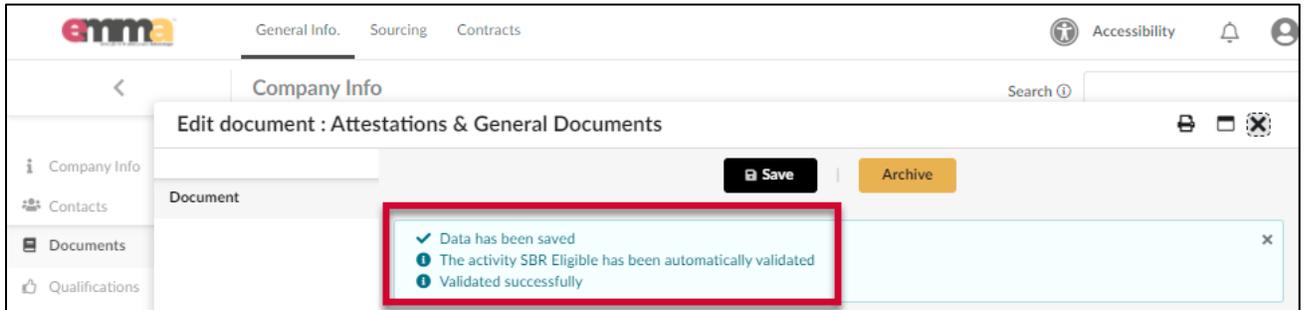
Service

Is this business independently owned and operated? ⓘ \*

5. Click the **Submit Application** button at the top of the window. A prompt displays asking you to confirm submission. Click the **OK** button in the prompt.



A notification banner displays below the Submit Application button to indicate a successful or unsuccessful submission.



**NOTE:** eMMA will automatically set a new **Expiration Date**. The **Date Status** will show as a red dot in the **Documents** section of your vendor profile until validated, at which point it becomes green. Your SBR number will remain the same. In the image below the first line represents the current SBR certification (close to expiration). The second line represents the renewed application. Notice that it is Approved but the Date Status has the red dot which will remain until the application is validated.

Attestations & General Documents							
Att.	Certification Type	Approval Status	Approved	Document Name	Document Date	Expiration Date	Date Status
	SBR Application	Approved	✓		3/30/2021	3/30/2022	●
	SBR Application	Approved	✓		3/31/2022	3/31/2023	●
2 Result(s) Result(s)							

**NOTE:** Failure to recertify by your expiration date will automatically result in removal from the SBR Program.

For additional assistance with the recertification process, call the Governor’s Office of Small, Minority & Women Business Affairs at 410-697-9600 and ask to speak with an SBR Compliance Manager.