

Introduction to eMMA

Maryland Business Summit
November 2024



Welcome & Introduction



Welcome to **Introduction to eMMA**

This training session provides a basic overview of the eMaryland Marketplace Advantage (eMMA), as well as its fundamental functionality in terms of registration, navigation, and initial setup.

Your Presenter Today



Marvin Anderson

*Customer Support Program Manager
Office of State Procurement
Department of General Services*

Tyrone Carter

*IT Functional Analyst II
Office of State Procurement
Department of General Services*

Bryan Mills

*IT Functional Analyst II
Office of State Procurement
Department of General Services*

Learning Objectives

Upon completion of this course, the participant will be able to:

- ✓ Identify eMMA and its role in State procurement
- ✓ Register their business and become active on eMMA
- ✓ Select initial commodity/service codes in eMMA
- ✓ Customize contacts and their roles within their eMMA profile
- ✓ Search for public solicitations in eMMA

eMaryland Marketplace Advantage

What is eMMA and why is it important?



Connects the vendor community with contracting opportunities from state, county, and local government



Registered vendors receive notices of bid opportunities, can submit bid responses online, and may obtain bid results



A procurement platform that's comprehensive, versatile, and collaborative – the connection between State and business



Open, transparent, and efficient procurement process



The logo for eMMA (eMaryland Marketplace Advantage) is displayed in a white box with a black border. The word "emma" is written in a bold, lowercase, sans-serif font. The letter "e" is pink, the "m"s are black, and the "a" is yellow. The logo is centered between two horizontal yellow bars.

Registration

Registration in eMMA is a two-step process

- ① Initial form establishes the vendor record
- ② Once the vendor record is established, users can login to customize the following:
 - 📌 Contacts
 - 📌 Commodities & service area
 - 📌 Diversity credentials
 - 📌 Additional info (of your choice)



Where's eMMA?

Quick route to the eMMA homepage

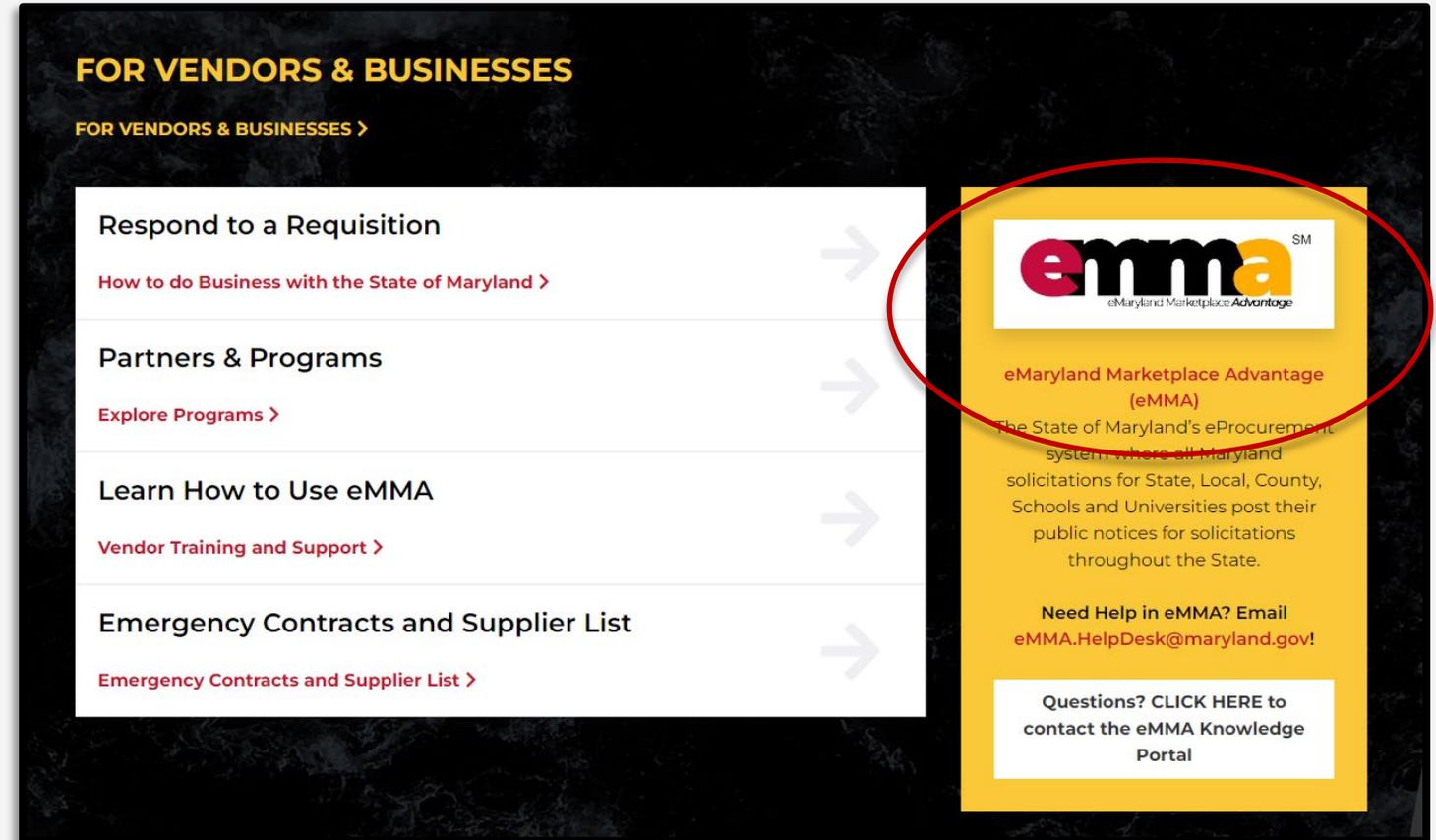


emma.maryland.gov



procurement.maryland.gov

Scroll down to Vendors section and keep an eye out for the large yellow box with eMMA logo



FOR VENDORS & BUSINESSES

FOR VENDORS & BUSINESSES >

- Respond to a Requisition
How to do Business with the State of Maryland >
- Partners & Programs
Explore Programs >
- Learn How to Use eMMA
Vendor Training and Support >
- Emergency Contracts and Supplier List
Emergency Contracts and Supplier List >

emmaSM
eMaryland Marketplace Advantage

eMaryland Marketplace Advantage (eMMA)
The State of Maryland's eProcurement system where all Maryland solicitations for State, Local, County, Schools and Universities post their public notices for solicitations throughout the State.

Need Help in eMMA? Email eMMA.HelpDesk@maryland.gov!

Questions? [CLICK HERE](#) to contact the eMMA Knowledge Portal

Vendor Registration in eMMA

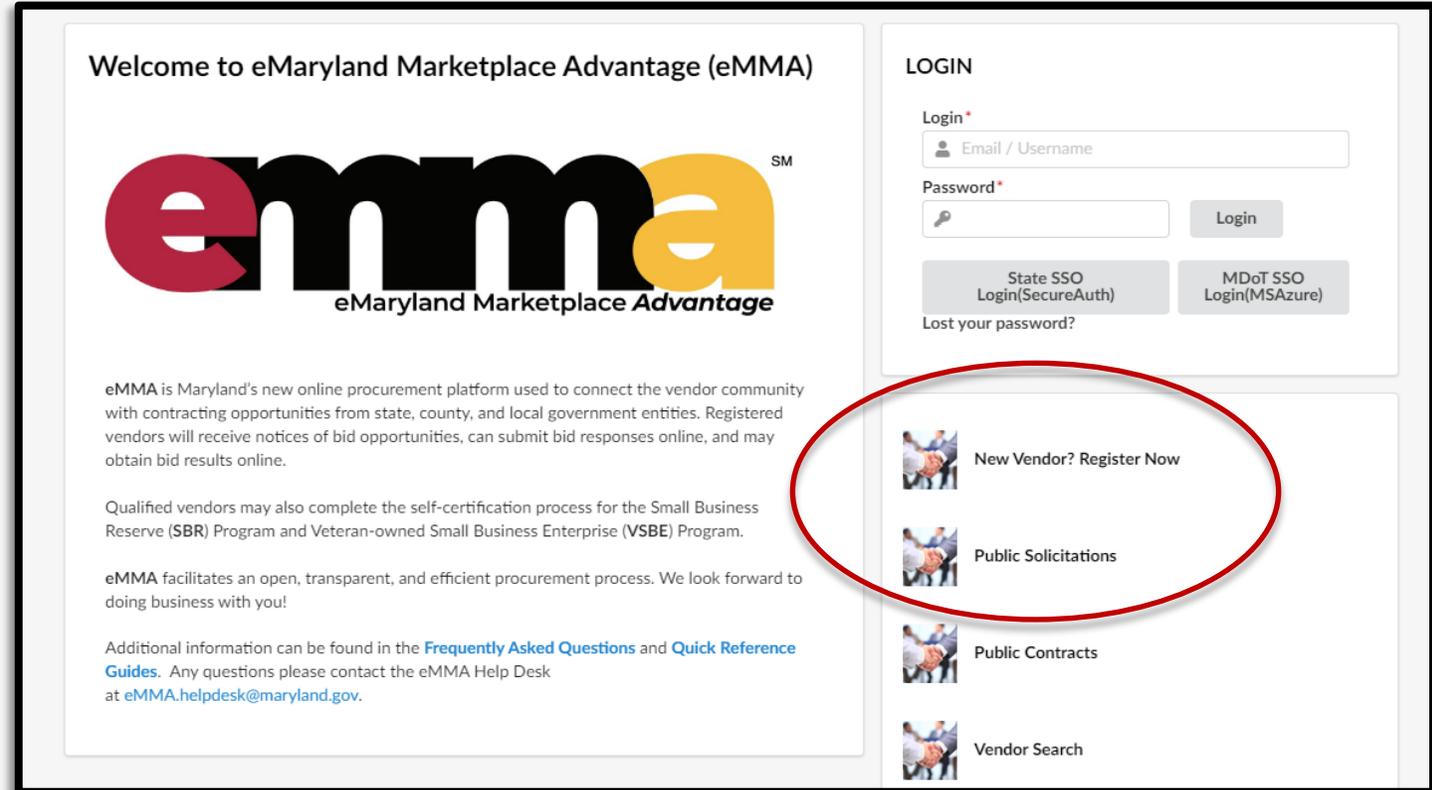
Let's jump in!



