



# Quick Reference Guide

## Public Vendor Search for Vendors

This Quick Reference Guide (QRG) is designed to help you understand how to use the Public Vendor Search. This functionality allows for a public search of vendors currently registered in eMMA. This search will also filter on VSBE and SBR vendors. You do not need to be logged into eMMA, or even have registered in eMMA to view the information on this page.

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/1eUPFS58nyY>

### Step-by-Step Instructions

1. Access the eMMA portal. (For best results, access eMMA via Google Chrome.)
2. Click **Vendor Search** on the right side of the screen.

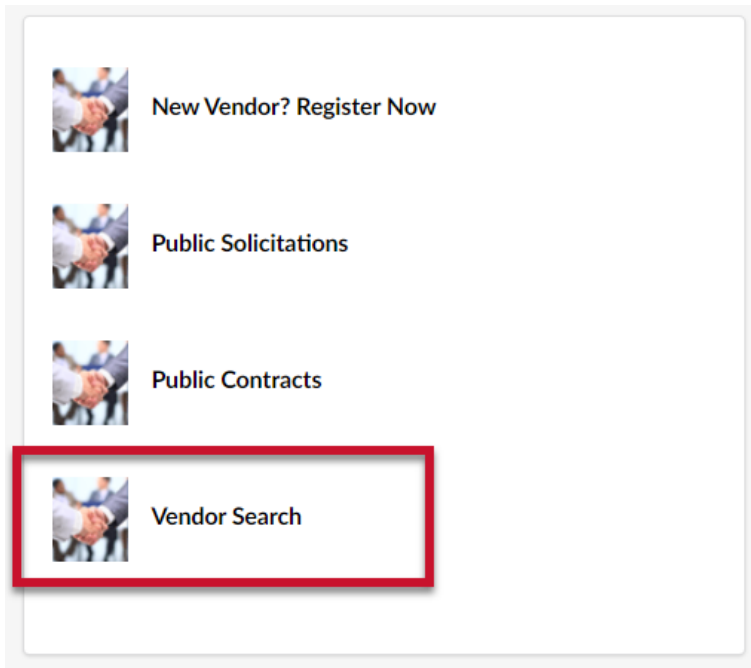


Figure 1: Vendor Search Button on eMMA.

The list of Public Vendors will be displayed.

Vendor Name  Commodities  Areas Served

Country  State

VSBE Vendor  SBR Vendor

eMMA Vendor ID	Company Name	City	State	Zip Code	Vendor Contact	Email
SUP015416		Hyattsville	MD	20783		
SUP019044		aurora	CO	80013	toby cooper	
SUP026546	Affirmed Healthy	Waltham	MA	02453	Sandy Caputo	
SUP017332	Arthur W Burger	Santa Fe	NM	87501	Arthur Burger	
SUP016246	Bellman & Symfon North America	Wilmington	NC	28405	Catherine DeVito	
SUP025316	Biomerieux, Inc.					
SUP028221	Brand Solutions LLC	Irvine	CA	92618	Aman Singha	
SUP020521	BSN Sports US Games				Ellen Ormsby	
SUP017395	CLARK REINFORCING INC.				Kresslin Clark	

Figure 2: List of Public Vendors

- You can search **Veteran-owned Small Business Enterprise (VSBE)** and **Small Business Reserve (SBR)** vendors specifically by checking the appropriate boxes.

Vendor Name  Commodities  Areas Served

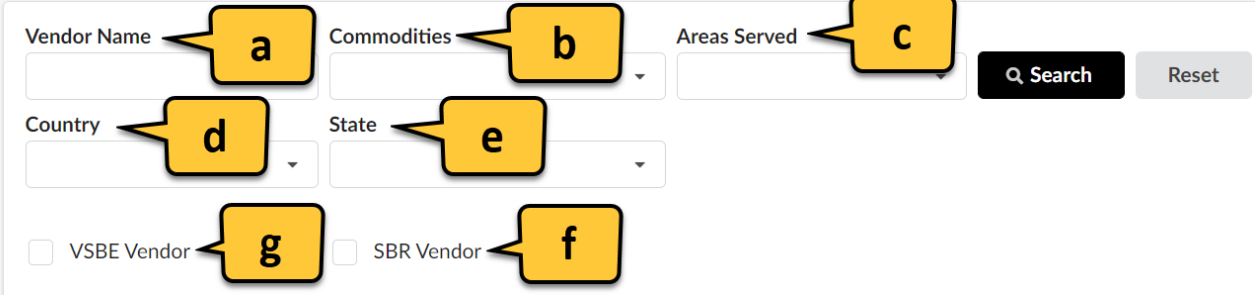
Country  State

VSBE Vendor  SBR Vendor

Figure 3: Check boxes for VSBE and SBR Vendors

## Process – Navigating Public Vender Search

- Fill out the search fields to filter on vendors based on your needs. You can filter your searches by selecting **Vendor Name, Commodities, Areas Served, Country, and State.**



