



Add Vendors to a Sourcing Project in eMMA Quick Reference Guide

Overview

This Quick Reference Guide (QRG) is intended for Buyers who need to add Vendors to a sourcing project in the eMaryland Marketplace Advantage (eMMA) and send solicitation notifications. It includes a training video as well as guided instructions so you can choose what works best for you.

NOTE: You can only add vendors to sourcing projects that you own.

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

Instructional Video

<https://youtu.be/h1u-tljuLa8>

Step-by-Step Instructions

Add Vendors to a Sourcing Project

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. Search fields display above a list of sourcing projects of which you are a member.



Figure 1: The Sourcing drop-down menu and the Browse Sourcing Projects option in eMMA.

3. Use the search fields and filters to find the sourcing project to which you need to add vendors in the list displayed and click the **Edit** (pencil) icon to the left of the project. You can also click the hyperlinks for the project or ID as well.

REMINDER You can only add vendors to sourcing projects that you own.



Figure 2: The Edit (pencil) icon to the left of a sourcing project.

4. Click the **Vendors** tab on the left-hand side-panel. Any preselected vendors display on this page.

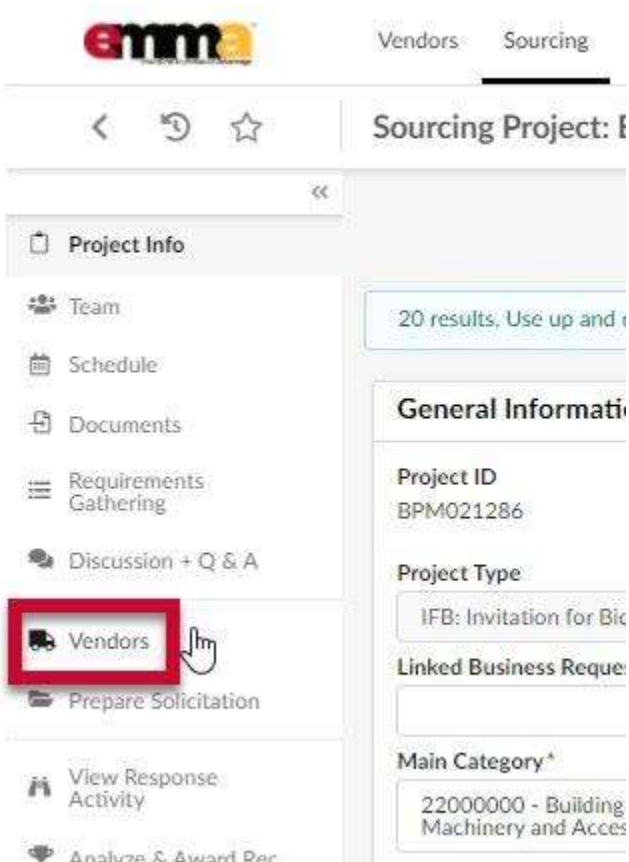


Figure 3: The Vendors tab in the left-hand side-panel.

5. Click the ellipsis (three dots) button in the **Consulted Vendors** section. The **Browse Vendors** pop-up window opens and displays a list of Vendors based on the sourcing project's main commodity.

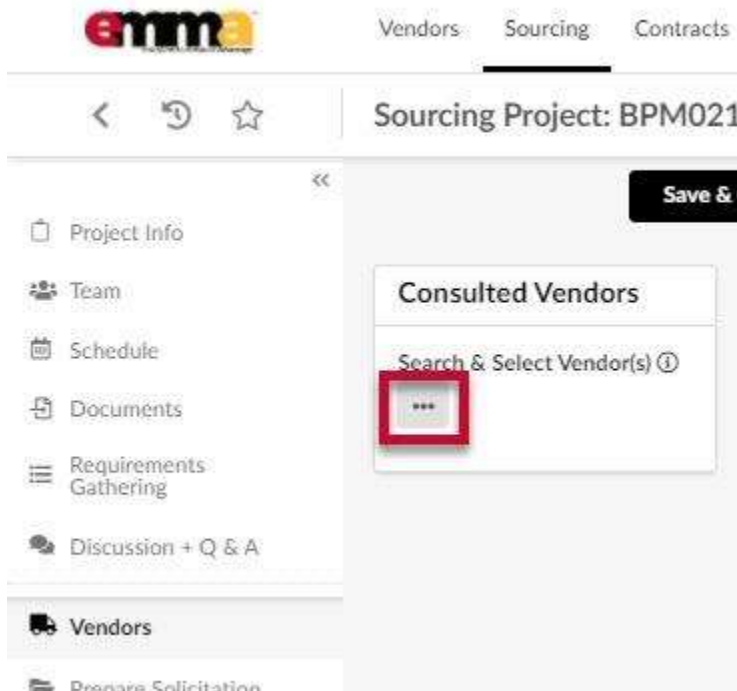


Figure 4: The ellipsis (three dots) icon in the Consulted Vendors section.