Visit [eMMA](#) homepage



Locate 'New Vendor?
Register Now' link
just beneath login area



Welcome to eMaryland Marketplace Advantage (eMMA)



eMaryland Marketplace Advantage

eMMA is Maryland's new online procurement platform used to connect the vendor community with contracting opportunities from state, county, and local government entities. Registered vendors will receive notices of bid opportunities, can submit bid responses online, and may obtain bid results online.

Qualified vendors may also complete the self-certification process for the Small Business Reserve (SBR) Program and Veteran-owned Small Business Enterprise (VSBE) Program.

eMMA facilitates an open, transparent, and efficient procurement process. We look forward to doing business with you!

Additional information can be found in the [Frequently Asked Questions](#) and [Quick Reference Guides](#). Any questions please contact the eMMA Help Desk at eMMA.helpdesk@maryland.gov.

LOGIN

Login*

Email / Username

Password*

Login

State SSO Login(SecureAuth)

MDoT SSO Login(MSAzure)

Lost your password?

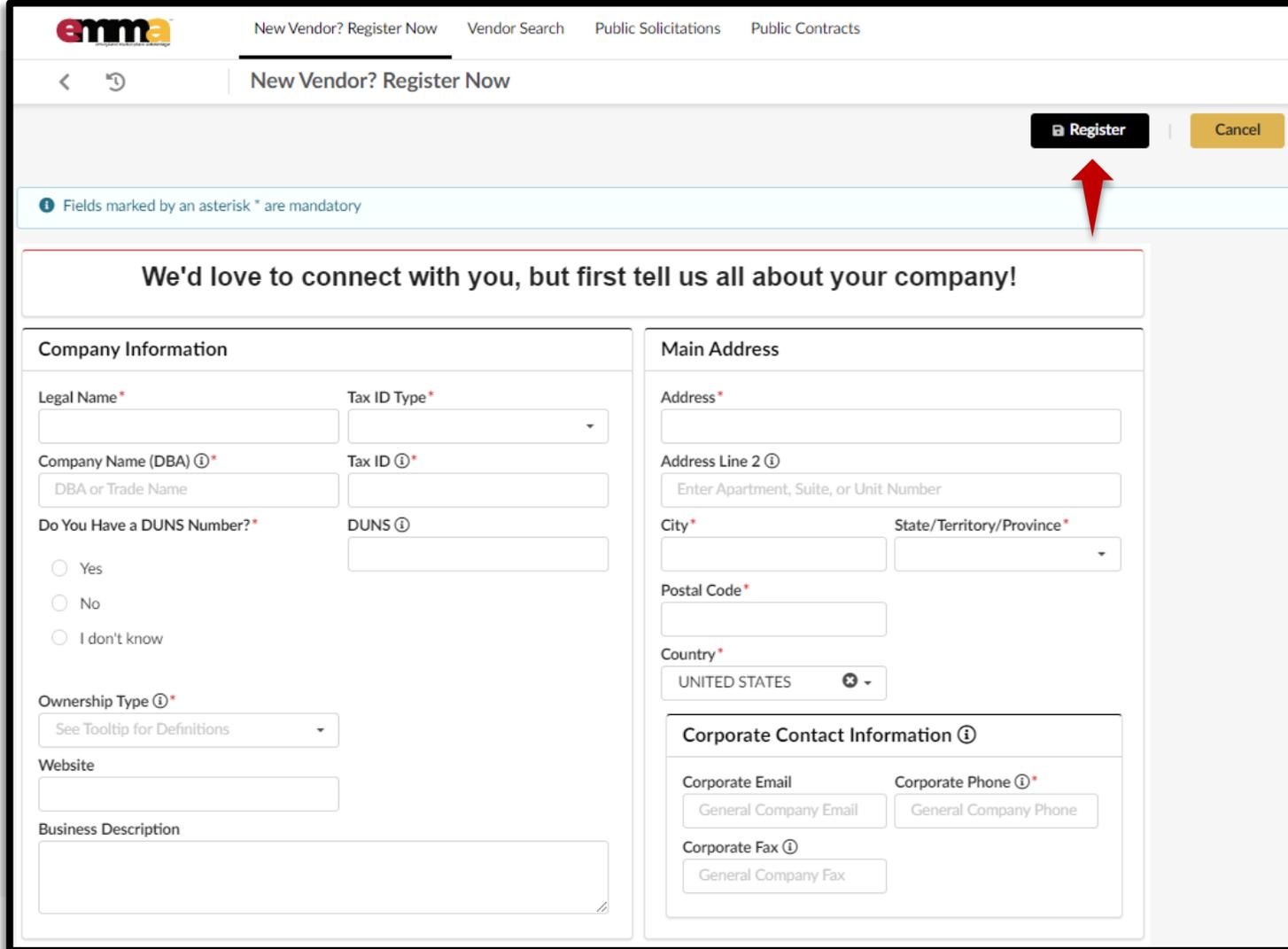
New Vendor? Register Now

Public Solicitations

Public Contracts

Vendor Search

Vendor Registration in eMMA



eMMA New Vendor? Register Now Vendor Search Public Solicitations Public Contracts

< ↻ New Vendor? Register Now

Register Cancel

Fields marked by an asterisk * are mandatory

We'd love to connect with you, but first tell us all about your company!

Company Information	Main Address
<p>Legal Name* <input type="text"/></p> <p>Tax ID Type* <input type="text"/></p> <p>Company Name (DBA) ⓘ* <input type="text"/></p> <p>DBA or Trade Name <input type="text"/></p> <p>Tax ID ⓘ* <input type="text"/></p> <p>Do You Have a DUNS Number?* <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> I don't know</p> <p>DUNS ⓘ <input type="text"/></p> <p>Ownership Type ⓘ* <input type="text"/></p> <p>See Tooltip for Definitions</p> <p>Website <input type="text"/></p> <p>Business Description <input type="text"/></p>	<p>Address* <input type="text"/></p> <p>Address Line 2 ⓘ <input type="text"/></p> <p>Enter Apartment, Suite, or Unit Number</p> <p>City* <input type="text"/></p> <p>State/Territory/Province* <input type="text"/></p> <p>Postal Code* <input type="text"/></p> <p>Country* <input type="text"/></p> <p>UNITED STATES</p> <p>Corporate Contact Information ⓘ</p> <p>Corporate Email <input type="text"/></p> <p>General Company Email</p> <p>Corporate Phone ⓘ* <input type="text"/></p> <p>General Company Phone</p> <p>Corporate Fax ⓘ <input type="text"/></p> <p>General Company Fax</p>



Company Information
(Don't forget your Tax ID!)



Contact Information



State/Federal Programs
(SBR, VSBE, MBE, DBE, SBE, DBE)



Vendor Declarations
(Product/Service Categories, Area)

60 seconds!

State and Federal Programs

State Programs

[For information regarding the programs listed below, click here.](#) 

Is your company currently enrolled in any of the following programs?

Small Business Reserve (SBR)*

Veteran-Owned Small Business Enterprise (VSBE)*

Minority Business Enterprise (MBE)*

Federal Programs

[For information regarding certification for the programs listed below, click here.](#)

Is your company enrolled in the following programs?

Disadvantaged Business Enterprise (DBE)*

Small Business Enterprise (SBE)*

Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)*



Registration includes specific sections for State and Federal programs



Each program provides a dropdown arrow used to indicate your status in each program

State and Federal Programs

State Programs

[For information regarding the programs listed below, click here.](#)

Is your company currently enrolled in any of the following programs?

Small Business Reserve (SBR)*	SBR Certification # *
<input type="text" value="Yes"/>	<input type="text" value="SB##-####"/>
Veteran-Owned Small Business Enterprise (VSBE)*	Would you like to apply to the VSBE Program? ⓘ *
<input type="text" value="No"/>	<input type="text"/>
Minority Business Enterprise (MBE)*	If you want to apply for MBE program, click here
<input type="text" value="No"/>	

Federal Programs

[For information regarding certification for the programs listed below, click here.](#)

Is your company enrolled in the following programs?

Disadvantaged Business Enterprise (DBE)*	DBE Certification #
<input type="text" value="Yes"/>	<input type="text"/>
Small Business Enterprise (SBE)*	
<input type="text" value="No"/>	
Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)*	
<input type="text" value="No"/>	



Fully responsive to each answer for each program



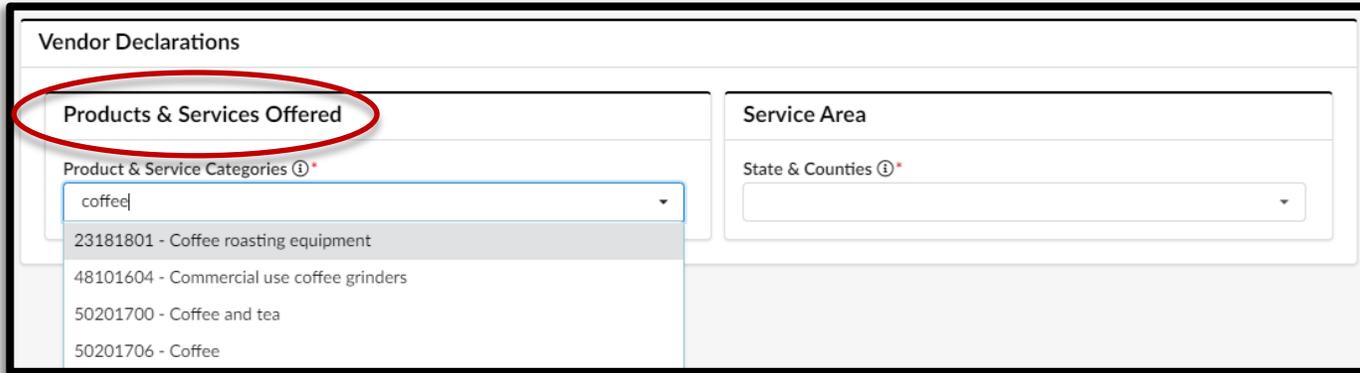
Helpful links to resources and information regarding each program



Inviting for all businesses as a central hub

Product & Service Categories

What does your business offer?