The screenshot shows a search form with the following fields and callouts:

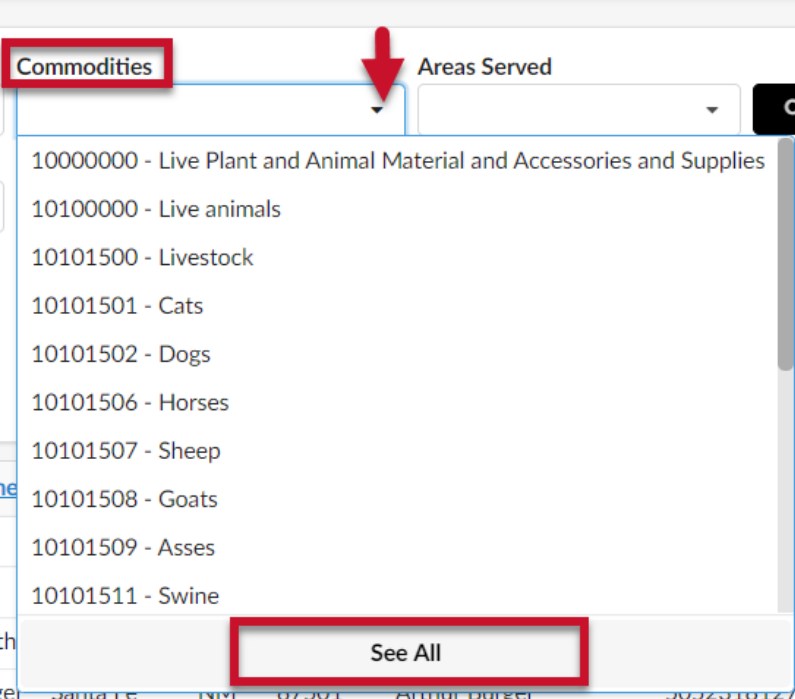
- a**: Vendor Name (text input)
- b**: Commodities (dropdown menu)
- c**: Areas Served (dropdown menu)
- d**: Country (dropdown menu)
- e**: State (dropdown menu)
- f**: SBR Vendor (checkbox)
- g**: VSBE Vendor (checkbox)

Buttons: Search, Reset

Figure 4: Search fields and filters.

- Vendor Name:** Type in the name of the
- Commodities:** Choose the commodity that you are looking for.
- Areas Served:** Select the areas you are looking for.
- Country:** Select the country.  
**NOTE:** You can only choose 1 country.
- State:** Select the state that you are interested in.
- VSBE Vendor:** Check this box if you are searching for a **Veteran-owned Small Business Enterprise.**
- SBR Vendor:** Check this box if you are searching for **Small Business Reserve Vendors.**



- Under **Commodities** you can see the list of all commodities with their codes. You can also click **See All** at the bottom of the list to view the entire selection of commodities.



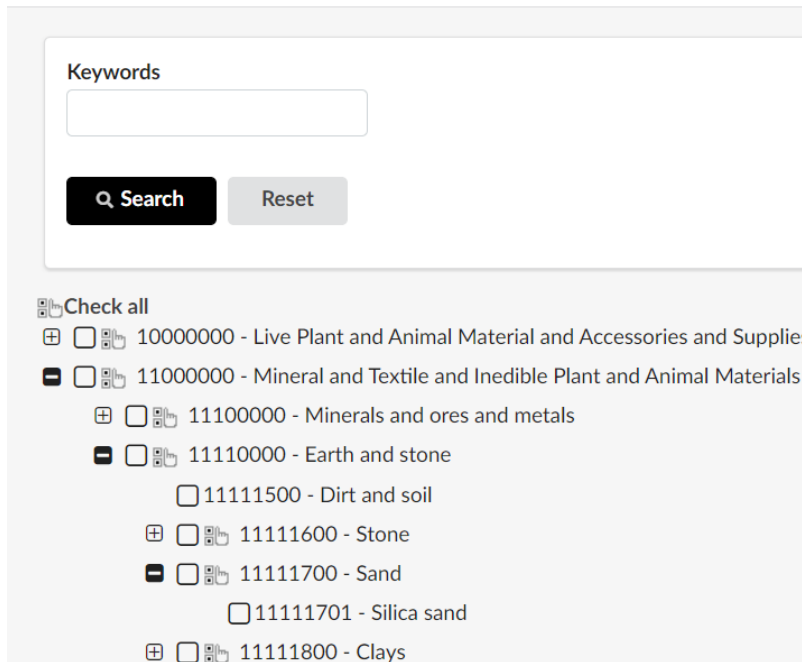
The screenshot shows the 'Commodities' dropdown menu open, displaying a list of commodity codes and descriptions. A red arrow points to the dropdown arrow, and a red box highlights the 'See All' button at the bottom of the list.