6. (Optional) If you have a specific Vendor in mind that may not be on the commodity list but can provide the required service, enter their name in the **Keywords** field and click the **Search** button.
 - a. Select the checkbox to the left of the Vendor and close the Browse Vendors window. That Vendor displays on the Vendors page.
 - b. Click the ellipsis (three dots) icon to continue to Step 7.
7. Click the **Commodity** field to open a drop-down list and click the **See All** option at the bottom. This list lets you add more commodities that are relevant to your sourcing project to get a broader selection of vendors. You can add as many commodities as you want in this field.

NOTE: It is a best practice to select as many commodities as possible to obtain a thorough vendor list.

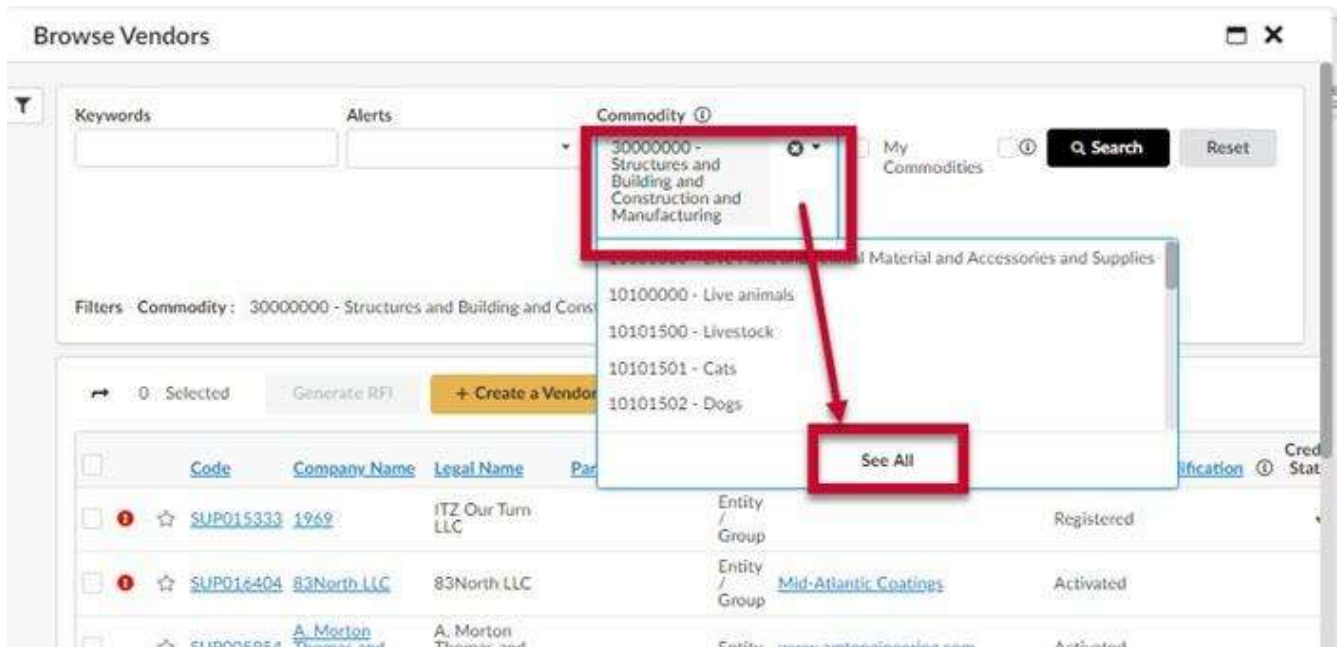




Figure 5: The Commodity field and the See All option in the drop-down menu.

- The Select Commodities window opens with a full list of commodities. Use the plus  and minus  icons to the left of the commodity groups to expand and collapse them. Select the checkboxes to the left of the commodity(ies) you want to add and close the window.