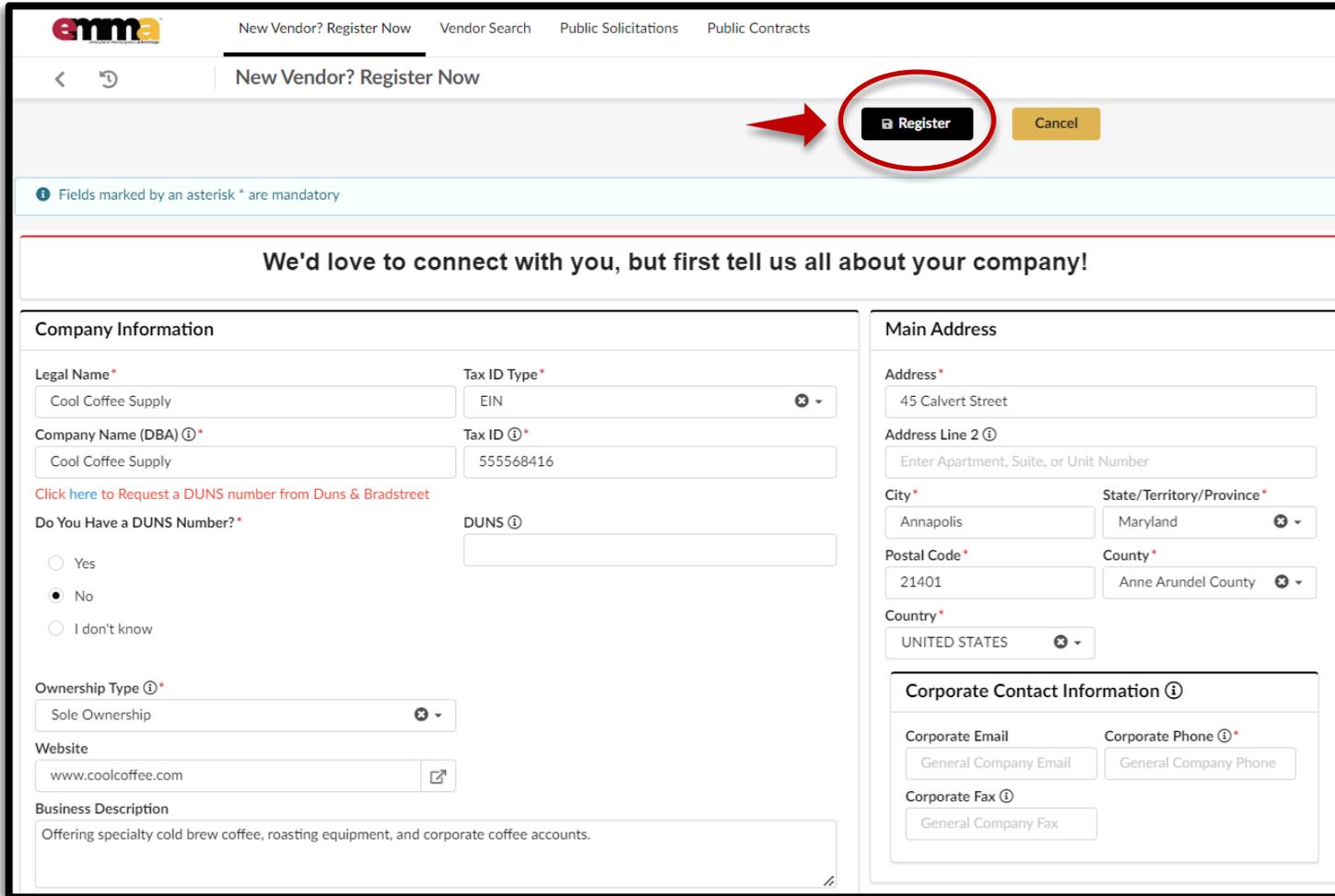
The screenshot shows a web form titled "Vendor Declarations". The "Products & Services Offered" section is highlighted with a red circle. Below it, a dropdown menu is open, showing a search bar with "coffee" entered and a list of categories: "23181801 - Coffee roasting equipment", "48101604 - Commercial use coffee grinders", "50201700 - Coffee and tea", and "50201706 - Coffee". To the right, the "Service Area" section includes a "State & Counties" dropdown menu.

+ Add as many categories and codes as you'd like

 Changes and edits are always available later

[Quick Video: Understanding UNSPSC](#)

Don't Forget the Register Button!



emma New Vendor? Register Now Vendor Search Public Solicitations Public Contracts

New Vendor? Register Now

Register Cancel

Fields marked by an asterisk * are mandatory

We'd love to connect with you, but first tell us all about your company!

Company Information

Legal Name* Cool Coffee Supply Tax ID Type* EIN

Company Name (DBA) Company Name (DBA) Cool Coffee Supply Tax ID 555568416

Click here to Request a DUNS number from Duns & Bradstreet

Do You Have a DUNS Number?*

Yes

No

I don't know

DUNS

Ownership Type* Sole Ownership

Website www.coolcoffee.com

Business Description Offering specialty cold brew coffee, roasting equipment, and corporate coffee accounts.

Main Address

Address* 45 Calvert Street

Address Line 2 Enter Apartment, Suite, or Unit Number

City* Annapolis State/Territory/Province* Maryland

Postal Code* 21401 County* Anne Arundel County

Country* UNITED STATES

Corporate Contact Information

Corporate Email General Company Email Corporate Phone* General Company Phone

Corporate Fax General Company Fax



After completing all required sections, scroll to the top of the page and select the 'Register' button to complete the registration process

Registration Confirmation



We thank you for your visit.

Your registration submission for eMaryland Marketplace Advantage (eMMA) has been received. You will receive an email from eMMA.helpdesk@maryland.gov with next steps.

[↩ Go back to login page](#)

eMMA



You will receive a green check on eMMA to acknowledge registration



You will receive an email shortly thereafter including next steps

Subject

Your eMMA Vendor Self-Registration has been Approved

Message

Dear Sini Jacob,

Your Vendor self-registration to eMaryland Marketplace Advantage (eMMA) has been approved.

Please sign in using your email address as your username and the password you set on the registration page. If needed, use the link ["Lost your password?"](#)

If you have questions or concerns, contact the Help Desk at eMMA.helpdesk@maryland.gov



This is an automatically generated e-mail, please do not reply

Inbox

Initial Login from eMMA Homepage

Welcome to eMaryland Marketplace Advantage (eMMA)



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LOGIN

Login*

Password*

Login

State SSO
Login(SecureAuth)

MDoT SSO
Login(MSAzure)

[Lost your password?](#)



New Vendor? Register Now



Public Solicitations



Public Contracts



Vendor Search

Vendor Dashboard – First Look

We've made landfall!



