Maryland
DEPARTMENT OF GENERAL SERVICES

Introduction to eMMA

emma SM
eMaryland Marketplace Advantage

Maryland Business Summit
November 2024

Welcome & Introduction

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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

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

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Office of State Procurement
Department of General Services

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IT FUnctional Analyst II
Office of State Procurement
Department of General Services

Learning Objectives

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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

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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

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?

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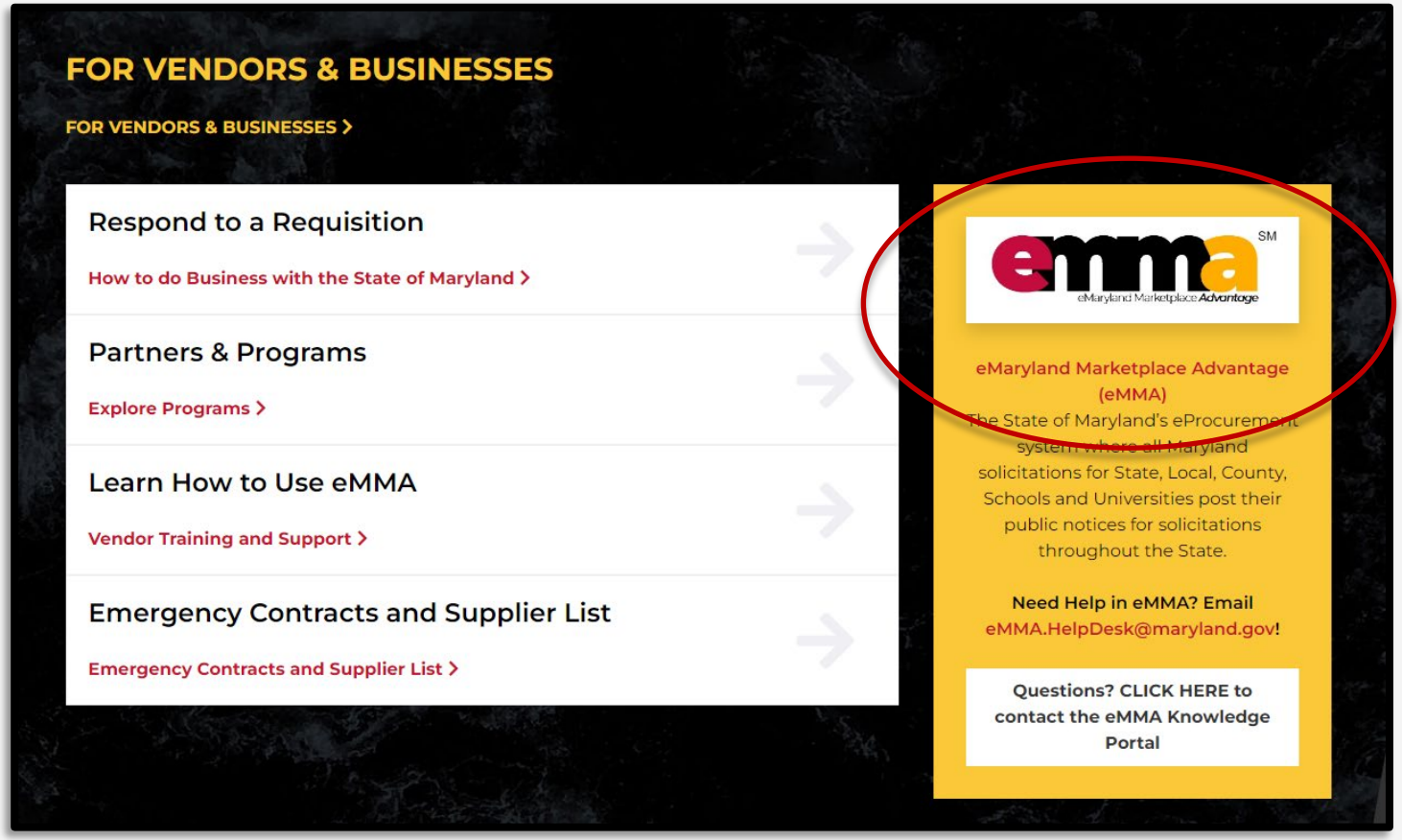
Quick route to the eMMA homepage

emma.maryland.gov

procurement.maryland.gov

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



Vendor Registration in eMMA

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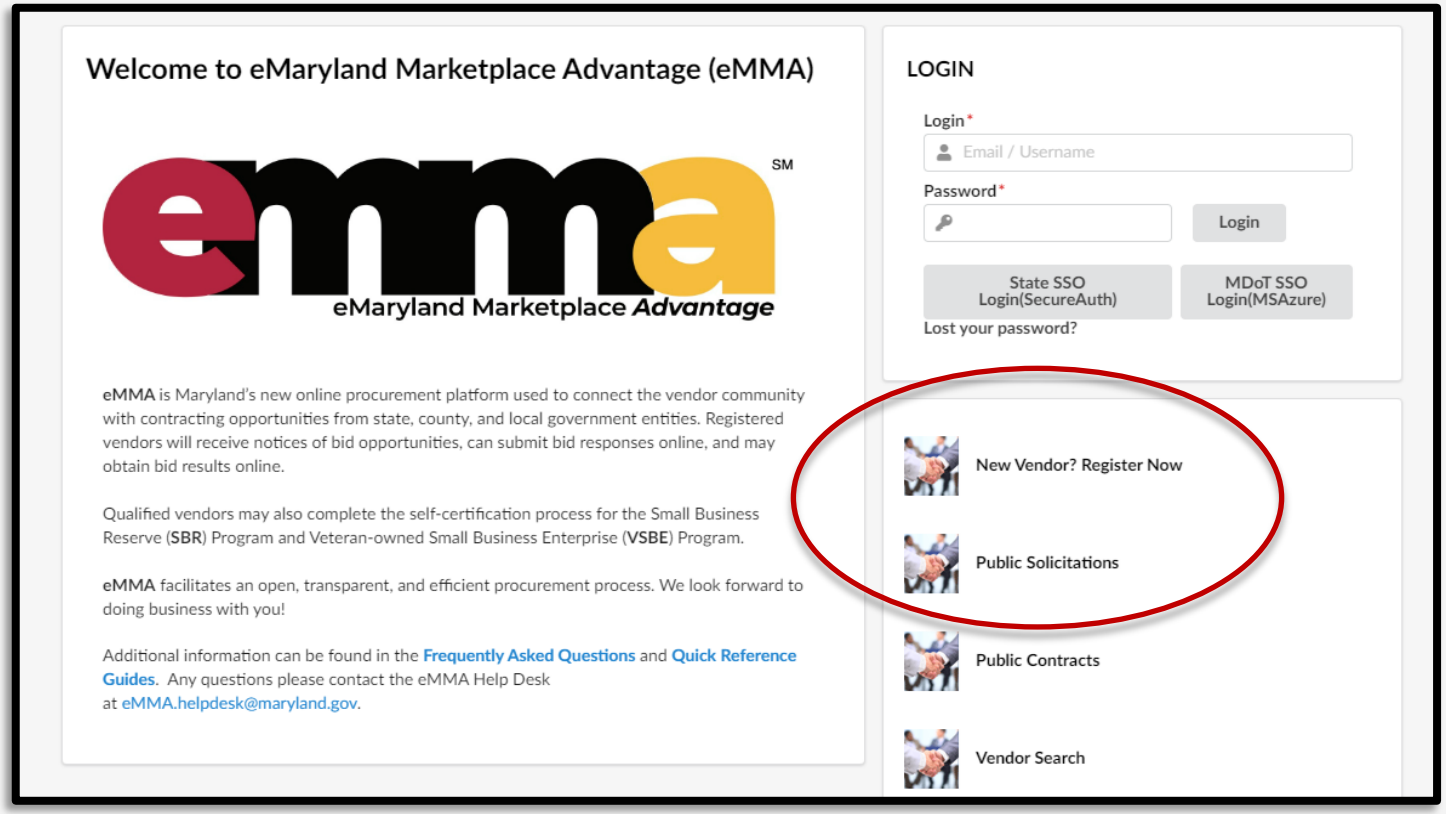
Let's jump in!

