



Add a Sub Contractor to a Contract in eMMA

Quick Resource Guide

Overview

This Quick Resource Guide (QRG) is intended for Buyers and Procurement Officers who need to add a subcontractor for a contract in the eMaryland Marketplace Advantage (eMMA).

If you need to create a contract in eMMA see the [Buyer QRGs on the QRG webpage](#):

- Create a Contract from Scratch
- Create a Contract from an Awarded Solicitation

Prerequisites

- Your sub contractor must have an existing Vendor profile in eMMA that is Active and in Good Standing. You cannot complete this process without this.
- The contract to which you are adding a sub contractor must be in Draft Status. If it is already published, then you must make an amendment.



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

NOTE: If you need help at any time, please reach out to the eMMA helpdesk at emma.helpdesk@maryland.gov.

Step-by-Step Instructions

Add a Sub-Contractor to a Contract

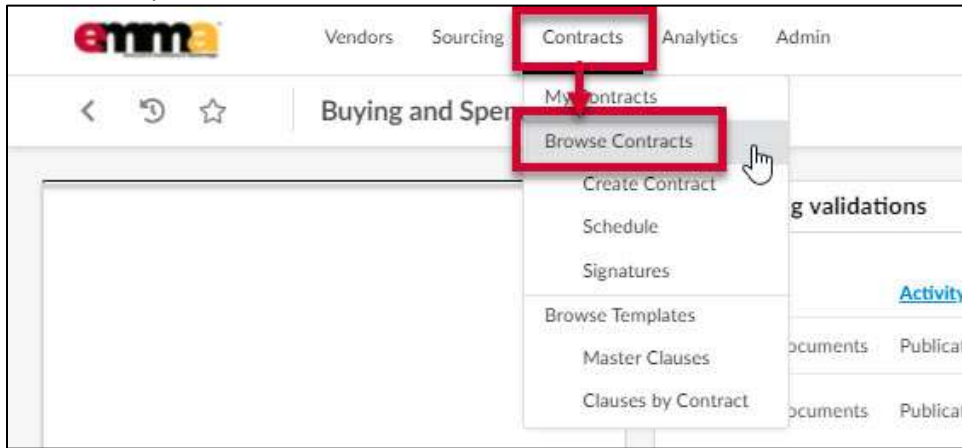
NOTE: This QRG uses diagrams with specific callouts to show required and optional fields in forms. A yellow callout with

a red border  indicates a required field, while yellow callouts with a black border  indicate optional fields. Letters within the callouts correspond to the explanations below the diagram.

NOTE: Additional fields may display depending on your selections.

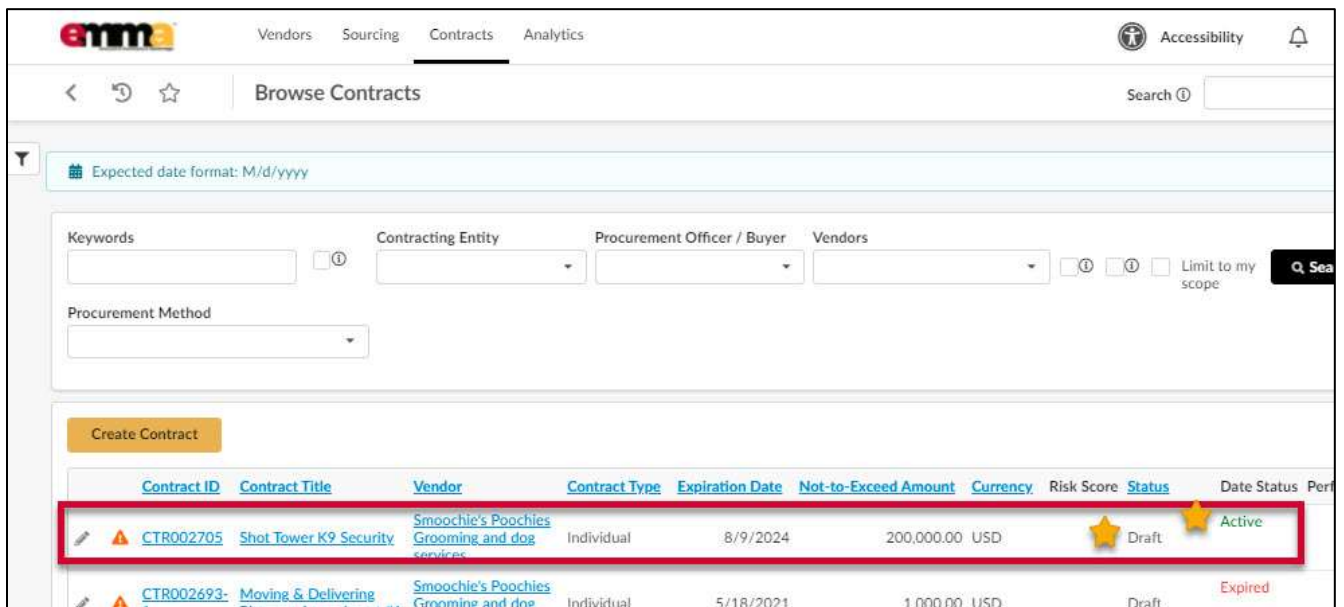
1. Access eMMA at <https://emma.maryland.gov> and click the **State SSO Login (Secure Auth)** button or the **MDOT SSO Login (MSAzure)** button and log in with your credentials.