Your Vendor Dashboard is your homepage

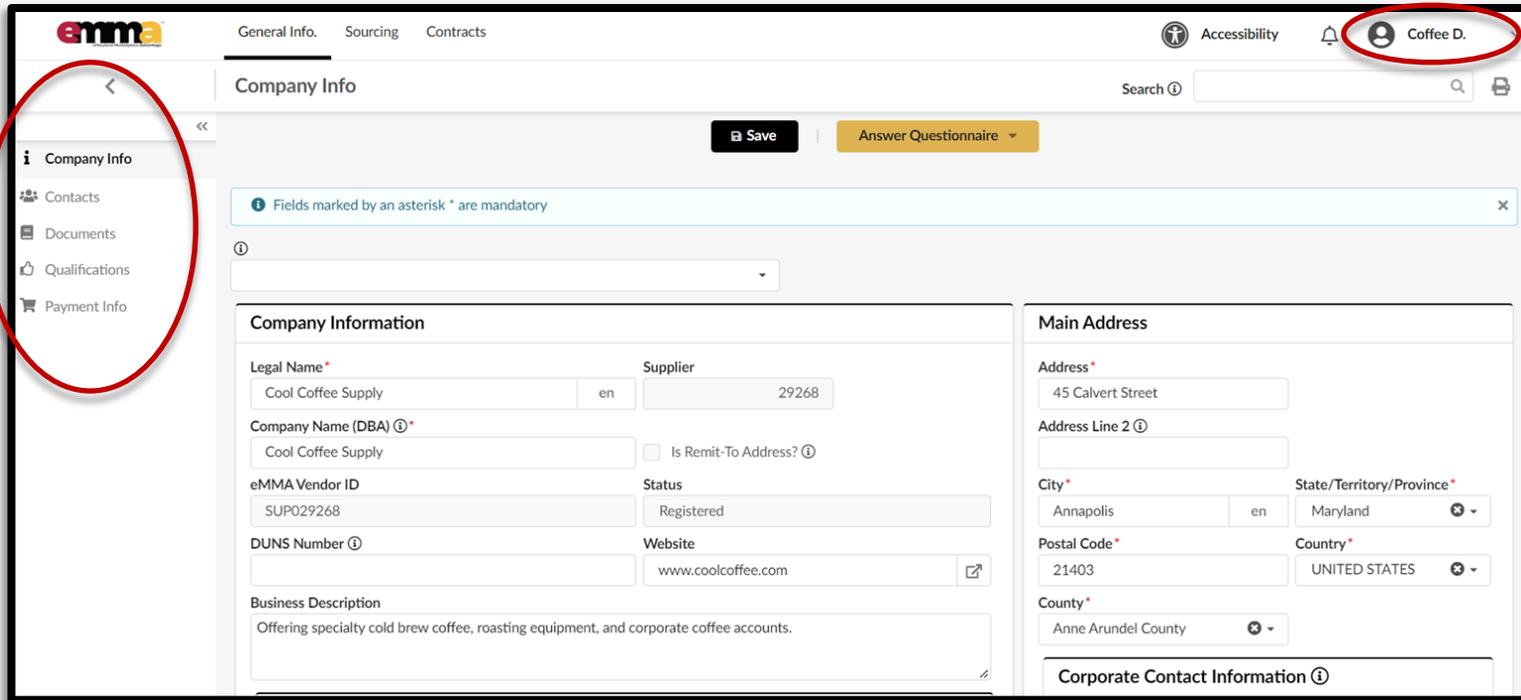


Select the 'General Info' tab to release the dropdown menu and select 'Company Profile'



Vendor Dashboard – Company Info

Customize your vendor account the way YOU want it



General Info. Sourcing Contracts Accessibility Coffee D.

Company Info

Save Answer Questionnaire

Fields marked by an asterisk * are mandatory

Company Information

Legal Name* Cool Coffee Supply Supplier en 29268

Company Name (DBA)* Cool Coffee Supply Is Remit-To Address?

eMMA Vendor ID SUP029268 Status Registered

DUNS Number Website www.coolcoffee.com

Business Description Offering specialty cold brew coffee, roasting equipment, and corporate coffee accounts.

Main Address

Address* 45 Calvert Street

Address Line 2

City* Annapolis State/Territory/Province* Maryland

Postal Code* 21403 Country* UNITED STATES

County* Anne Arundel County

Corporate Contact Information



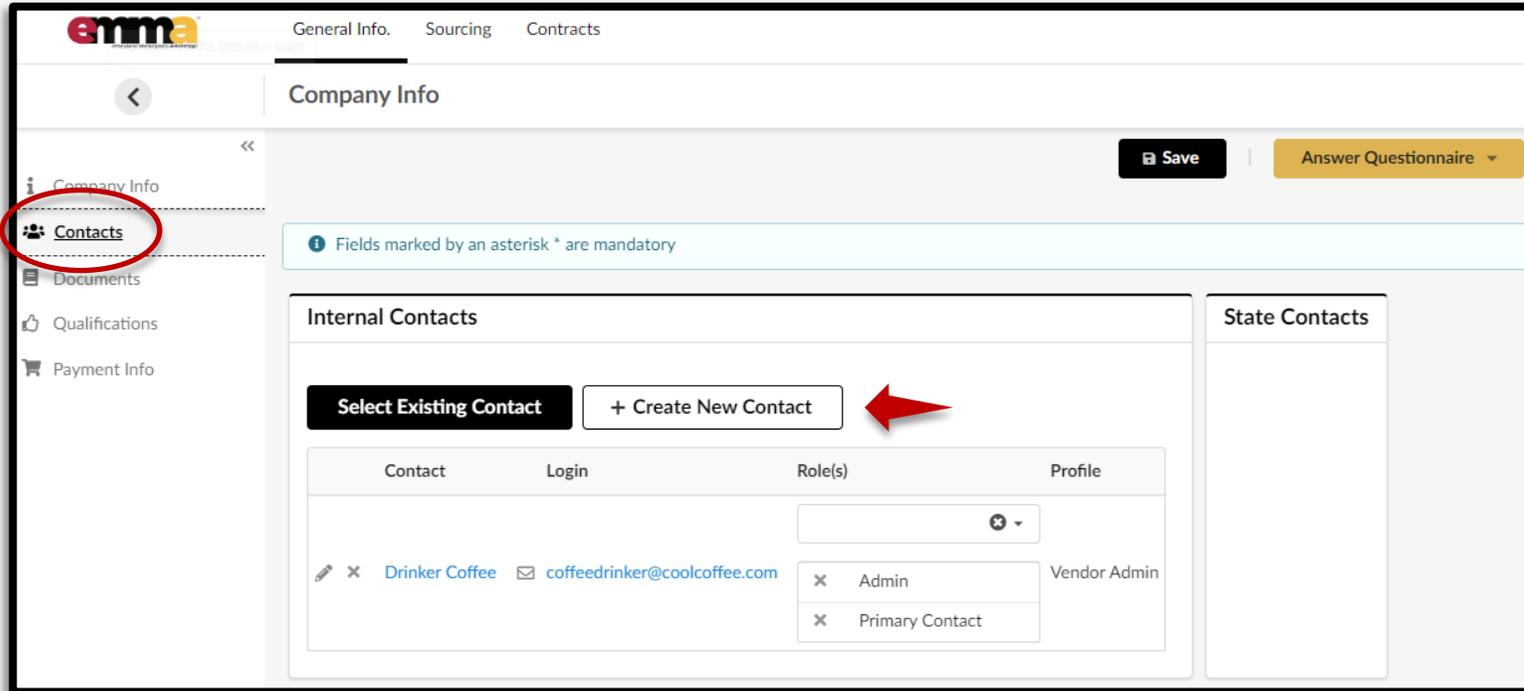
Change, add, subtract any items, documents, contacts, and info amongst each category



Change personal account info (name, job title, address, preferences, password, etc)

Vendor Dashboard – Contacts

Assemble your team and contacts



The screenshot shows the Emma Vendor Dashboard interface. The top navigation bar includes 'General Info.', 'Sourcing', and 'Contracts'. The main content area is titled 'Company Info' and features a 'Save' button and an 'Answer Questionnaire' dropdown. A sidebar on the left contains navigation options: 'Company Info', 'Contacts' (highlighted with a red circle), 'Documents', 'Qualifications', and 'Payment Info'. A notification banner states 'Fields marked by an asterisk * are mandatory'. The 'Internal Contacts' section contains a 'Select Existing Contact' button and a '+ Create New Contact' button, with a red arrow pointing to the latter. Below this is a table with columns for 'Contact', 'Login', 'Role(s)', and 'Profile'. The table lists one contact: 'Drinker Coffee' with login 'coffeedrinker@coolcoffee.com' and roles 'Admin' and 'Primary Contact'. The 'State Contacts' section is currently empty.

Contact	Login	Role(s)	Profile
Drinker Coffee	coffeedrinker@coolcoffee.com	Admin Primary Contact	Vendor Admin



Change, add, subtract contacts or members of your team based on their role type

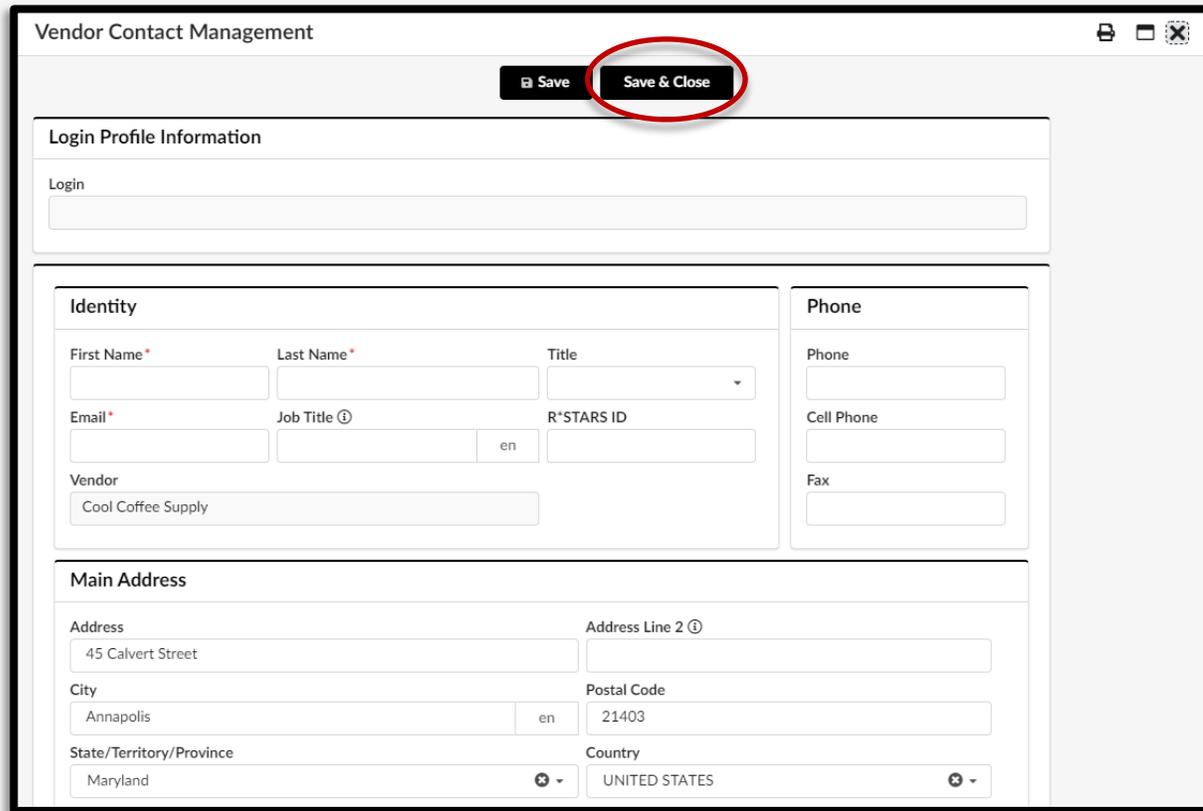


Must have Admin and at least one Primary Contact

Primary Contact(s) are notified of solicitations!