Visit eMMA homepage

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



Vendor Registration in eMMA

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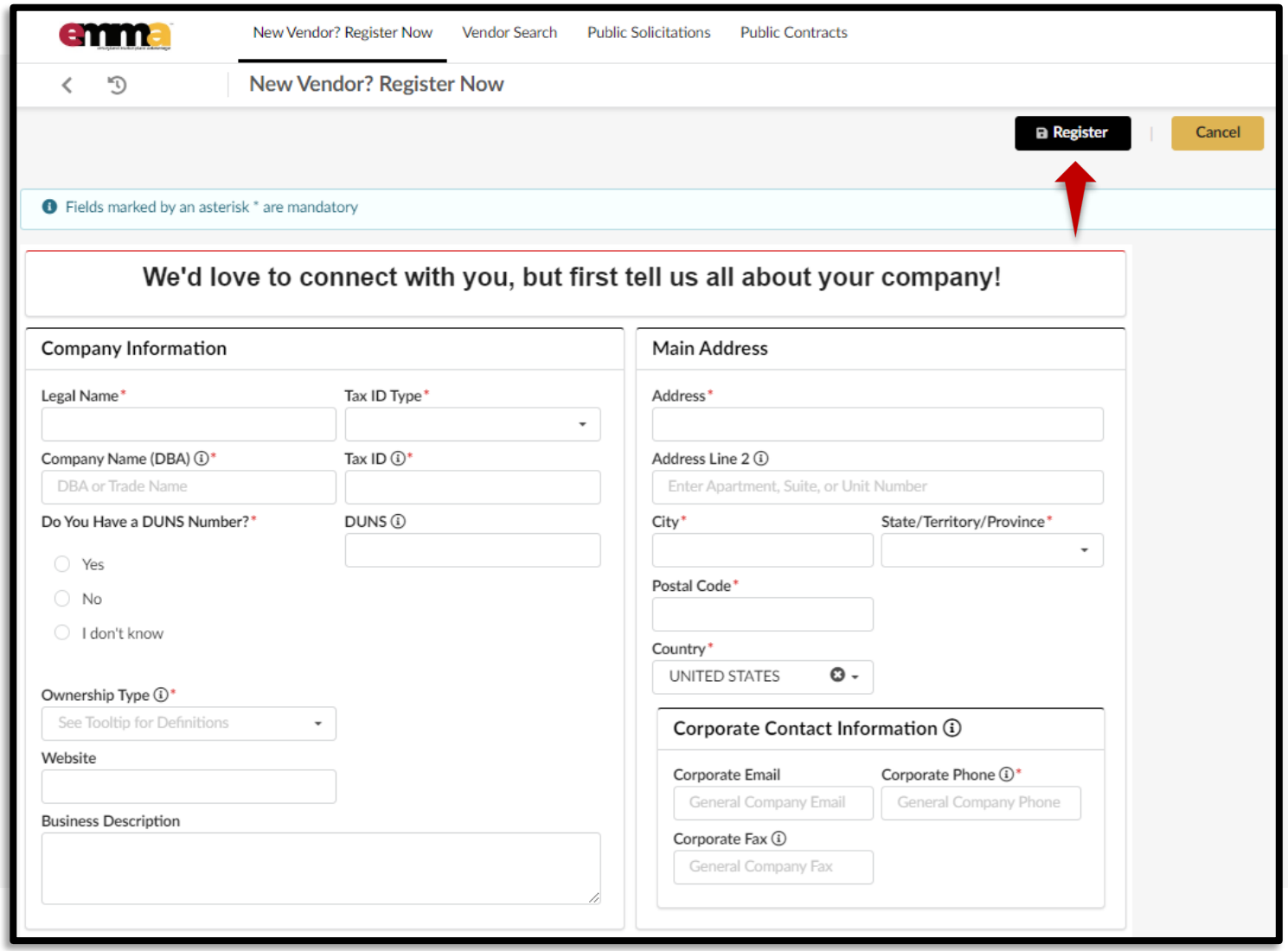
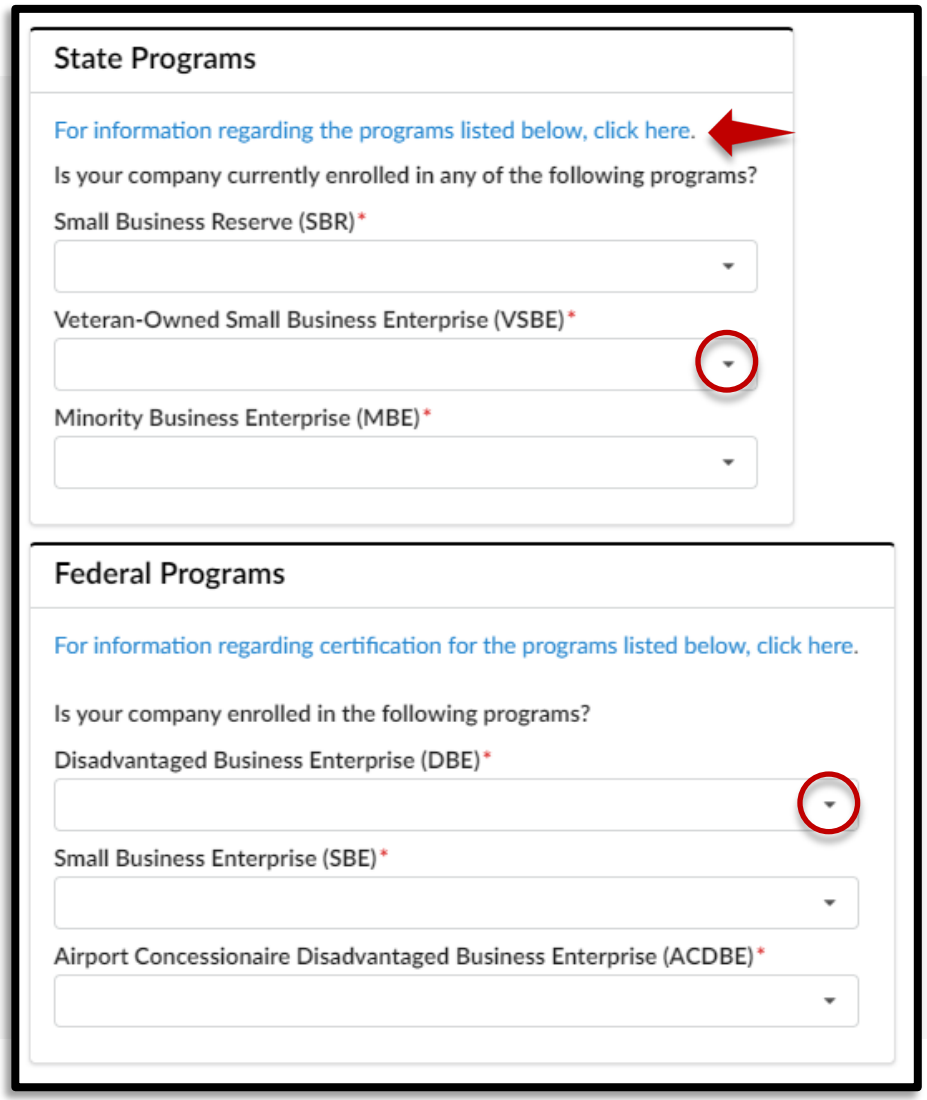


- **Company Information**
  (Don't forget your Tax ID!)
- **Contact Information**
- **State/Federal Programs**
  (SBR, VSBE, MBE, DBE, SBE, DBE)
- **Vendor Declarations**
  (Product/Service Categories, Area)