NOTE: Selecting a commodity level next to a plus icon or minus icon only provides vendors that are registered for that exact commodity, and NOT any sub commodities below that level.

The selected commodities display in the Filters section of the window, below the search fields and above the list of vendors.

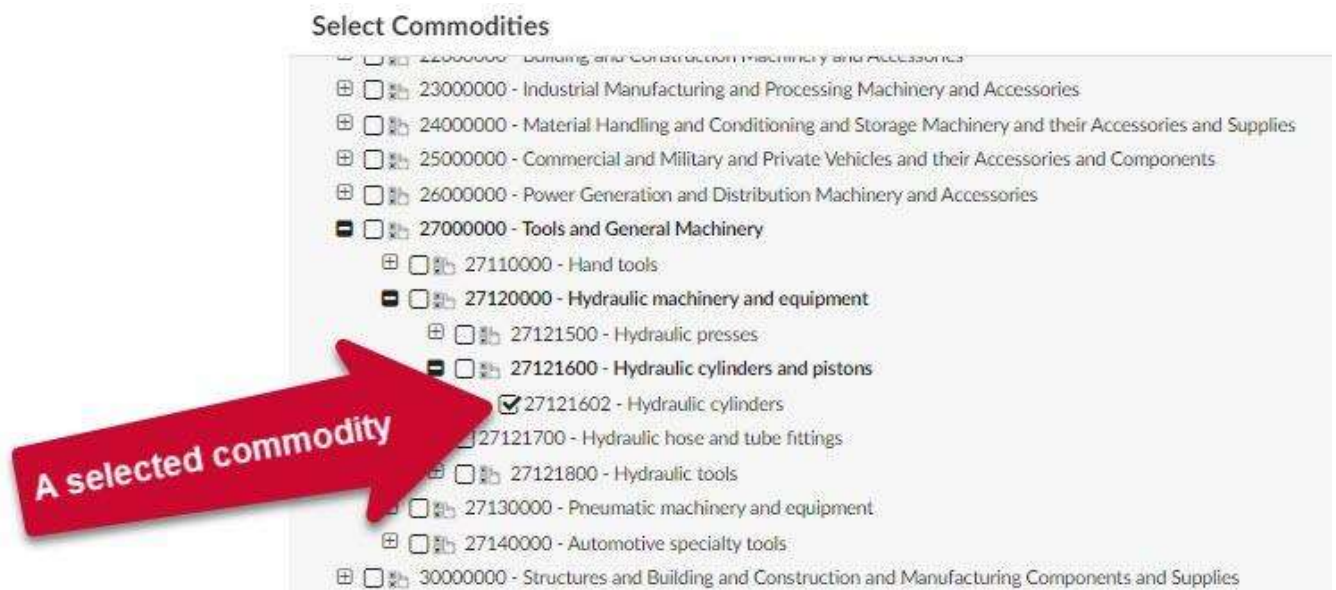


Figure 6: The Select Commodities window a selected commodity.

9. Click the Search button at the top of the Browse Vendors window. A list of Vendors displays relevant to the commodities you selected.

