



# 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](mailto:emma.helpdesk@maryland.gov).

## Step-by-Step Instructions

### Add a Sub-Contractor to a Contract

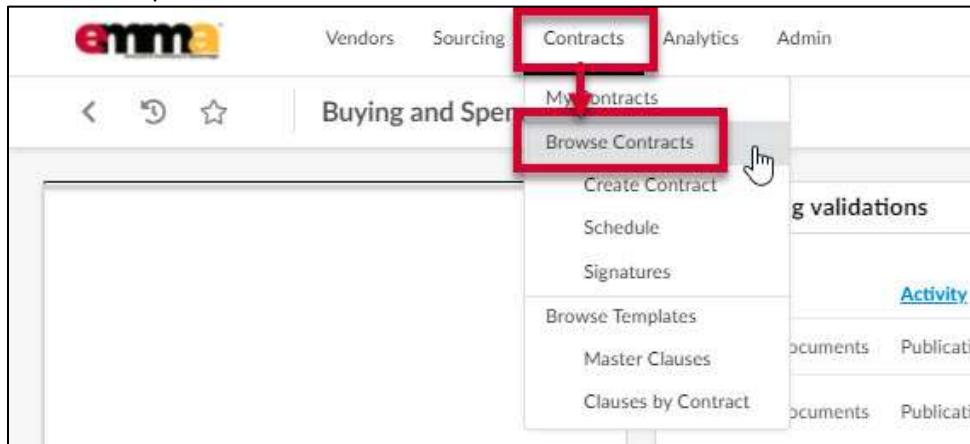
**NOTE:** This QRG uses diagrams with specific callouts to show required and optional fields in forms. A yellow callout with

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**.

Contract ID	Contract Title	Vendor	Contract Type	Expiration Date	Not-to-Exceed Amount	Currency	Risk Score	Status	Date Status
CTR002705	Shot Tower K9 Security	Smoochie's Pooches Grooming and dog services	Individual	8/9/2024	200,000.00	USD	☆	Draft	Active
CTR002693-	Moving & Delivering	Smoochie's Pooches Grooming and dog services	Individual	5/18/2021	1,000.00	USD	☆	Draft	Expired

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

Contract: CTR002705 - Shot Tower K9 Security - (Active)

Save & Close | Save | **+ Add Sub Contractor**

Fields marked by an asterisk (\*) are mandatory  
Expected date format: M/d/yyyy

Header: CTR002705  
Additional Information: Shot Tower K9 Security  
Contracting Agency: Department of General Services  
Status: Draft  
Effective Date: 8/9/2021  
Expiration Date: 8/9/2024

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

Manage Sub Contractors

Sub Contractor Details

Sub Contractor*	Contract	Status
Actual Amount	Program Goal Amount*	
Award Date	Completion Date	
Description of Work		

Program Goals Info

a. **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.

b. **Program Goal Amount (\*)**: Enter the committed amount for the sub-contracting goal in this field.

c. **Award Date**: Enter or select the date the contract will be or was awarded in this field.

d. **Completion Date**: Enter or select the date the Contract will be complete.

e. **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.

The screenshot shows a software interface for entering program goals. On the left, there are two checkboxes: 'Workflow' (unchecked) and 'Sub Contractor' (unchecked). The main area is titled 'Program Goals Info'. It contains three dropdown menus with red callouts:

- MBE Goal? \*** (highlighted with a red callout 'a')
- ACDBE Goal?** (highlighted with a red callout 'b')  
Options: No (selected), Yes
- VSBE Goal? \*** (highlighted with a red callout 'c')  
Options: No, Yes

- 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.

The screenshot shows a 'Manage Sub Contractors' page. At the top, there is a title 'Manage Sub Contractors' and two buttons: 'Save' and 'Save & Close' (highlighted with a red box). Below this is a table with a header 'Sub Contractor Details' and columns for 'Sub Contractor\*', 'Contract', and 'Status'. The 'Status' column shows 'Current V'.

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.

The screenshot shows the eMMA software interface for managing contracts. The top navigation bar includes 'Vendors', 'Sourcing', 'Contracts' (which is the active tab), and 'Analytics'. The main title is 'Contract: CTR002705 - Shot Tower K9 Security - (Active)'. Below the title are buttons for 'Save & Close', 'Save', '+ Add Sub Contractor', and 'Launch Workflow'. A sidebar on the left lists various contract management options: Overview, Header, Additional Information, Hierarchy, Contacts, Negotiated Terms, Price list, Documents, Workflow, and Sub Contractor. The 'Sub Contractor' option is highlighted with a red box and a red arrow points to the '+ Add Sub Contractor' button. The main content area displays a table with one result for 'Mani's Skin Care'. The table columns are: Sub Contractor, Completion Date, Program Goal Amount, Award Date, MBE Goal?, VSBE Goal?, and ACDBE Goal?. The table shows: Mani's Skin Care, 150,000.00, and three empty checkboxes for the goals.

Your sub-contractor is now added to your contract.