Vendor Dashboard – Contacts

Create a new contact



Vendor Contact Management

Save Save & Close

Login Profile Information

Login

Identity

First Name* Last Name* Title

Email* Job Title ⓘ R*STARS ID

Vendor

Cool Coffee Supply

Phone

Phone

Cell Phone

Fax

Main Address

Address Address Line 2 ⓘ

45 Calvert Street

City Postal Code

Annapolis en 21403

State/Territory/Province Country

Maryland en UNITED STATES en



Minimum requirements for a new contact is name and email



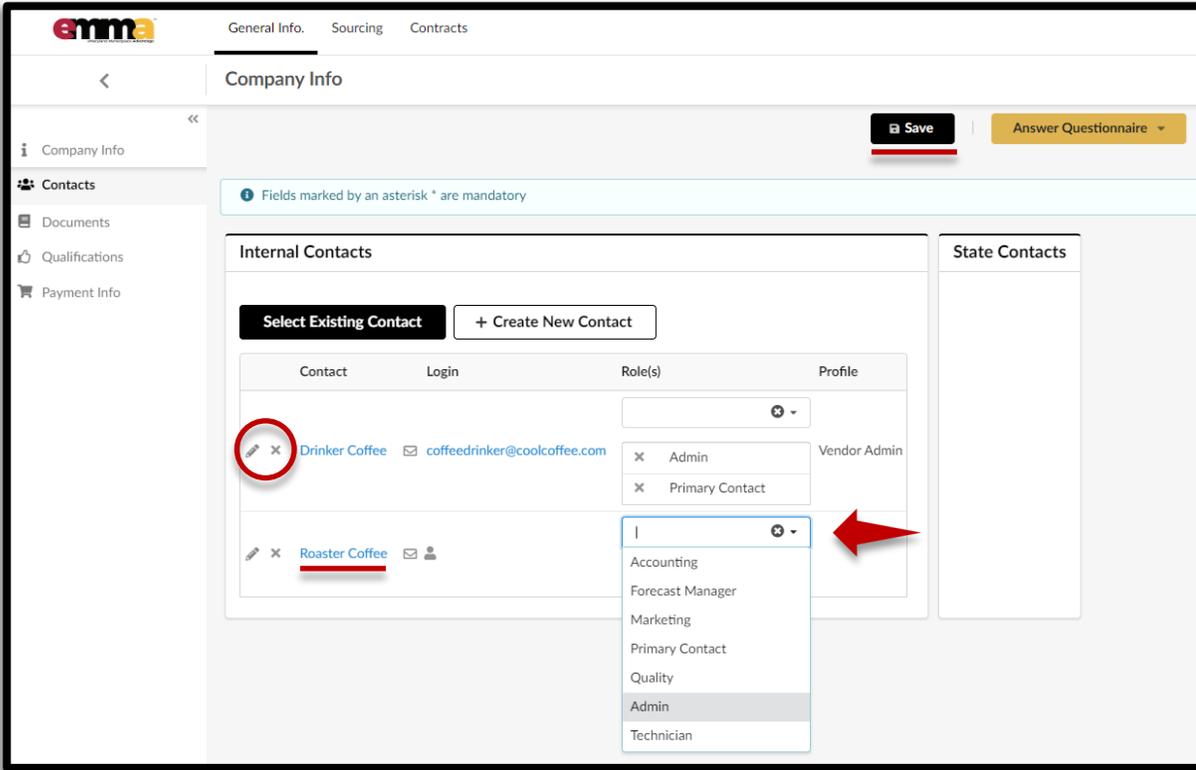
Detail each contact as you'd like



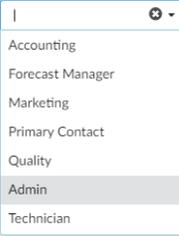
Save/Save & Close to finish the pop-up

Vendor Dashboard – Contacts

Manage contact role types



The screenshot shows the 'Company Info' page in the emma system. The 'Contacts' section is active, displaying a table of internal contacts. The table has columns for Contact, Login, Role(s), and Profile. Two contacts are listed: 'Drinker Coffee' and 'Roaster Coffee'. The 'Drinker Coffee' contact has roles of 'Admin' and 'Primary Contact'. The 'Roaster Coffee' contact has a dropdown menu open showing various role options: Accounting, Forecast Manager, Marketing, Primary Contact, Quality, Admin, and Technician. A red circle highlights the edit icon for 'Drinker Coffee', and a red arrow points to the dropdown menu for 'Roaster Coffee'. The interface includes a 'Save' button and an 'Answer Questionnaire' dropdown.

Contact	Login	Role(s)	Profile
  Drinker Coffee	coffeedrinker@coolcoffee.com	 Admin  Primary Contact	Vendor Admin
  Roaster Coffee			



Apply role types to each contact (not required)



Only one Admin; must have Primary Contact

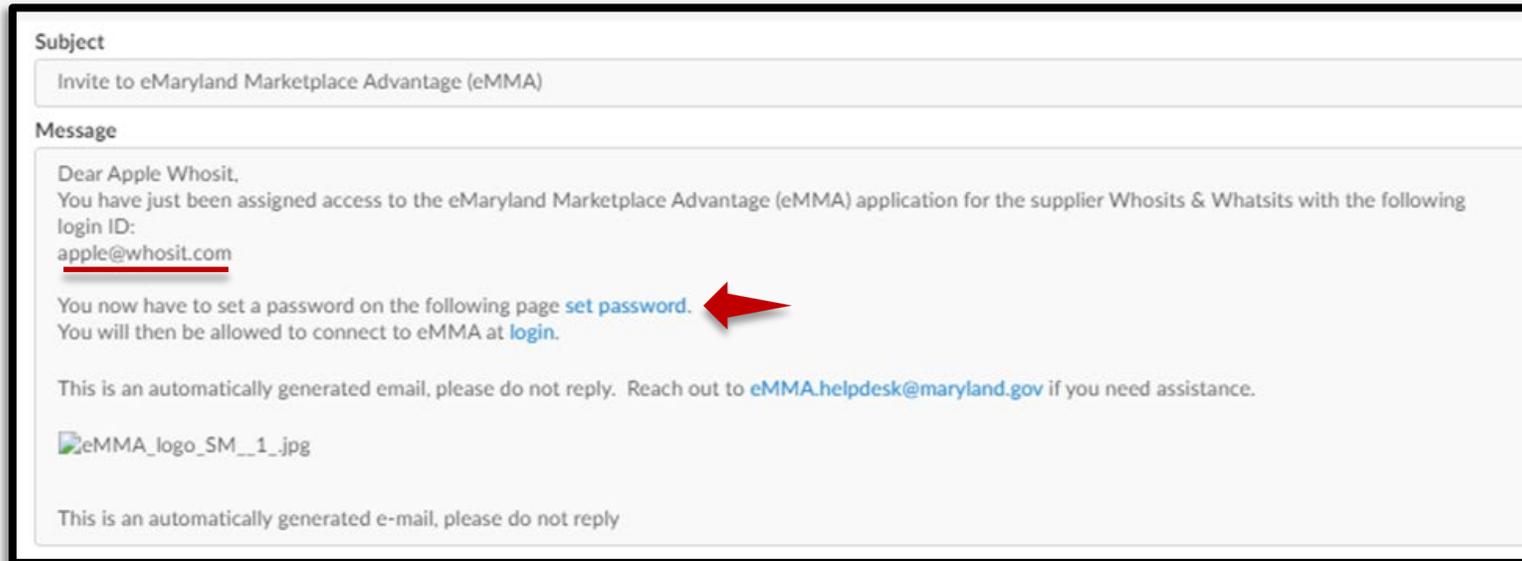


Use quick tools to the left of each contact to edit (name, role, etc)

Save it!