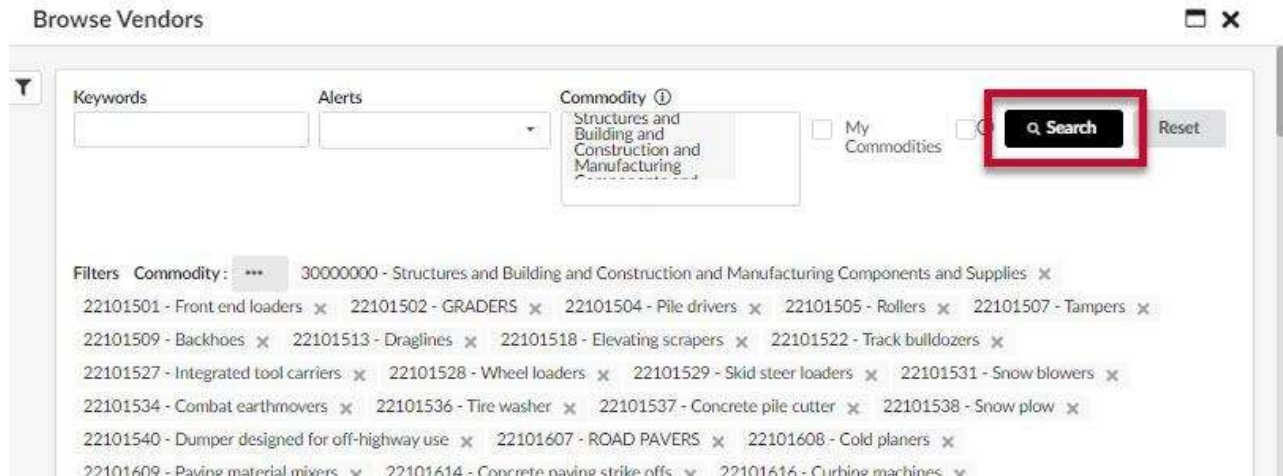


Figure 7: The Search button in the Browse Vendors window after adding commodities.

10. Scroll to the bottom of the Browse Vendors window and click the Settings (small gear) icon in the lower right-hand corner of the Browse Vendors window. A drop-down menu opens up.

NOTE: You may need to scroll horizontally to see the icon.