Commodity Code	Description
10000000	Live Plant and Animal Material and Accessories and Supplies
10100000	Live animals
10101500	Livestock
10101501	Cats
10101502	Dogs
10101506	Horses
10101507	Sheep
10101508	Goats
10101509	Asses
10101511	Swine

Figure 5: Commodities drop down menu.

In the Commodity Selector box, use the small **plus** symbols  to drill down and open the lists below each topic for the commodities or services your organization provides. To close a topic, click the negative symbol  button.

### Commodity selector



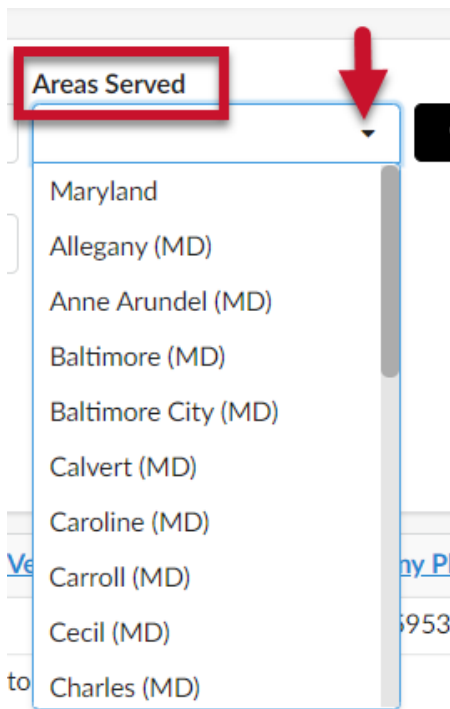
Keywords

Check all

- 10000000 - Live Plant and Animal Material and Accessories and Supplies
- 11000000 - Mineral and Textile and Inedible Plant and Animal Materials
  - 11100000 - Minerals and ores and metals
  - 11110000 - Earth and stone
    - 11111500 - Dirt and soil
    - 11111600 - Stone
    - 11111700 - Sand
      - 11111701 - Silica sand
    - 11111800 - Clays

Figure 6: Commodity selector

6. Under **Areas Served** you can see the list of areas.



Areas Served

- Maryland
- Allegany (MD)
- Anne Arundel (MD)
- Baltimore (MD)
- Baltimore City (MD)
- Calvert (MD)
- Caroline (MD)
- Carroll (MD)
- Cecil (MD)
- Charles (MD)

Figure 7: Areas Served drop down menu.

7. Under **Country** you can see the list of countries. **NOTE:** You can only select 1 country.

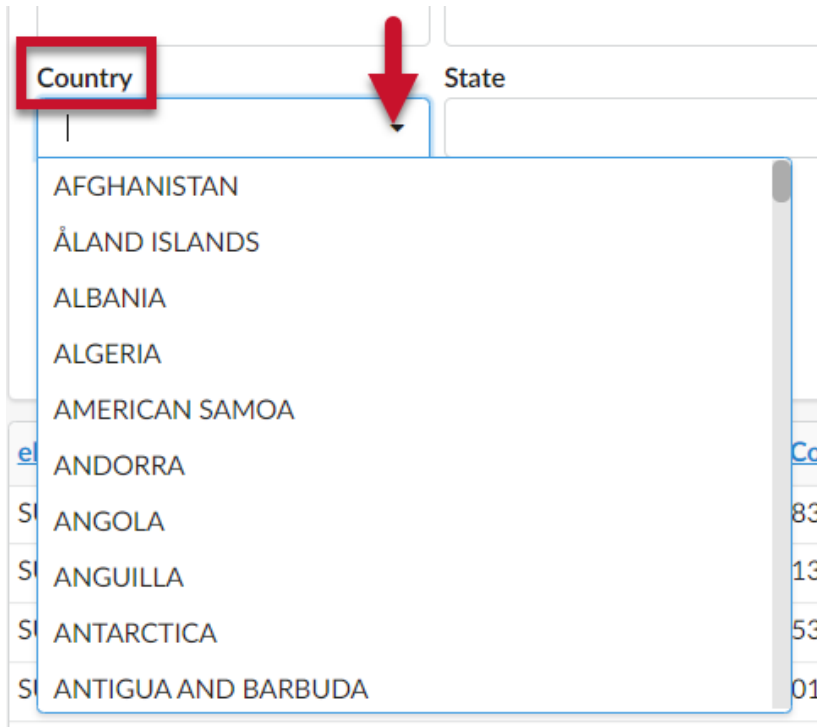


Figure 8: Country drop down menu.