New Contacts Notified via Email

After adding them to the team, new contacts are notified



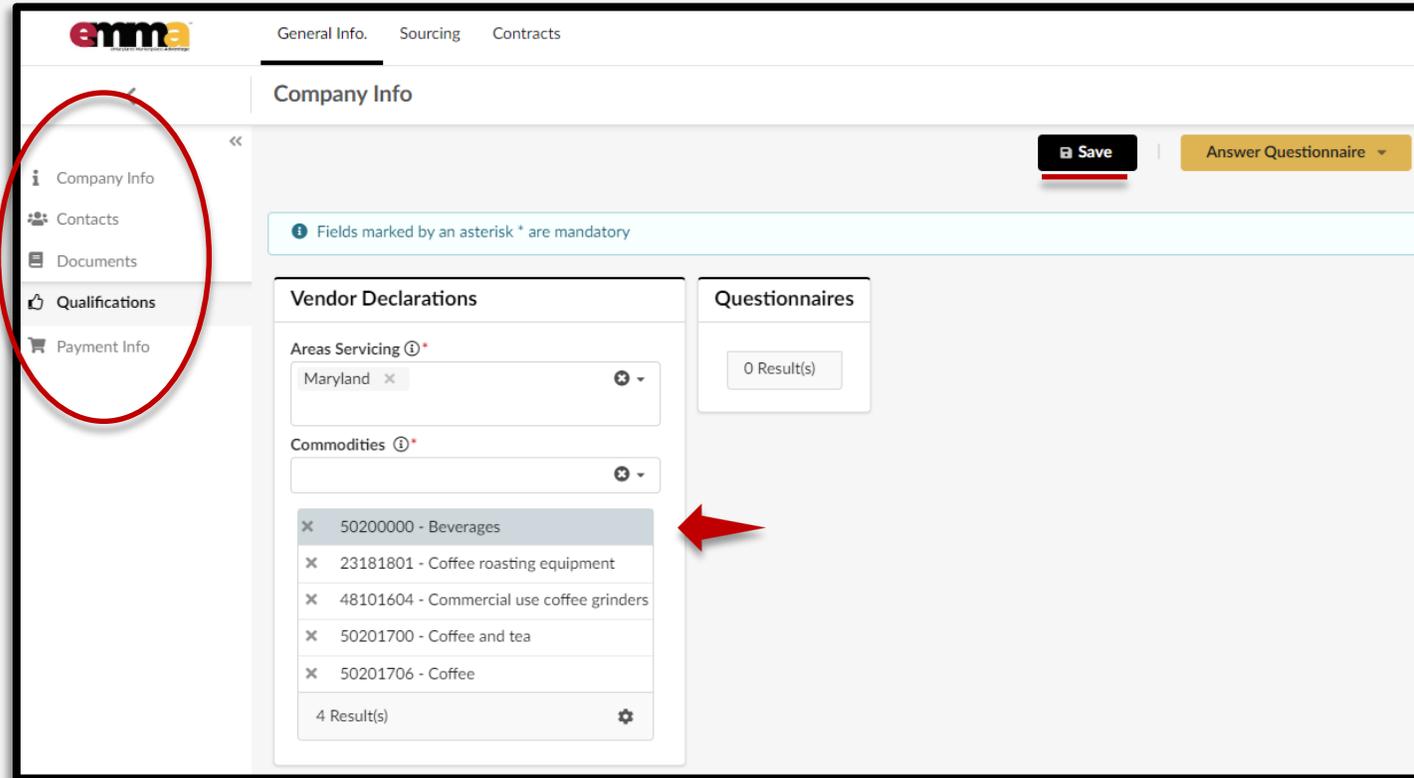
New contacts can now establish their password



What's the contact's role in the system?

Updating Commodities and Service Area

Change and adjust as you'd like



The screenshot shows the Emma system interface for 'Company Info'. The sidebar on the left has a red circle around the 'Qualifications' menu item. The main content area is titled 'Company Info' and includes a 'Save' button and an 'Answer Questionnaire' dropdown. A notification states 'Fields marked by an asterisk * are mandatory'. Under 'Vendor Declarations', the 'Areas Servicing' dropdown is set to 'Maryland'. Below it, the 'Commodities' dropdown is open, showing a list of items: '50200000 - Beverages', '23181801 - Coffee roasting equipment', '48101604 - Commercial use coffee grinders', '50201700 - Coffee and tea', and '50201706 - Coffee'. A red arrow points to the '50200000 - Beverages' item. The 'Questionnaires' section shows '0 Result(s)'. The bottom of the list shows '4 Result(s)' and a gear icon.



Select 'Qualifications' via sidebar navigation



Update and customize commodities as you'd like to best match your business profile

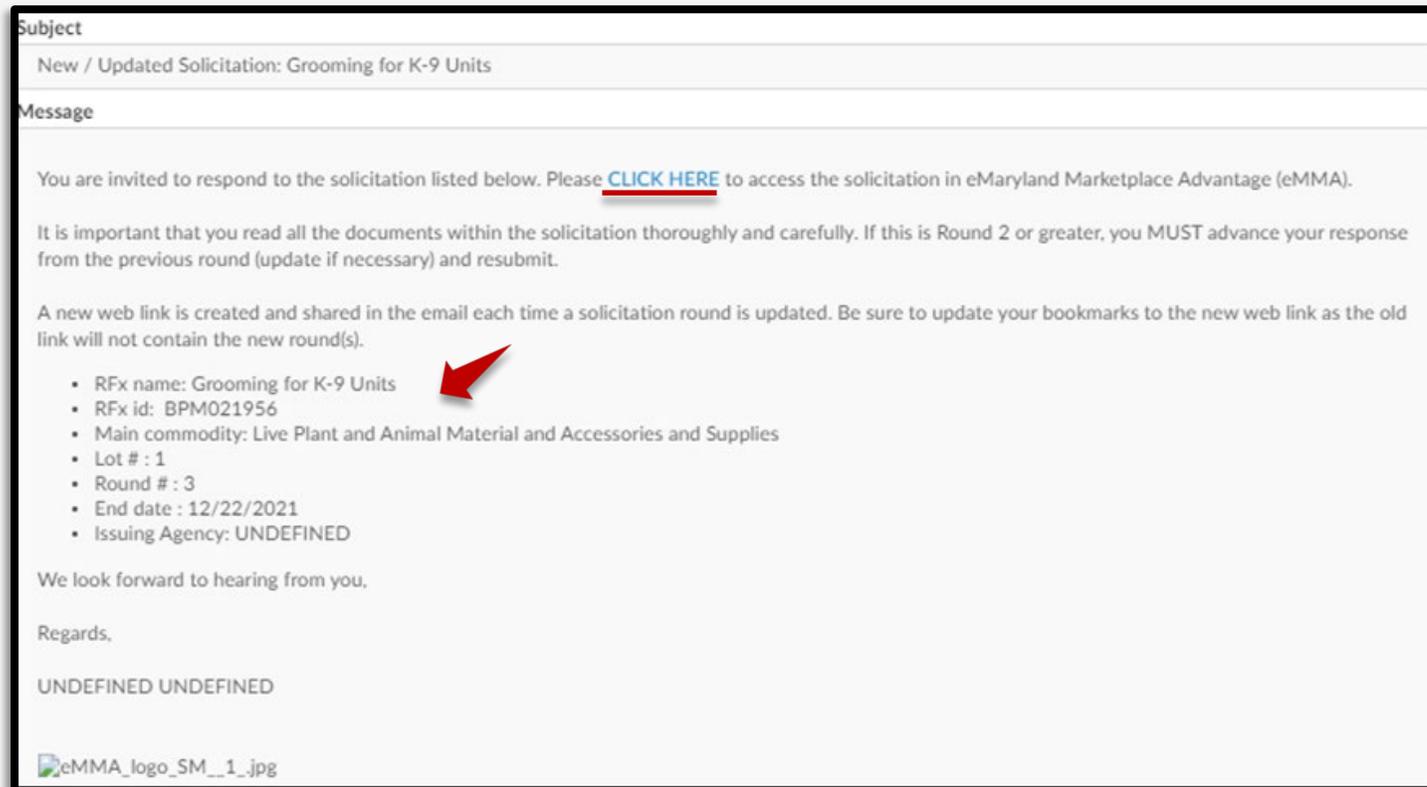


'Areas Servicing' updates

Save it!

New Solicitation Notification

You're notified when solicitations hit the street



Direct link to solicitation



Includes general info:



Name



BPM ID



Main Commodity



End Date



Issuing Agency

Did you receive an invitation?

Searching Public Solicitations

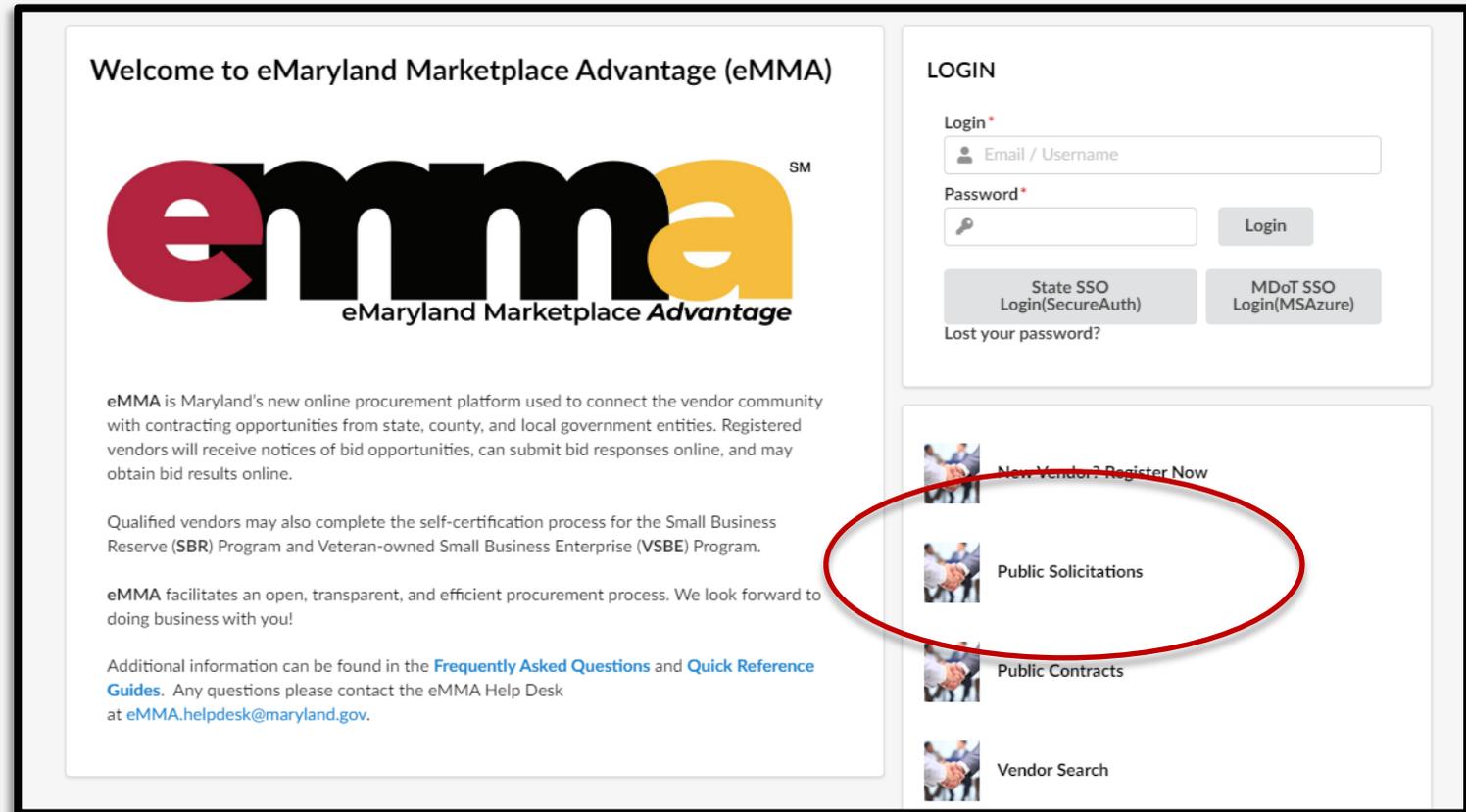
What's going on out there?