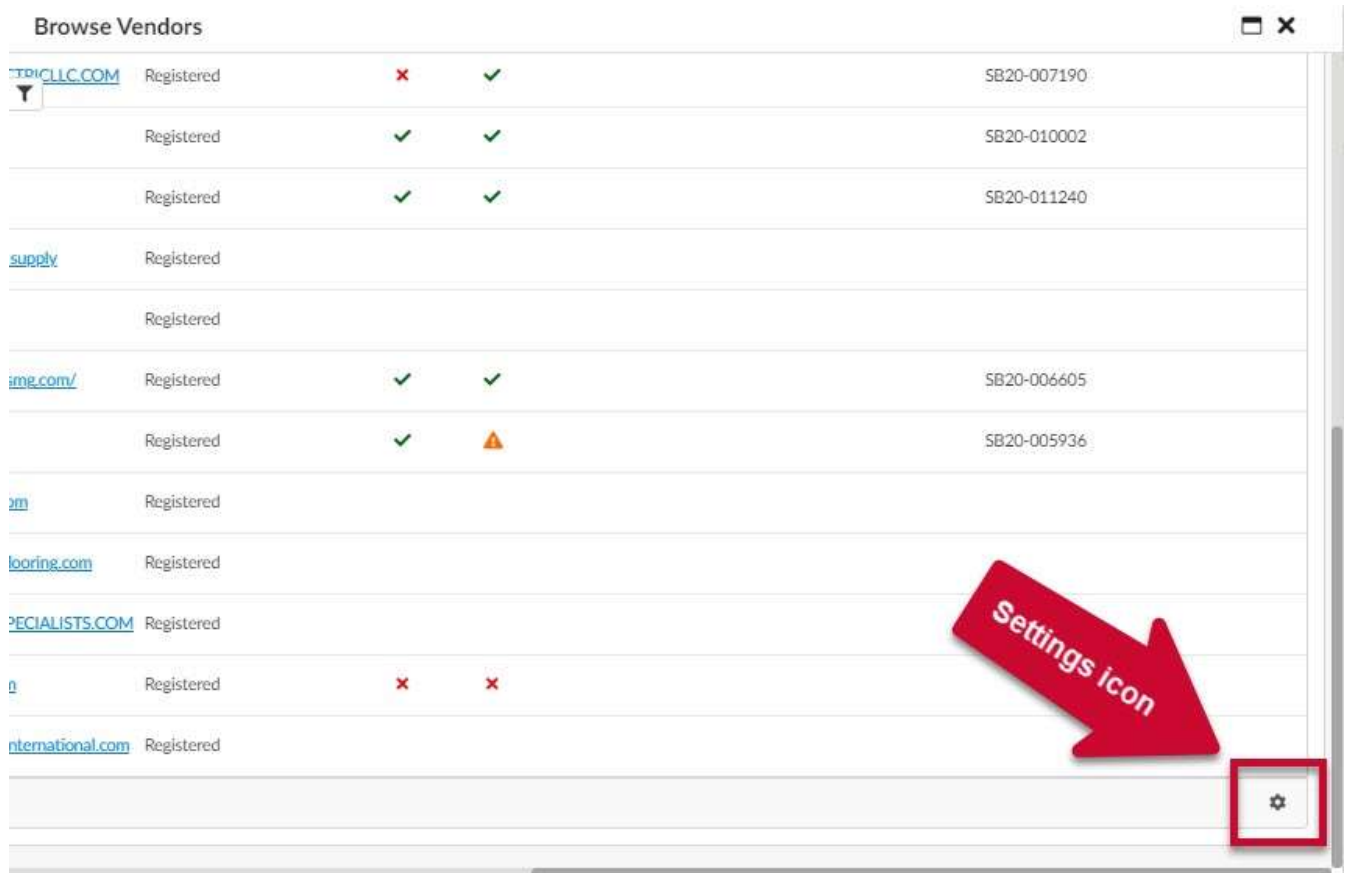


Figure 8: The Settings (small gear) icon in the lower right-hand corner of the Browse Vendor window.

11. In the **Grid page size** field enter a number (150 max) to see that many results listed in the Browse Vendors window and click the checkmark to the right of the field.

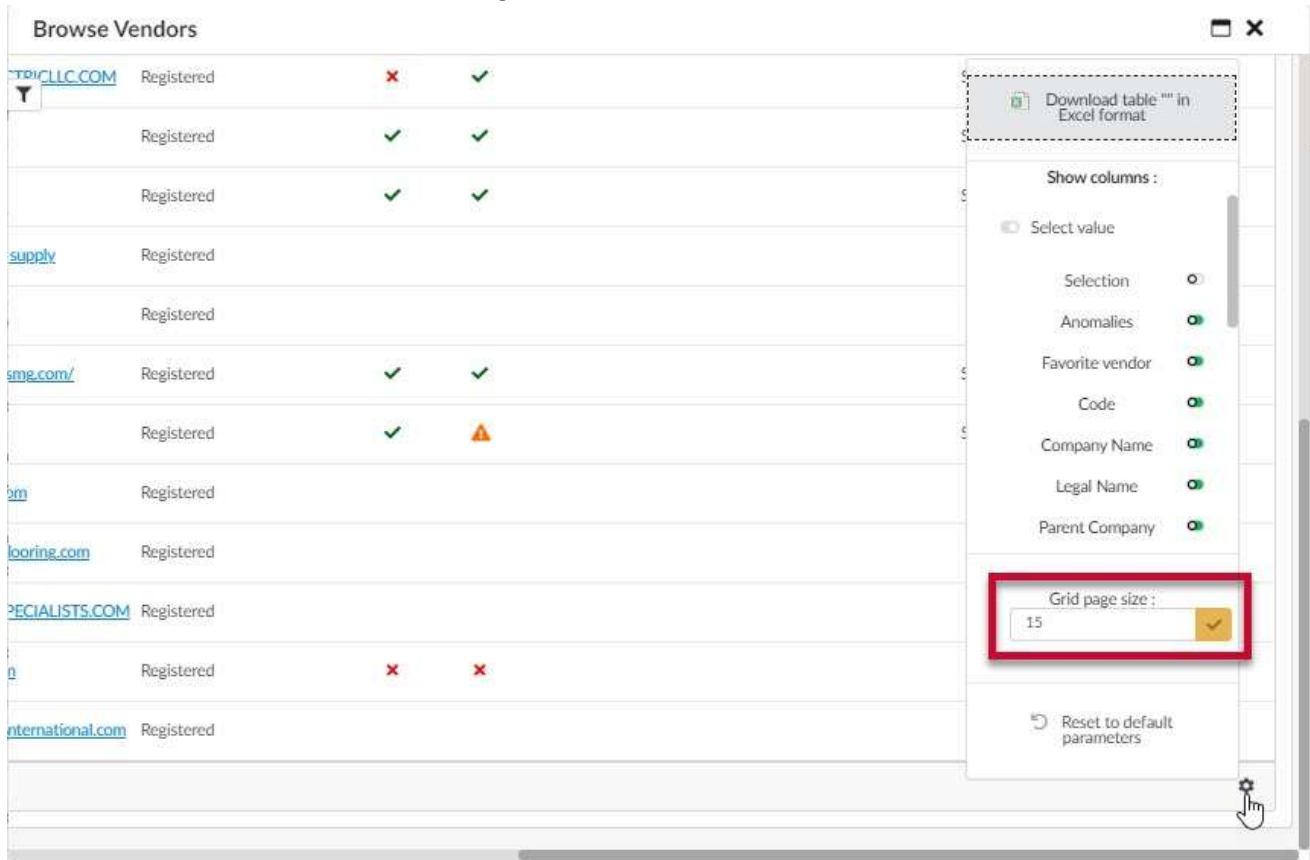


Figure 9: The Grid page size field in the pop-up menu.