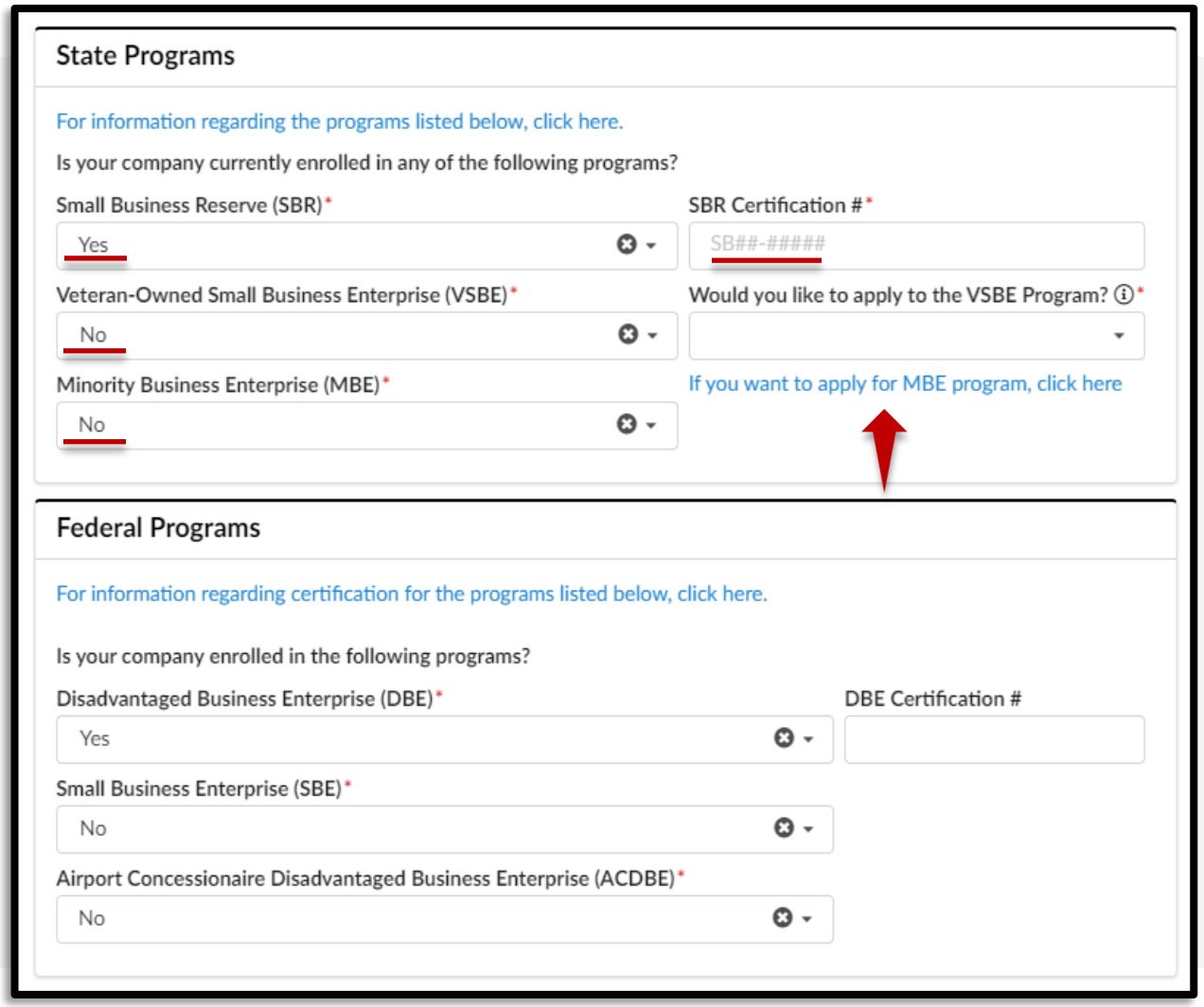
60 seconds!

State and Federal Programs



- Registration includes specific sections for State and Federal programs
- Each program provides a dropdown arrow used to indicate your status in each program

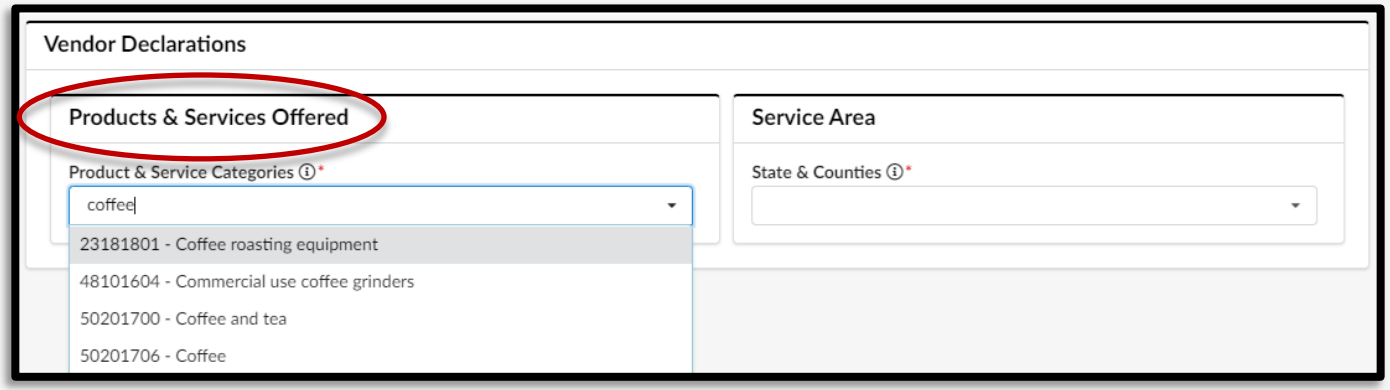
State and Federal Programs



- 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?



- 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!