Visit [eMMA](#) homepage



Locate 'Public Solicitations'
link just beneath login area



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eMaryland Marketplace Advantage

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LOGIN

Login*

Password*

[Lost your password?](#)

[New Vendor? Register Now](#)

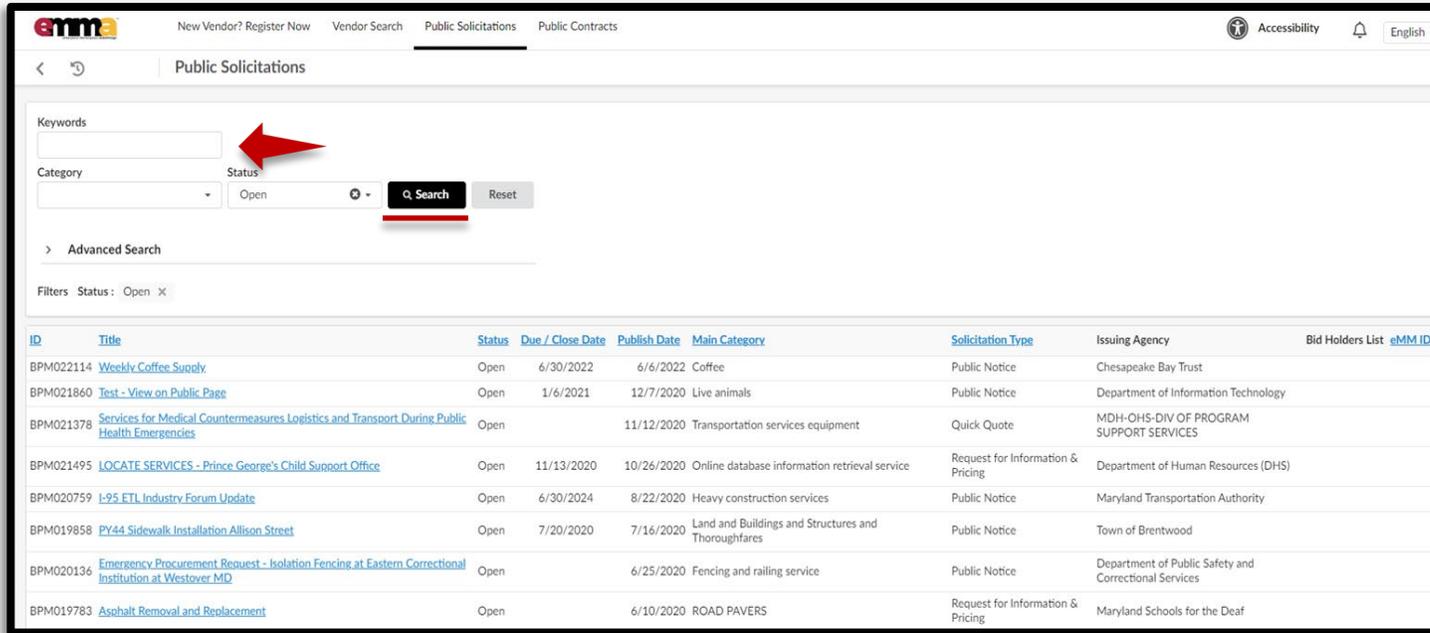
[Public Solicitations](#)

[Public Contracts](#)

[Vendor Search](#)

Searching Public Solicitations

What's Maryland looking for?



Keywords

Category

Status

> Advanced Search

Filters Status: Open X

ID	Title	Status	Due / Close Date	Publish Date	Main Category	Solicitation Type	Issuing Agency	Bid Holders List	eMMA ID
BPM022114	Weekly Coffee Supply	Open	6/30/2022	6/6/2022	Coffee	Public Notice	Chesapeake Bay Trust		
BPM021860	Test - View on Public Page	Open	1/6/2021	12/7/2020	Live animals	Public Notice	Department of Information Technology		
BPM021378	Services for Medical Countermeasures Logistics and Transport During Public Health Emergencies	Open		11/12/2020	Transportation services equipment	Quick Quote	MDH-OHS-DIV OF PROGRAM SUPPORT SERVICES		
BPM021495	LOCATE SERVICES - Prince George's Child Support Office	Open	11/13/2020	10/26/2020	Online database information retrieval service	Request for Information & Pricing	Department of Human Resources (DHS)		
BPM020759	I-95 ETL Industry Forum Update	Open	6/30/2024	8/22/2020	Heavy construction services	Public Notice	Maryland Transportation Authority		
BPM019858	PY44 Sidewalk Installation Allison Street	Open	7/20/2020	7/16/2020	Land and Buildings and Structures and Thoroughfares	Public Notice	Town of Brentwood		
BPM020136	Emergency Procurement Request - Isolation Fencing at Eastern Correctional Institution at Westover MD	Open		6/25/2020	Fencing and railing service	Public Notice	Department of Public Safety and Correctional Services		
BPM019783	Asphalt Removal and Replacement	Open		6/10/2020	ROAD PAVERS	Request for Information & Pricing	Maryland Schools for the Deaf		



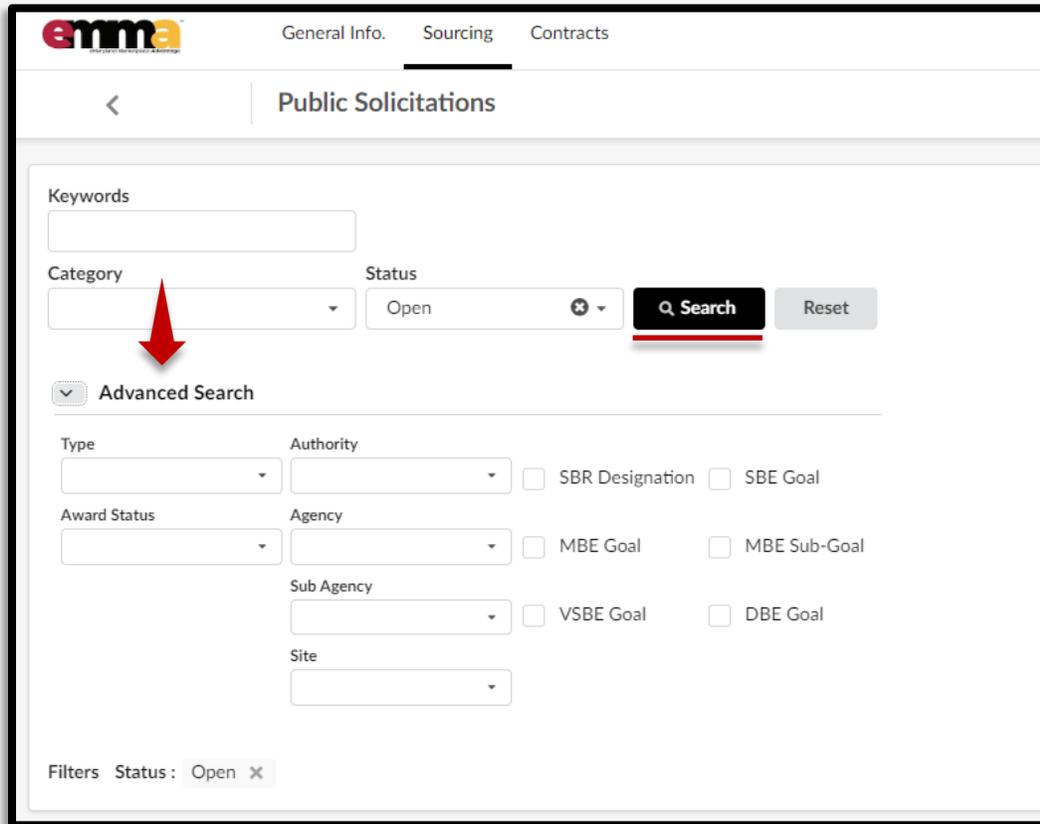
Use keywords and categories to narrow your search



Find any/all solicitations currently open on eMMA

Searching Public Solicitations

Advanced Search features for browsing solicitations



The screenshot shows the Emma Public Solicitations search interface. At the top, there are tabs for 'General Info.', 'Sourcing', and 'Contracts'. Below the tabs is a navigation bar with a back arrow and the title 'Public Solicitations'. The main search area includes a 'Keywords' input field, a 'Category' dropdown menu, and a 'Status' dropdown menu set to 'Open'. A red arrow points to the 'Category' dropdown. To the right of the 'Status' dropdown is a 'Q Search' button and a 'Reset' button. Below the main search area is an 'Advanced Search' section with a dropdown arrow. This section contains several filters: 'Type' (dropdown), 'Authority' (dropdown), 'Award Status' (dropdown), 'Agency' (dropdown), 'Sub Agency' (dropdown), and 'Site' (dropdown). There are also checkboxes for 'SBR Designation', 'SBE Goal', 'MBE Goal', 'MBE Sub-Goal', 'VSBE Goal', and 'DBE Goal'. At the bottom left, there is a 'Filters' section showing 'Status: Open' with a close button.