12. Select the topmost checkbox to the left of the column headers to select all vendors on that page in the commodity.

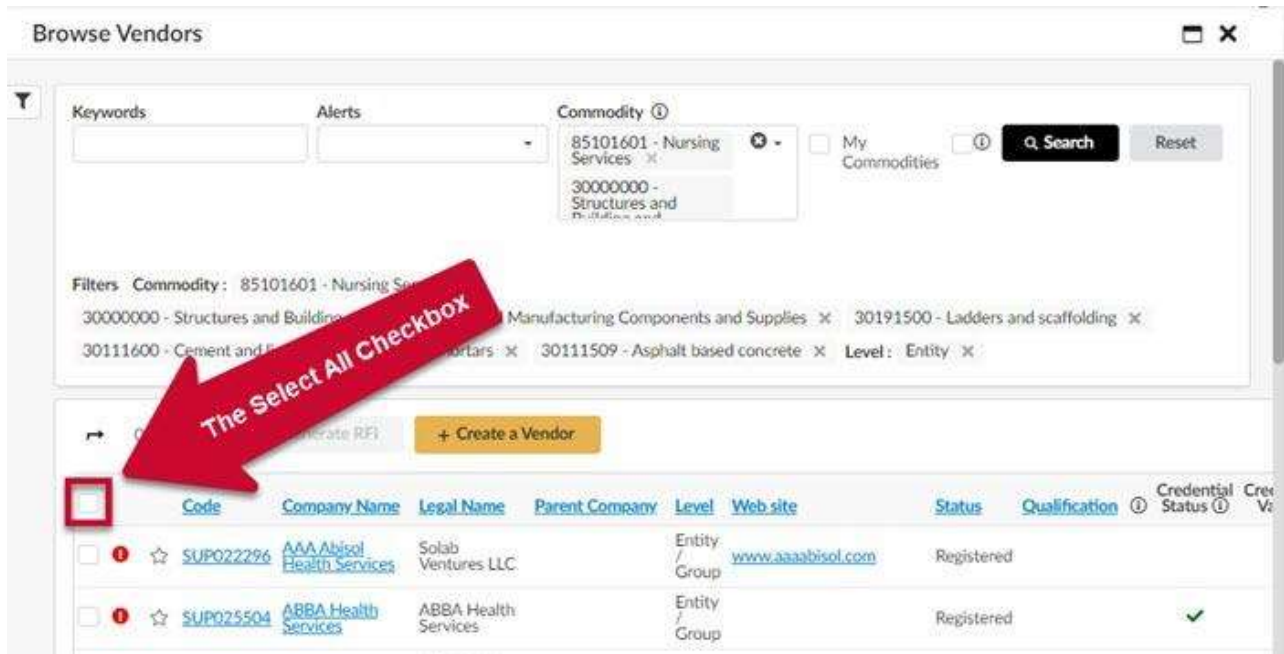


Figure 10: The topmost checkbox to the left of the column headers in the Browse Vendors window.

13. Scroll down to the bottom of the Vendors list and click the next page in succession. A list of unselected Vendors displays.

NOTE: Skip this step if you don't see numbers at the bottom of the window.



Figure 11: The page numbers for a list of Vendors in the Browse Vendors window.

14. Repeat Steps 12 and 13 until the Vendors on all pages are selected.
15. Close the **Browse Vendors** window. The Vendors are listed in the Consulted Vendors section.
16. Click the **Save** button at the top of the page.

IMPORTANT: You must make sure you click the **Save** button or you will lose your progress to this point.

Vendors Sourcing Contracts Public Request Catalogs Analytics

Sourcing Project: BPM021279 - Operation SnoBGone - Vendors

Save & Close Save Extract v...

Consulted Vendors

Search & Select Vendor(s) ⓘ

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Company	Status	Main contact	Classification
x R.C.S. Plumbing llc	Activated	Rodney SIMMS	Known and used
x 081375548	Registered	Bruce BROWN	Known and used

Figure 12: The Save button at the top of the page with added Vendors.