2. Click the **Contracts** tab at the top of the homepage and select the **Browse Contracts** option from the drop-down menu that opens.

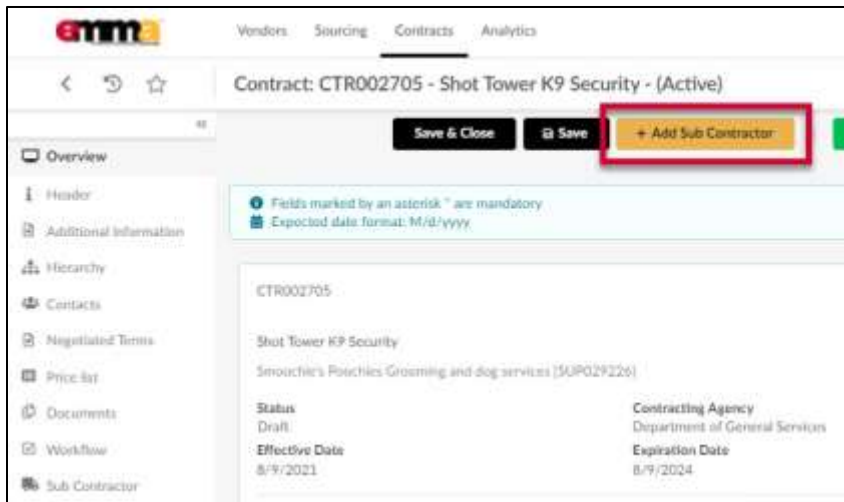


3. Click on the blue hyperlink under the **Contract Title** or **Contract ID** columns.

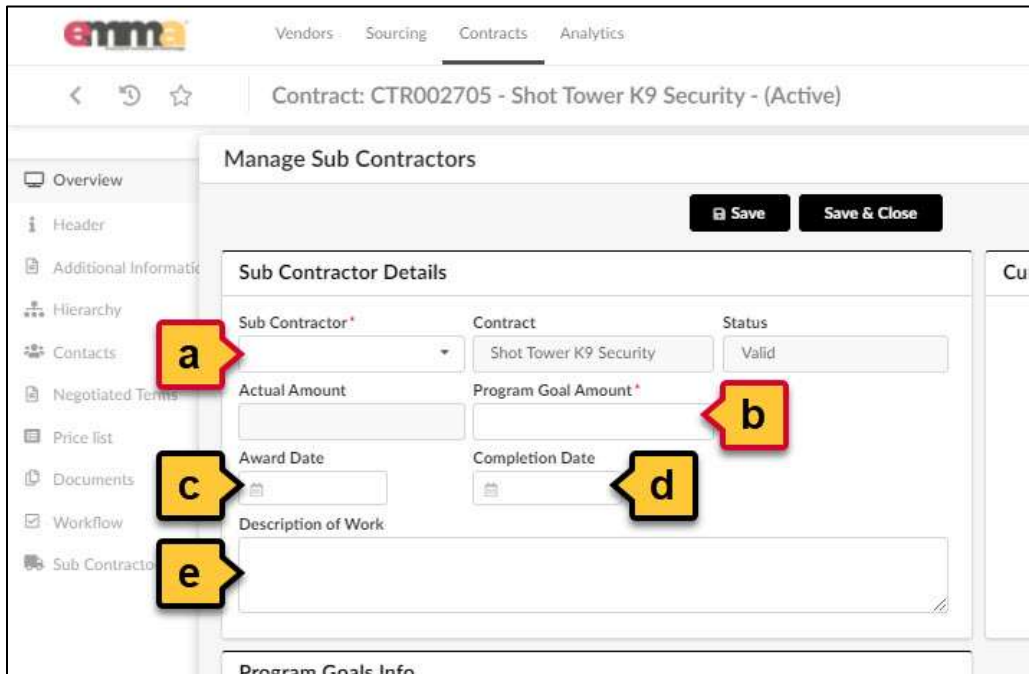
NOTE: The Date Status column must be **Active** and the Status column must be **Draft**.