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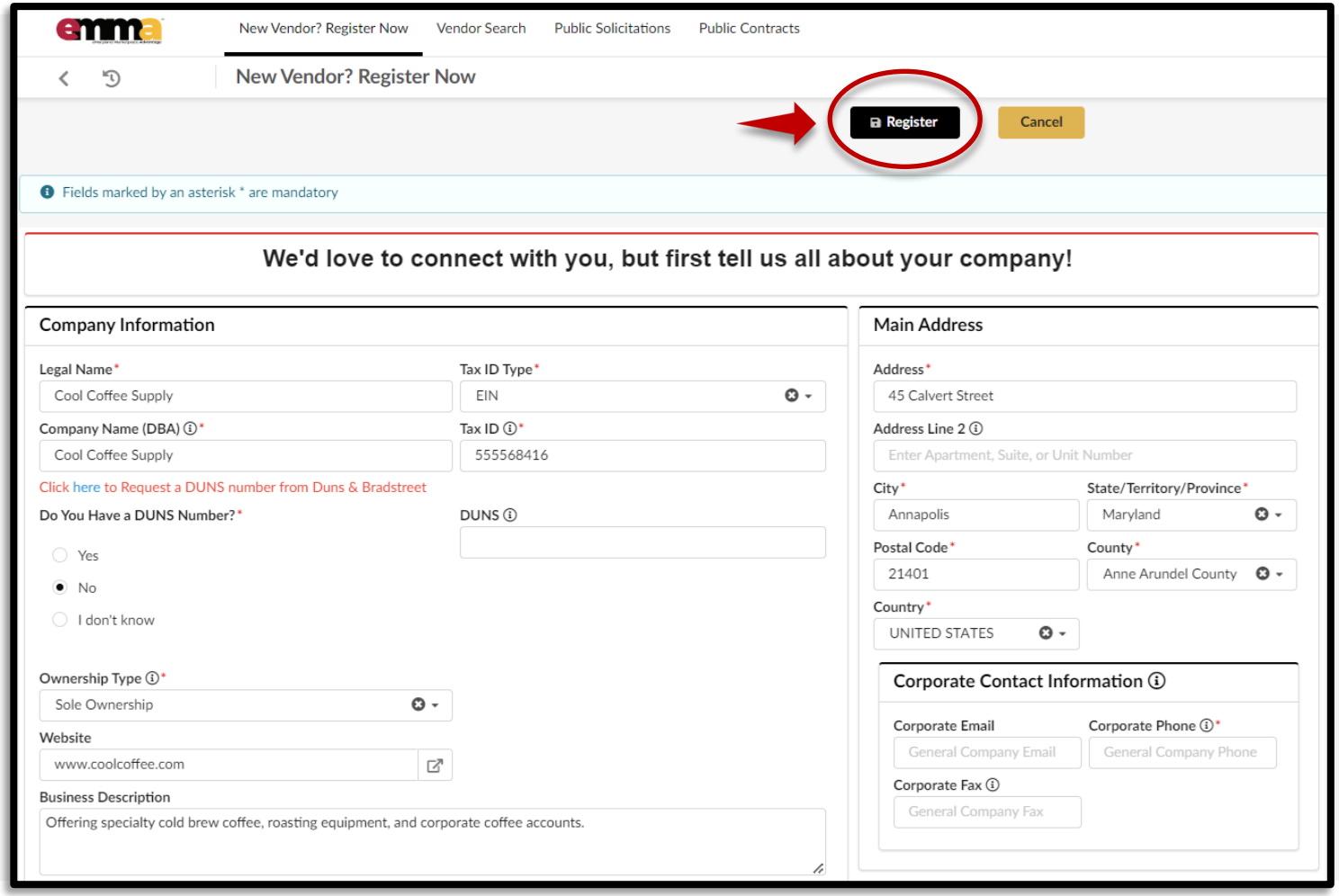
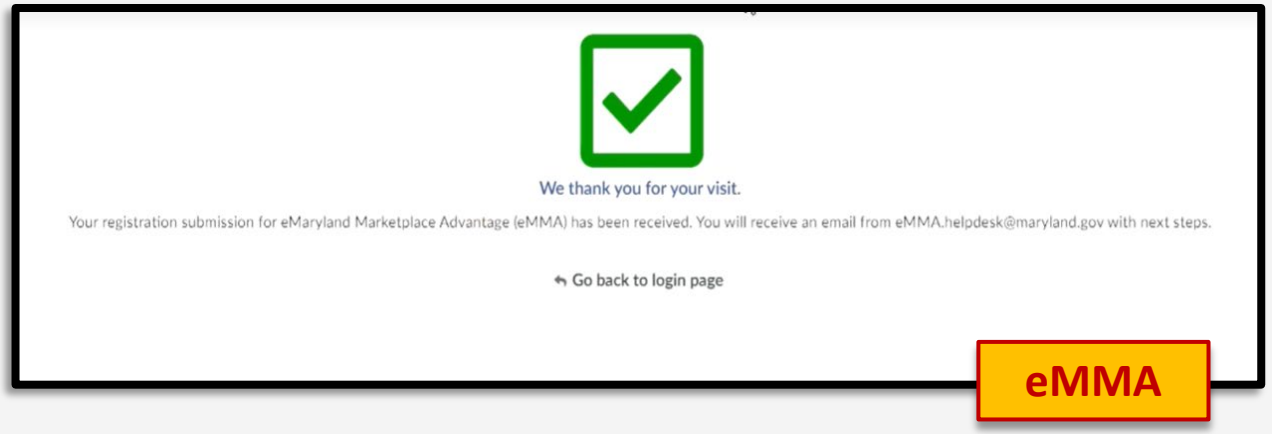
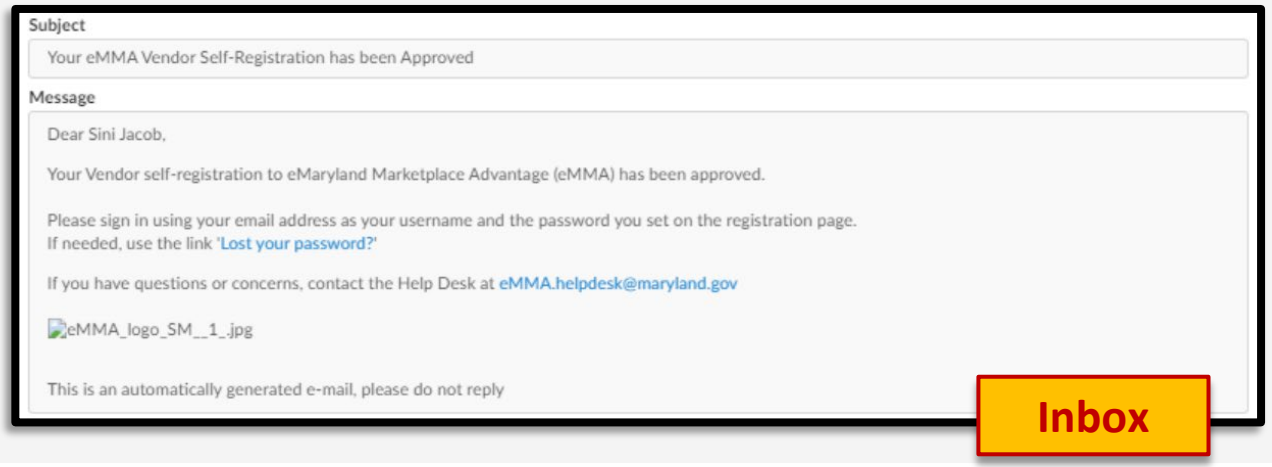


After completing all required sections, scroll to the top of the page and select the ‘Register’ button to complete the registration process