8. Before selecting the state be sure you have first selected the right **country**. Under **State**, select **See All** and you can see the list of States or territories under the country you selected.

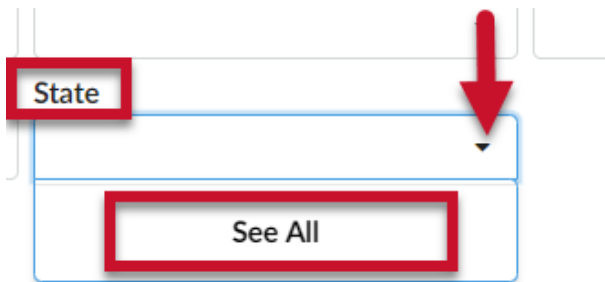


Figure 9: State field and See All button.

This will display the list of all the state in the country you selected like the example below.

The screenshot shows a search interface titled "States". It features a "Keywords" input field, a "List of country" dropdown menu currently set to "UNITED STATES", and a "Search" button. Below the search bar, there are filters, including "List of country: UNITED STATES". A table of results is shown, with a "Label column" header. The first ten rows of the table are highlighted with a red border, listing the following states: Maryland, Alabama, Alaska, American Samoa, Arizona, Arkansas, California, Colorado, Connecticut, and Delaware.

Figure 10: State list results.

9. When you have filled out all fields, click **Search** to show results.

**NOTE:** Results cannot be saved, exported, or downloaded.

The screenshot shows a search interface with several filters. The "Search" button is highlighted with a red box. The filters include: "Vendor Name" (empty), "Commodities" (10000000 - Live Plant and Animal Material and Accessories and Supplies), "Areas Served" (Baltimore (MD)), "Country" (UNITED STATES), and "State" (Maryland). There are also checkboxes for "VSBE Vendor" and "SBR Vendor".

Figure 11: The Search button.

Results will display as shown below. If you click on the column headings it will sort the result by that column.

Filters Commodities : 10000000 - Live Plant and Animal Material and Accessories and Supplies x Country : UNITED STATES x State : Maryland x SBR Vendor : ✓ x Areas Served : Maryland x Baltimore (MD) x

eMMA Vendor ID	Company Name	City	State	Zip Code	Vendor Contact	Email	Company Phone #	SBR Vendor	SBR Certification #
SUP017609	Brave Facility Services	Lanham	MD	20706	mert ozcan			✓	SB19-004980
SUP024734	Business-Community Synergies	Takoma Park	MD	20912	Rani Parker		3012702241	✓	SB20-008695
SUP004907	C & M Contractors Services Inc.	Lanham	MD	20706	Veronica Lucero		4104616158	✓	SB20-010583
SUP027931	Clear Ridge Nursery, Inc.	Union Bridge	MD	21791	Jessica Todd		4107757700	✓	SB20-010531
SUP025655	Conquered Cleanings	Greatmills	MD	20634	Latasha Cross			✓	SB20-008814

Figure 12: Search results.

## Process – Example

10. An example to search for SBR Vendors who have **Building and Construction** as a commodity, we first choose Building and Construction under Commodities then check the **SBR** box to filter on SBR certified vendors And finally click **Search** to show results.

Vendor Name: [ ]

Commodities: 22101900 - Building construction machinery and accessories x

Areas Served: Baltimore (MD) x

Country: UNITED STATES x

State: Maryland x

VSBE Vendor  SBR Vendor

**Search** Reset

Figure 13: Commodities field, building construction machinery and accessories commodity, and SBR Vendor Box checked.

11. Once all these fields and filters are set and clicked **Search** you will see the results based on the filters selected.

Filters Commodities : 22101900 - Building construction machinery and accessories x Country : UNITED STATES x State : Maryland x SBR Vendor : ✓ x Areas Served : Baltimore (MD) x

eMMA Vendor ID	Company Name	City	State	Zip Code	Vendor Contact	Email	Company Phone #	SBR Vendor	SBR Certification #	SBR Expiration Date
SUP016446	Electrical/Communication	Clinton	MD	20735-2153	Damon Ashton		2028404842	✓	SB20-007335	3/10/2021
SUP021979	GENERAL CONTRACTING ENTERPRISES LLC	College Park	MD	20740	JUSTIN MOFFITT		4436047656	✓	SB20-007012	2/24/2021
SUP018493	HVACR contractor	Baltimore	MD	21237	Adam Giro		410-247-6750	✓	SB19-004794	10/21/2021
SUP015369	LG Construction Inc.	Perryville	MD	21903	Michael Georg		4439665006	✓	SB19-003117	7/23/2021
SUP015705	Timothy D. Grogan Construction, LLC	Westminster	MD	21157	Timothy Grogan		443-821-2111	✓	SB12-37047	

5 Result(s)

Figure 14: Search results of Vendors.