4. Click the **+Add Sub Contractor** button. The Manage Sub Contractors window opens.



5. Enter the information in the fields under the **Sub Contractor Details** section. A red asterisk (*) indicates a required field (*).



- Sub Contractor (*):** Enter the subcontracting Vendor name in this field. You can also click the field and click the **See All** option at the bottom of the drop-down menu.

NOTE: Clicking **See All** opens a new window listing all vendors in eMMA. You can search for vendors or browse through the list. Click the checkbox to the left of the vendor entry and close the window to make a selection. Your selection populates in the Sub-Contractor field.

- Program Goal Amount (*):** Enter the committed amount for the sub-contracting goal in this field.
- Award Date:** Enter or select the date the contract will be or was awarded in this field.
- Completion Date:** Enter or select the date the Contract will be complete.
- Description of Work:** Enter a brief but detailed description of the work provided by the sub-contractor.

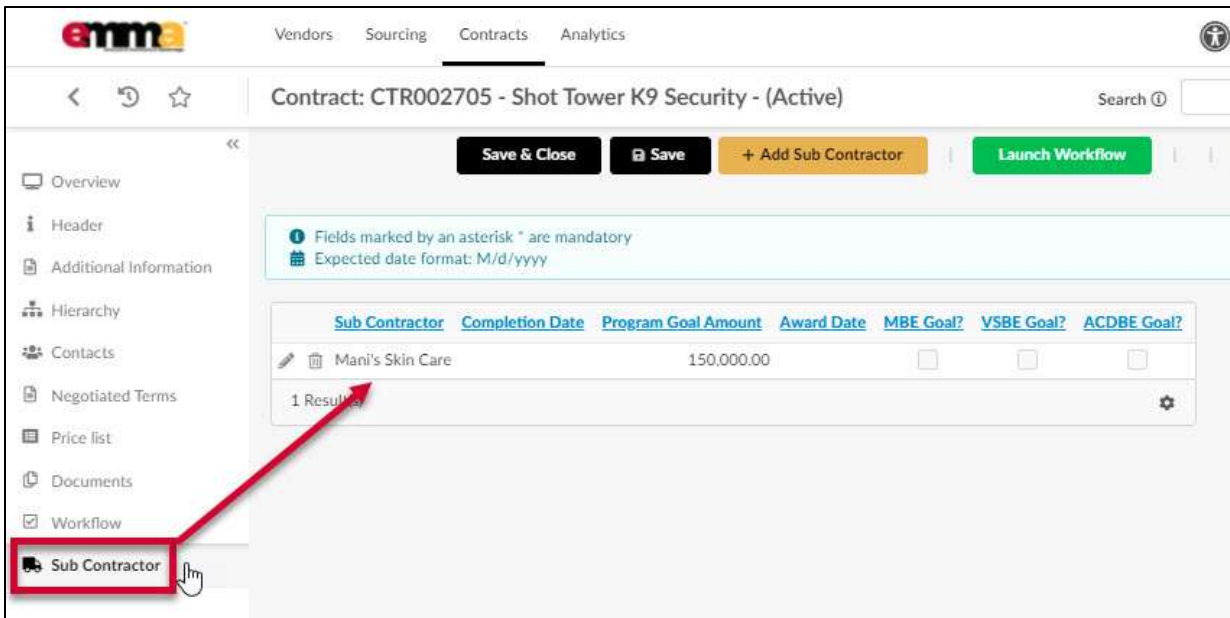
6. Enter the information in the fields under the **Program Goals Info** section. A red asterisk (*) indicates a required field.

- a. **MBE Goal? (*)**: Does this contract have a Minority Business Enterprise goal? Click this field and select **Yes** or **No** from the drop-down menu. If you select Yes, two more fields display.
 - i. **MBE Sub Goal?**: Does this contract have an MBE sub goal? Click this field and select **Yes** or **No** from the drop-down menu.
 - ii. **MBE Ethnicity (*)**: Click this field and select the appropriate field to which the MBE Goal applies.
- b. **ACDBE Goal? (*)**: Does this contract have an Airport Concessions Disadvantaged Business Enterprise goal? Click this field and select **Yes** or **No** from the drop-down menu. The default selection is **No**.
- c. **VSBE Goal? (*)**: Does this contract have a Veteran-Owned Small Business Enterprise goal? Click this field and select **Yes** or **No** from the drop-down menu.

7. Once all the required information has been entered, click the **Save & Close** button.

8. (Optional) Repeat this process as many times as necessary to add your Sub Contractors to the contract.

Click the **Sub Contractor** tab on the left-hand side-panel to check that the Sub Contractor was properly added. Click the Edit (pencil) icon to the left of the sub-contractor entry to make changes.



Your sub-contractor is now added to your contract.