Registration Confirmation





- You will receive a green check on eMMA to acknowledge registration
- You will receive an email shortly thereafter including next steps

Initial Login from eMMA Homepage

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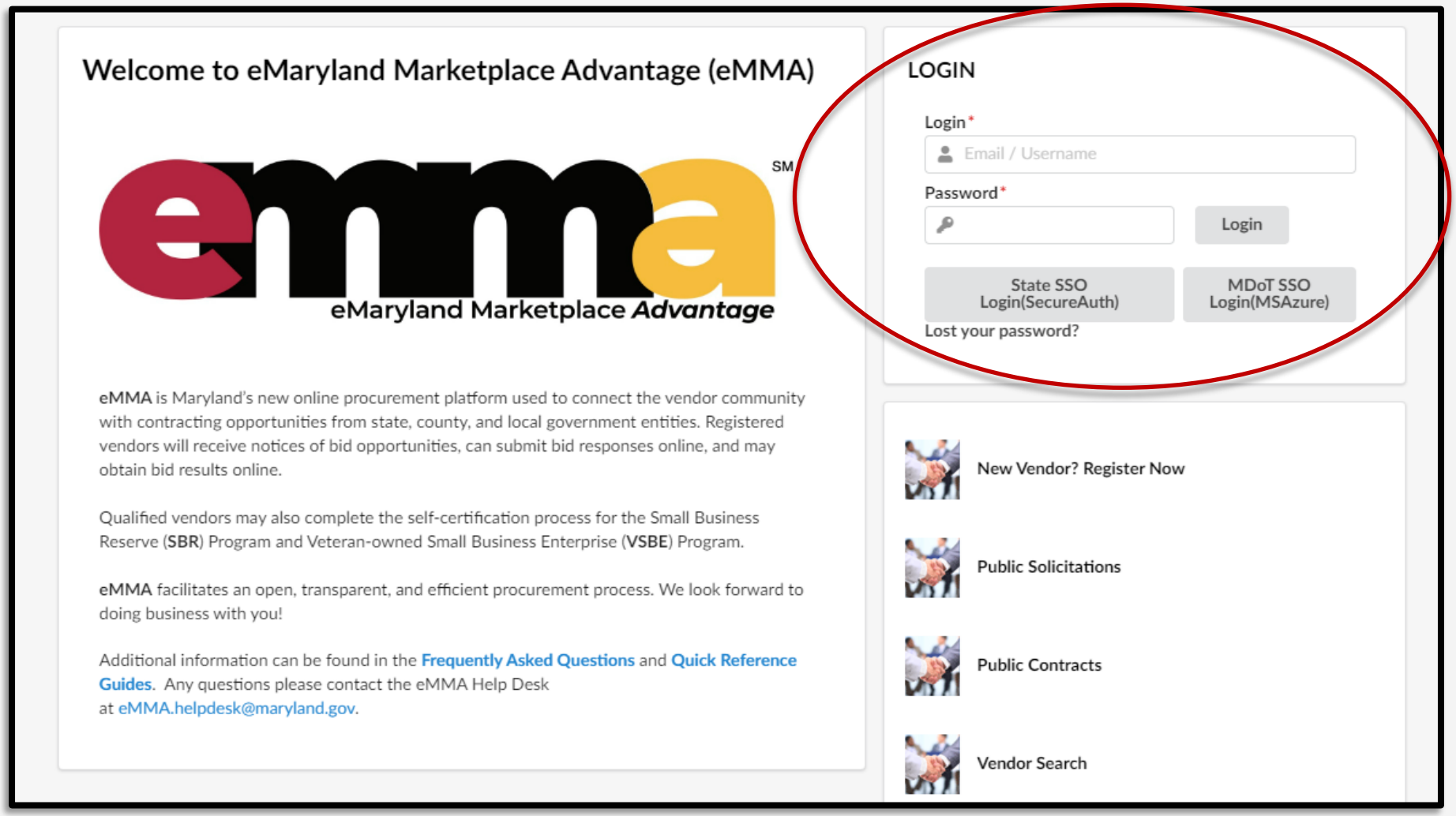
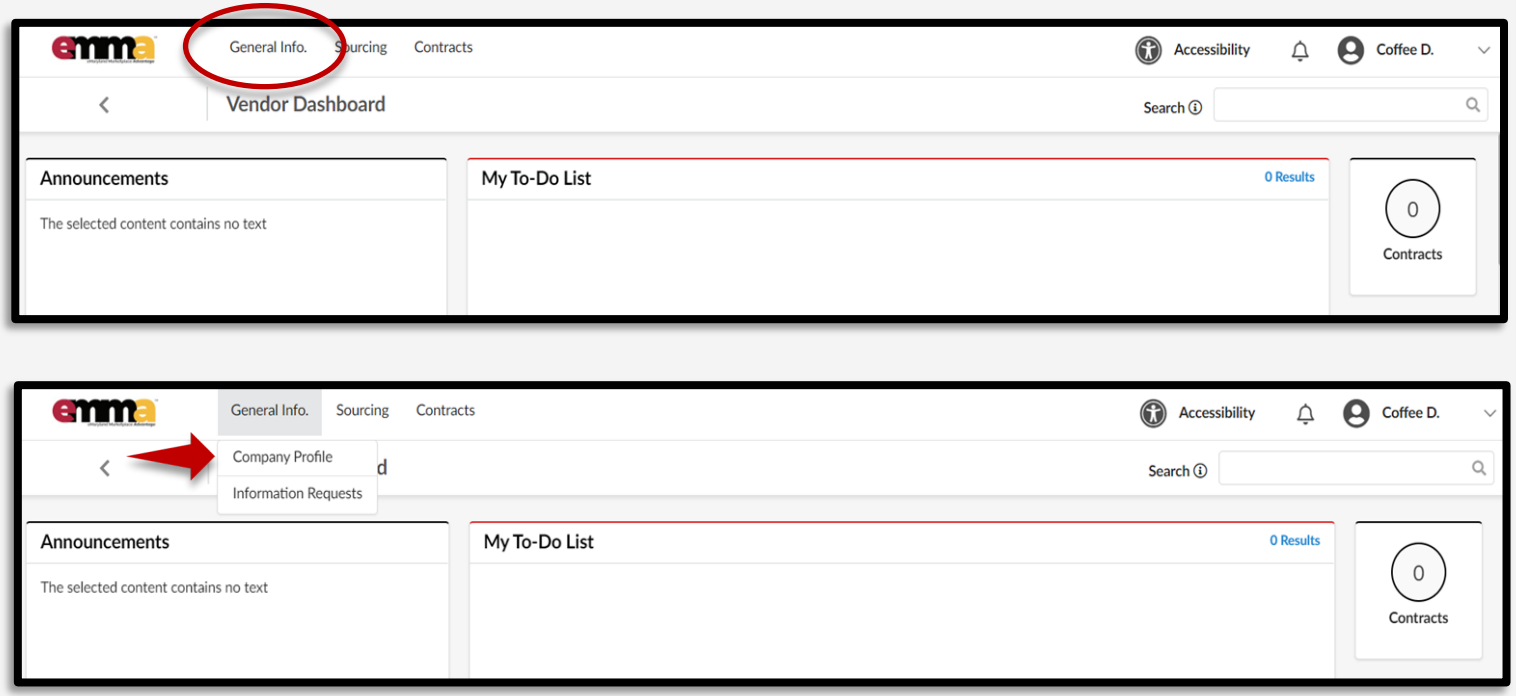