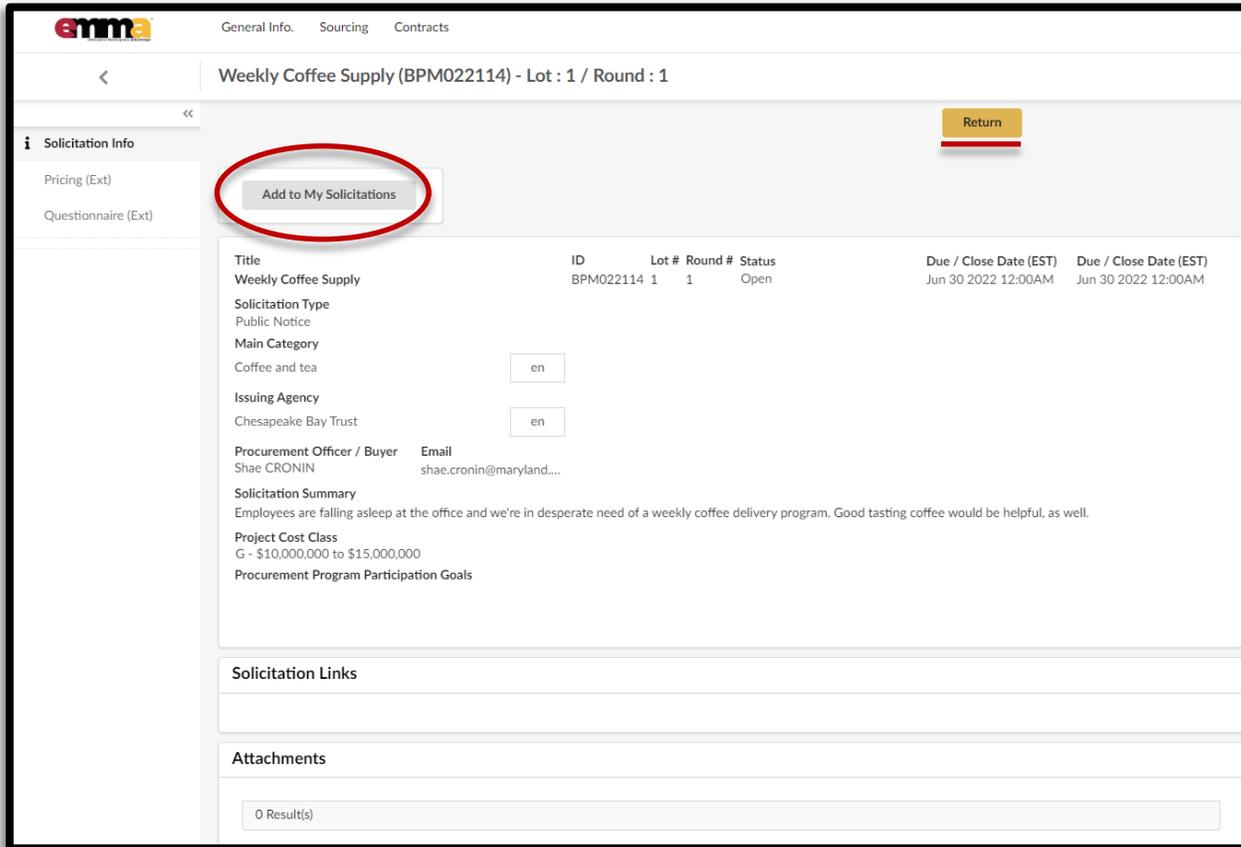
Drill down further on your solicitation search



Options for State/Fed programs, solicitation type, agency specific, etc

Searching Public Solicitations

We want in! Click the blue solicitation title and find out more



The screenshot shows the Emma procurement system interface. At the top, there are tabs for 'General Info.', 'Sourcing', and 'Contracts'. Below the navigation bar, the breadcrumb trail reads 'Weekly Coffee Supply (BPM022114) - Lot : 1 / Round : 1'. A 'Return' button is visible in the top right corner. On the left sidebar, under 'Solicitation Info', there are links for 'Pricing (Ext)' and 'Questionnaire (Ext)'. The main content area features a table with the following data:

Title	ID	Lot #	Round #	Status	Due / Close Date (EST)	Due / Close Date (EST)
Weekly Coffee Supply	BPM022114	1	1	Open	Jun 30 2022 12:00AM	Jun 30 2022 12:00AM

Below the table, there are sections for 'Solicitation Type' (Public Notice), 'Main Category' (Coffee and tea), 'Issuing Agency' (Chesapeake Bay Trust), 'Procurement Officer / Buyer' (Shae CRONIN), and 'Solicitation Summary'. A red circle highlights the 'Add to My Solicitations' button in the top left of the main content area.



Find details of each solicitation



Browse information as you'd like

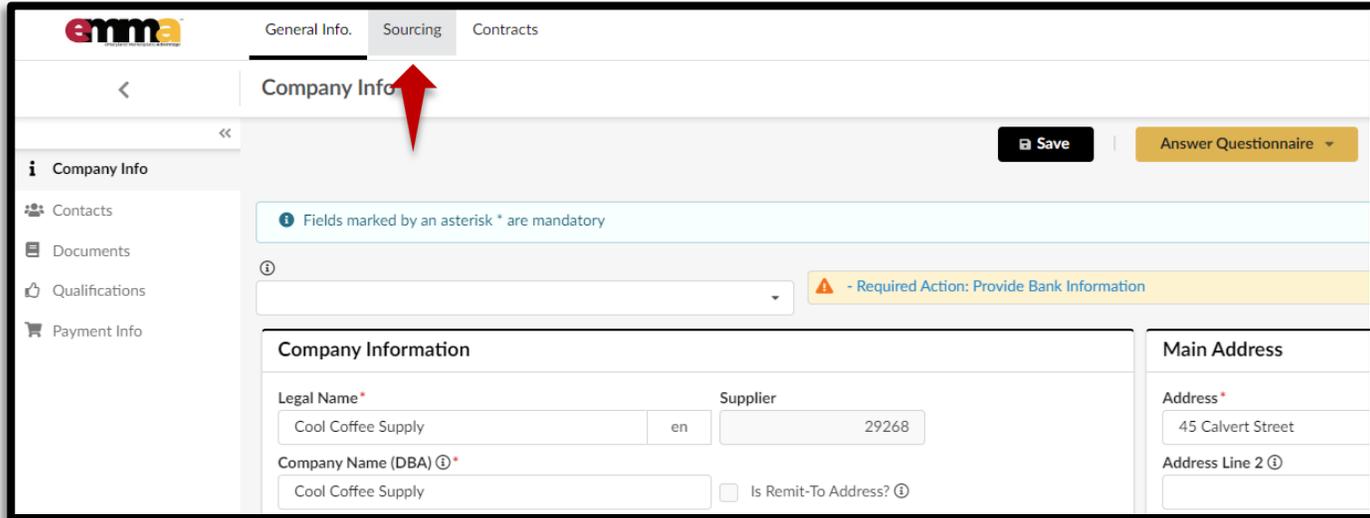


'Add to My Solicitations'

Invited solicitations appear here, too

Searching Public Solicitations

Search solicitations after signing in



The screenshot shows the Emma system interface. At the top, there are three tabs: 'General Info.', 'Sourcing', and 'Contracts'. The 'Sourcing' tab is selected and highlighted with a red arrow. Below the tabs, there is a navigation bar with a back arrow and the text 'Company Info'. To the right of this bar are two buttons: 'Save' and 'Answer Questionnaire'. On the left side, there is a sidebar menu with options: 'Company Info', 'Contacts', 'Documents', 'Qualifications', and 'Payment Info'. The main content area displays the 'Company Information' form. It includes a notification: 'Fields marked by an asterisk * are mandatory'. Below this, there is a dropdown menu and a warning message: '- Required Action: Provide Bank Information'. The form is divided into two columns. The left column contains 'Legal Name*' (Cool Coffee Supply), 'Supplier' (en, 29268), and 'Company Name (DBA) ⓘ*' (Cool Coffee Supply). The right column contains 'Main Address' with 'Address*' (45 Calvert Street) and 'Address Line 2 ⓘ'. There is also a checkbox for 'Is Remit-To Address? ⓘ'.



Select 'Sourcing' at the top of your dashboard



Select 'Public Solicitations' in the dropdown



'Add to My Solicitations' remains available

You made it!

Now you're confident in being able to:

- ✓ Identify eMMA and its role in State procurement
- ✓ Register your business and becoming active on eMMA
- ✓ Select initial commodity/service codes in eMMA
- ✓ Customize contacts and their roles within their eMMA profile
- ✓ Search for public solicitations in eMMA

Technical Support & Help

Contact the eMMA Help Desk if you...

-  Receive a notification that 'registration has been refused/unsuccessful'
-  Receive an error at login that 'access is denied'
-  Receive an error when attempting to reset your password
-  Wish to request a UNSPSC code be added to the system



emma
eMMA.HelpDesk@maryland.gov

Questions specific to the solicitation should be directed to the identified Procurement Officer, including verified bid response.

Resources and Links

In case you're interested



[MBE Program](#)



[UNSPSC Code Lookup](#)



[SBR Program](#)



[Office of State Procurement](#)



[VSBE Program](#)



[eMMA Training Web Channel](#)



[Maryland Procurement
Academy](#)

Thank you!

 We appreciate you hanging out with us today!



Any questions regarding:

- ✓ eMMA Registration
- ✓ Adding contacts
- ✓ Setting initial commodities
- ✓ Browsing solicitations

