eMMA Overview / Training
Agenda

- eMMA Overview
- July 2019 Release
  - Registering and Managing Your Profile
  - Product and Service Codes
  - Certification Registration and Renewal
- Next Releases
- Resources Available
Agenda

- eMMA Overview
- July 2019 Release
  - Registering and Managing Your Profile
  - Product and Service Codes
  - Certification Registration and Renewal
- Next Releases
- Resources Available
eMMA Overview

What is eMMA?

✓ Our new tool for
  ✓ Solicitations
  ✓ Contract Management
  ✓ Purchase Orders
  ✓ Invoicing

eMMA is not...

✗ A payment system
Pause for feedback….

www.menti.com

Code = XX XX XX
Agenda

- eMMA Overview
- July 2019 Release
  - Registering and Managing Your Profile
  - Product and Service Codes
  - Certification Registration and Renewal
- Next Releases
- Resources Available
Registering and Managing Profile

• You must register as a Vendor on eMMA
• Visit procurement.maryland.gov
  OR
  emma.maryland.gov
Registering and Managing Profile

1. Click “New Vendor? Register Now”.
2. Enter Company info; required fields denoted with “*”.
3. Indicate State and/or Federal programs (if applicable).
4. Choose “Product & Services Offerings”.
5. Choose “Areas Servicing”.
6. Click “Register”.

PROCESS
Registering and Managing Profile

1. After log-in, click “General Info” and select “Company Profile”.
2. (if needed) Add/update “Contacts”; required fields denoted with “*”. Assign “Role”. Click the KEY icon to send login info.
3. (if needed) Add/update documentation; required fields denoted with “*”.

PROCESS
Product and Service Codes

- **United Nations Standard Products and Services Codes** (UNSPSC)
- More widely used and accepted
- You will receive email notification for solicitations created involving category codes that are part of your profile
- Add using the drop-down or by typing free-text
- View full list of codes at [www.unspsc.org](http://www.unspsc.org); you can request codes be added to eMMA by contacting the eMMA Help Desk
Pause for feedback….

www.menti.com

Code = XX XX XX
Certification Registration and Renewal

1. After log-in, click “General Info” and select “Company Profile”.
2. Click “Credentials”.
3. Click “Add Certification”.
4. Select type.
5. Review and complete all fields. Click “Save”.
6. Click ”Submit Application”.

PROCESS
Certification Registration and Renewal

A notice will appear on your “Company Info” page when certification is within 30 days of expiration.

1. Hover over alert.
2. Click “Add Certification”.
3. Select type.
4. Review and complete all fields. Click “Save”.
5. Click “Submit Application”.

PROCESS
Pause for feedback….

www.menti.com

Code = XX XX XX
Agenda

- eMMA Overview
- Release 1.0
  - Registering and Managing Your Profile
  - Product and Service Codes
  - Certification Registration and Renewal
- Next Releases
- Resources Available
Next Releases

- Receive and acknowledge purchase orders
- Create and process invoices
- Review and execute contracts
Agenda

- eMMA Overview
- Release 1.0
  - Registering and Managing Your Profile
  - Product and Service Codes
  - Certification Registration and Renewal
- Release 1.1
- Resources Available
Resources Available

**procurement.maryland.gov**
Vendor reference materials
- Quick Reference Guides (QRGs)

**eMMA Help Desk**
emma.helpdesk@maryland.gov
- Log-in support
- Vendor access requests
- Questions on how to use eMMA
Pause for feedback....

www.menti.com

Code = XX XX XX