Vendor Dashboard – First Look

We've made landfall!

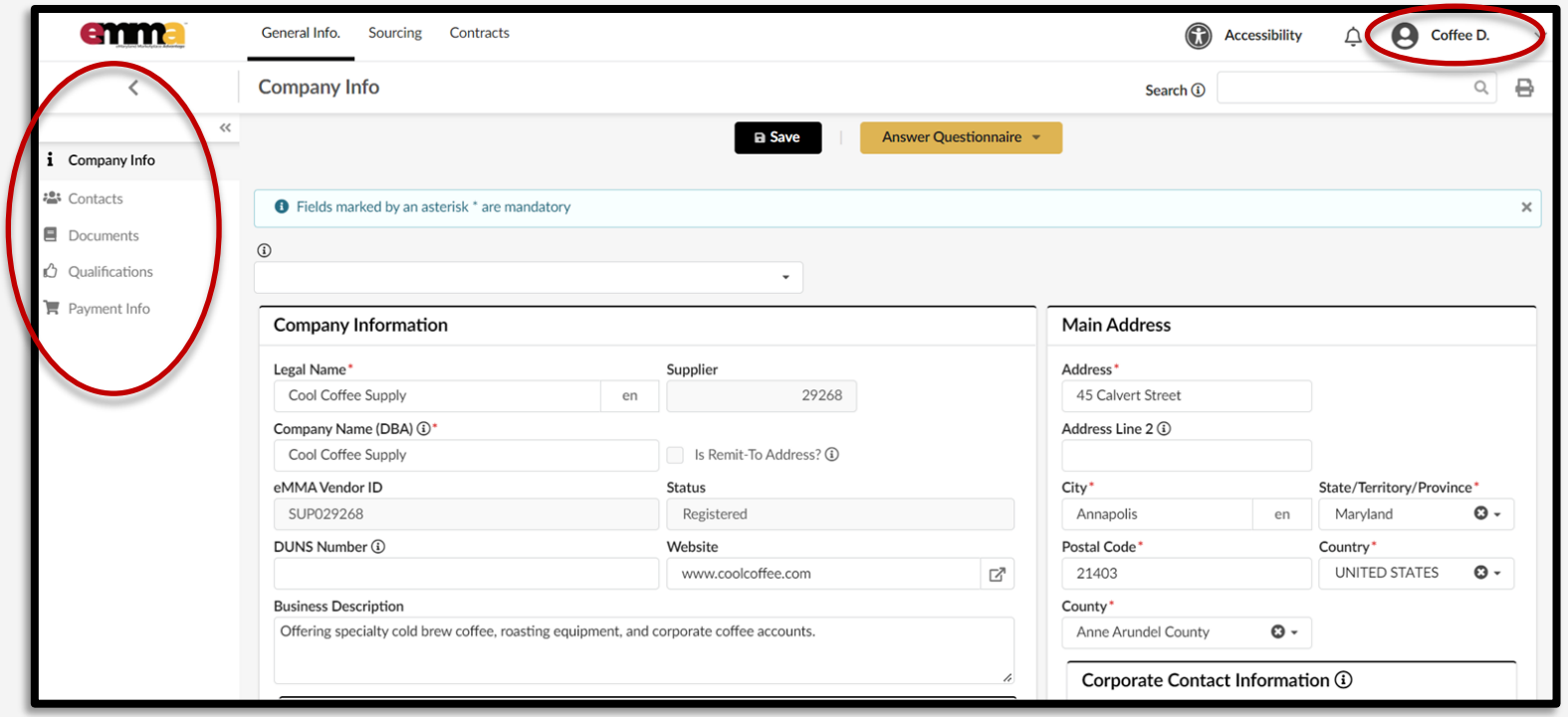


Your Vendor Dashboard is your homepage

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

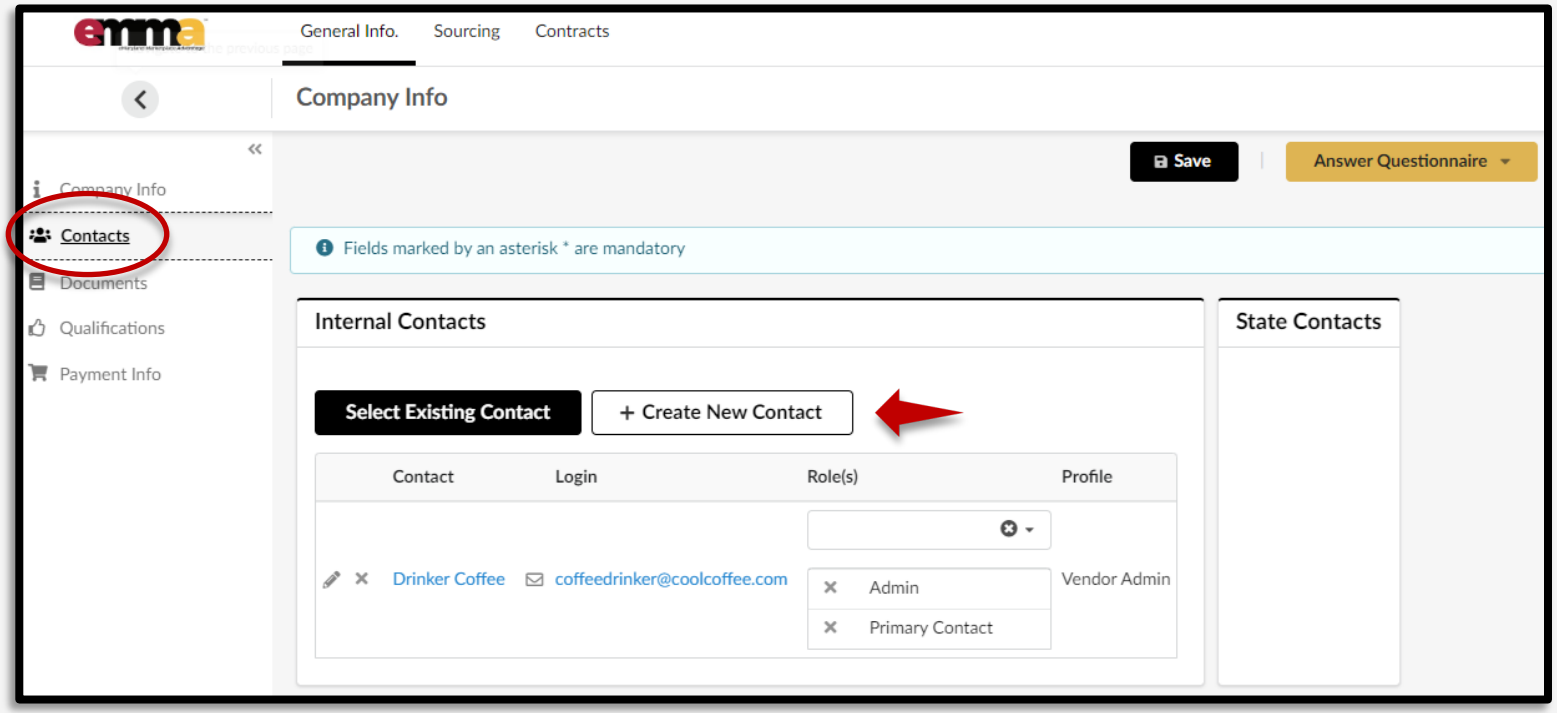


Change, add, subtract any items, documents, contacts, and info amongst each category

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

Vendor Dashboard – Contacts

Assemble your team and contacts



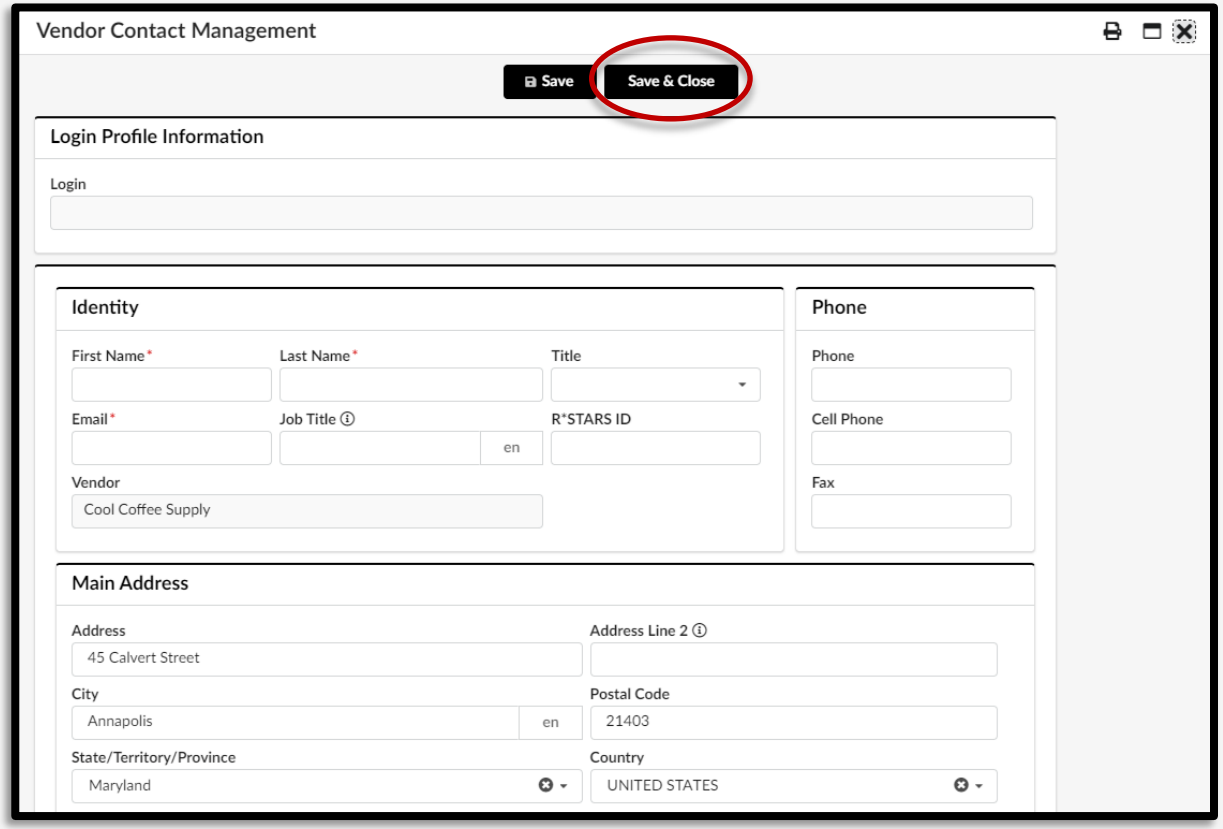
Change, add, subtract contacts or members of your team based on their role type

Must have Admin and at least one Primary Contact

Primary Contact(s) are notified of solicitations!

Vendor Dashboard – Contacts

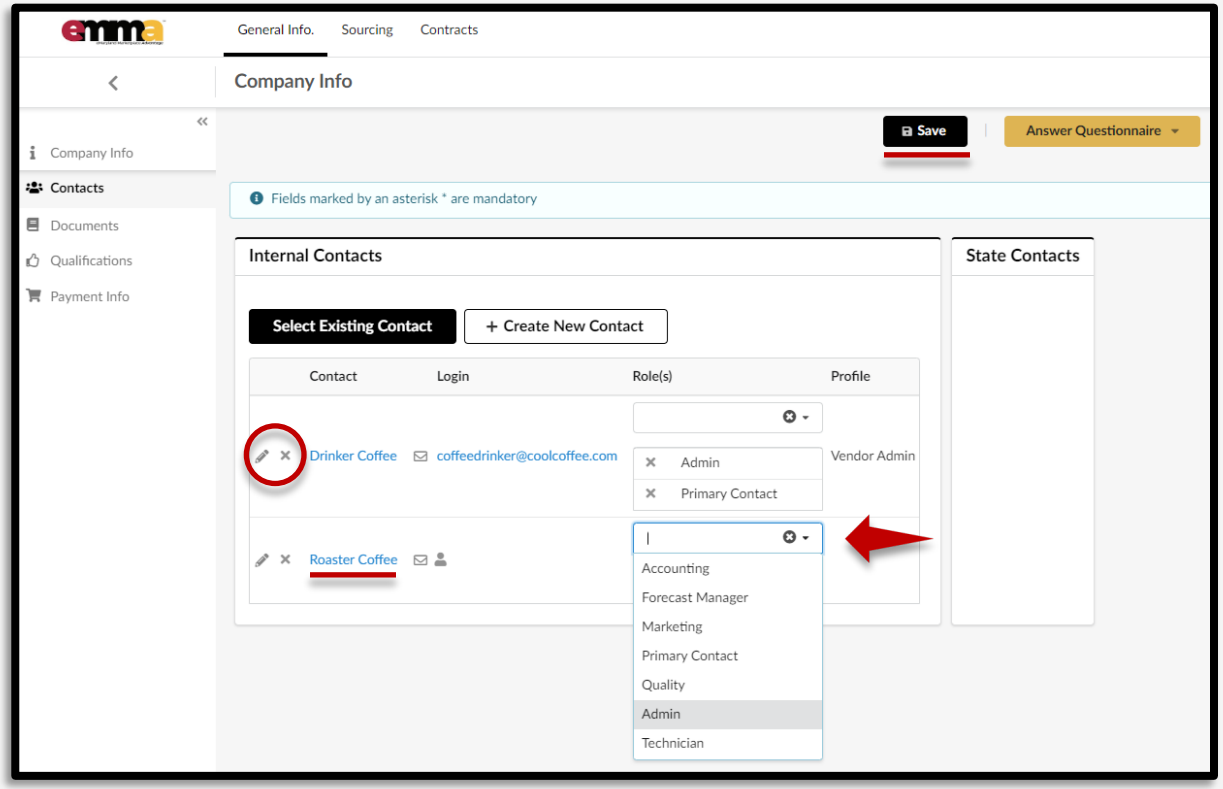
Create a new contact



- 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



Apply role types to each contact (not required)

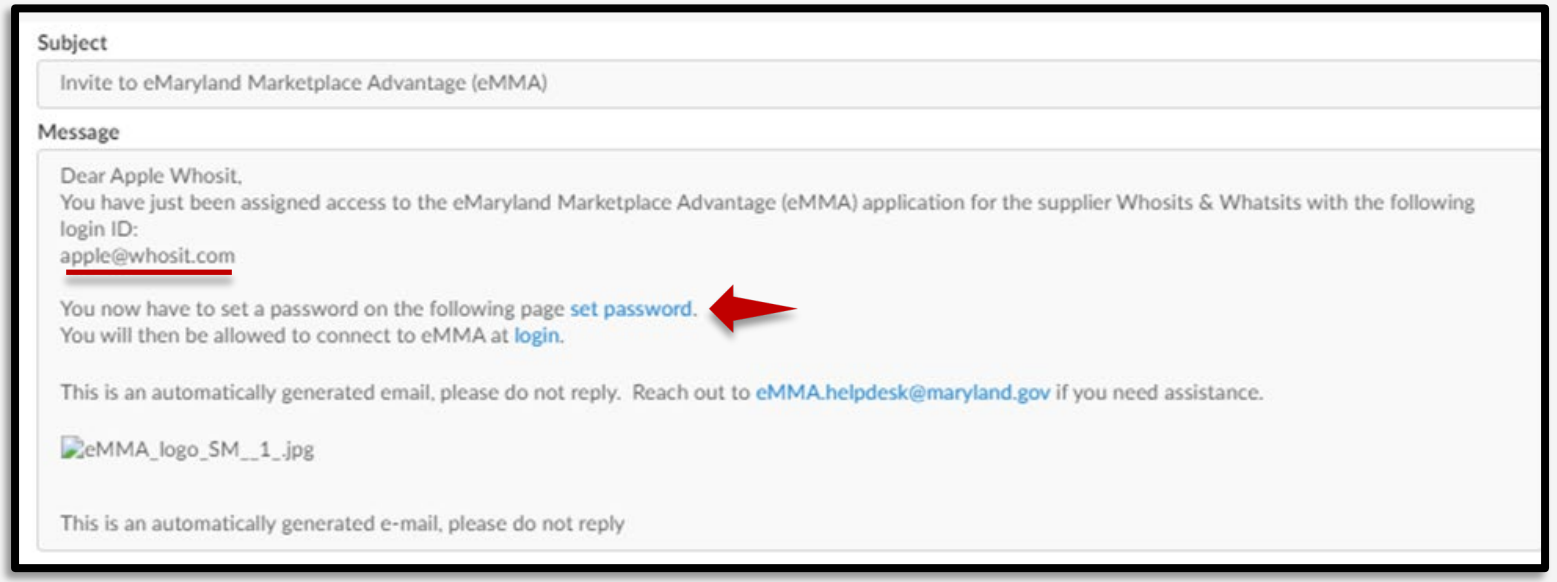
Only one Admin; must have Primary Contact

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



Subject

Invite to eMaryland Marketplace Advantage (eMMA)

Message

Dear Apple Whosit,
You have just been assigned access to the eMaryland Marketplace Advantage (eMMA) application for the supplier Whosits & Whatsits with the following login ID:
apple@whosit.com

You now have to set a password on the following page set password.
You will then be allowed to connect to eMMA at login.

This is an automatically generated email, please do not reply. Reach out to eMMA.helpdesk@maryland.gov if you need assistance.

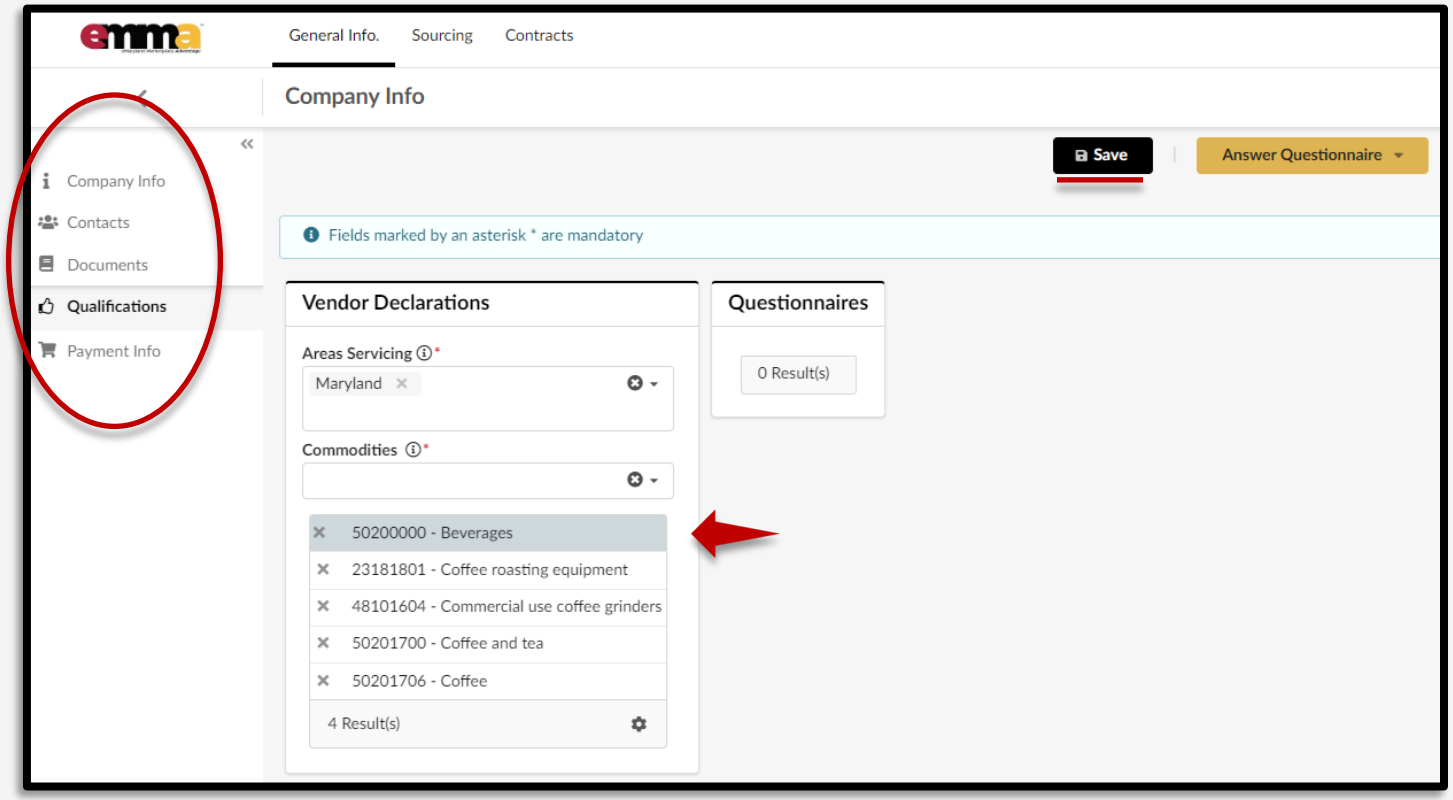
eMMA_logo_SM__1_.jpg

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

- 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



- 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

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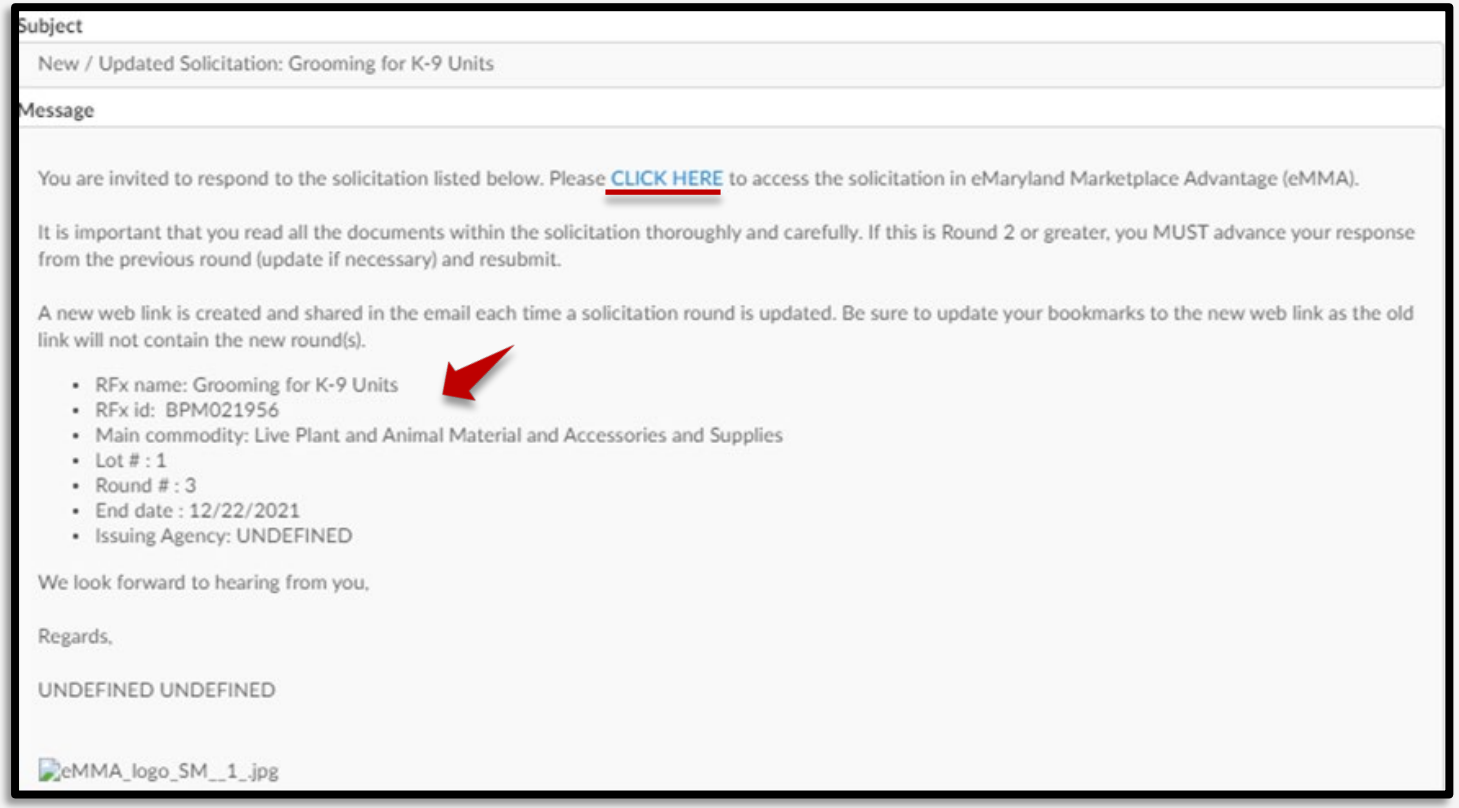
You're notified when solicitations hit the street



Subject

New / Updated Solicitation: Grooming for K-9 Units

Message

You are invited to respond to the solicitation listed below. Please CLICK HERE to access the solicitation in eMaryland Marketplace Advantage (eMMA).

It is important that you read all the documents within the solicitation thoroughly and carefully. If this is Round 2 or greater, you MUST advance your response from the previous round (update if necessary) and resubmit.

A new web link is created and shared in the email each time a solicitation round is updated. Be sure to update your bookmarks to the new web link as the old link will not contain the new round(s).

- RFx name: Grooming for K-9 Units
- RFx id: BPM021956
- Main commodity: Live Plant and Animal Material and Accessories and Supplies
- Lot # : 1
- Round # : 3
- End date : 12/22/2021
- Issuing Agency: UNDEFINED

We look forward to hearing from you,

Regards,

UNDEFINED UNDEFINED

eMMA_logo_SM__1_.jpg

- Direct link to solicitation
- Includes general info:
  - Name
  - BPM ID
  - Main Commodity
  - End Date
  - Issuing Agency

Did you receive an invitation?

Searching Public Solicitations

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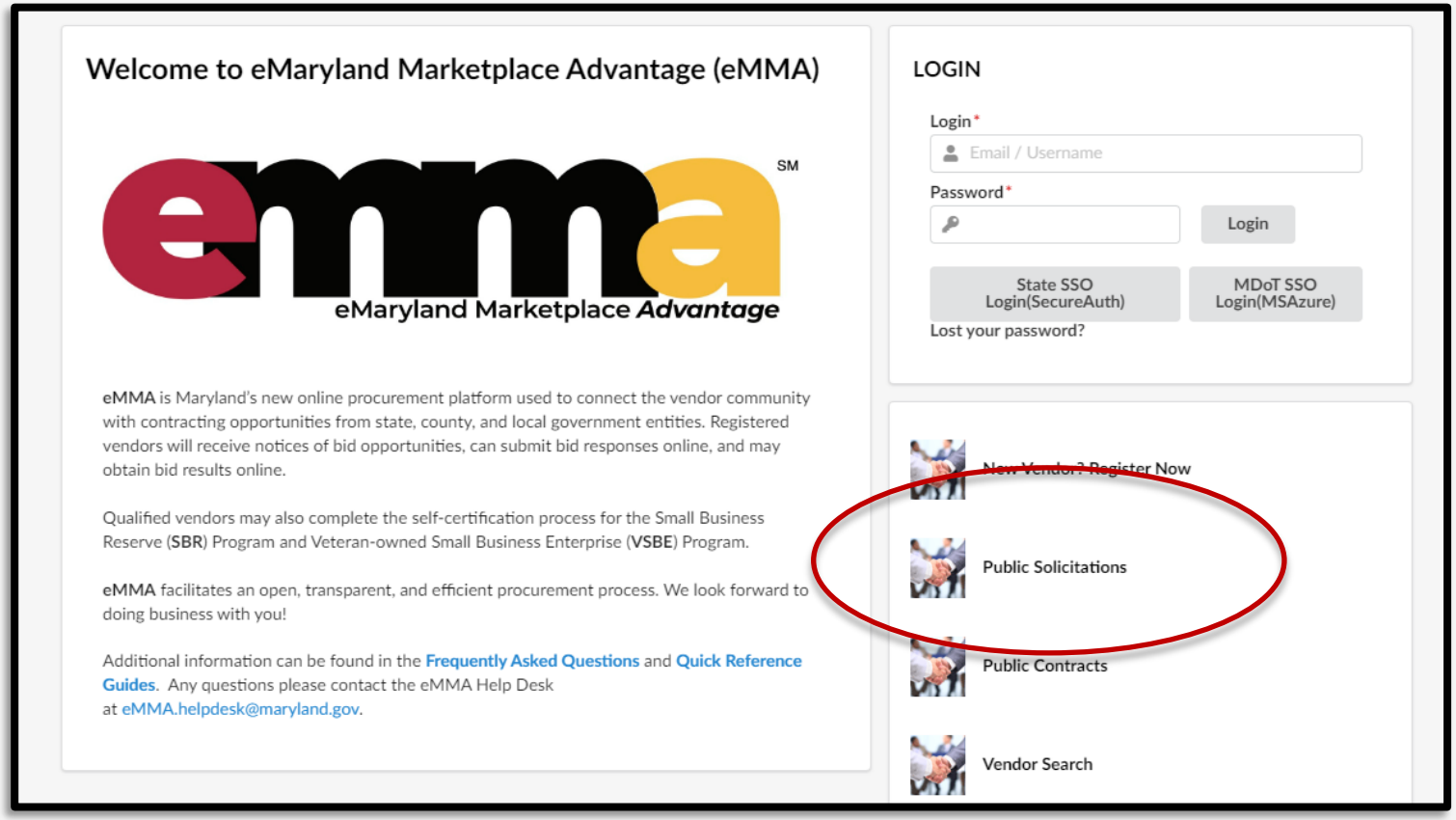
What's going on out there?

- Visit eMMA homepage
- Locate 'Public Solicitations' link just beneath login area



Searching Public Solicitations

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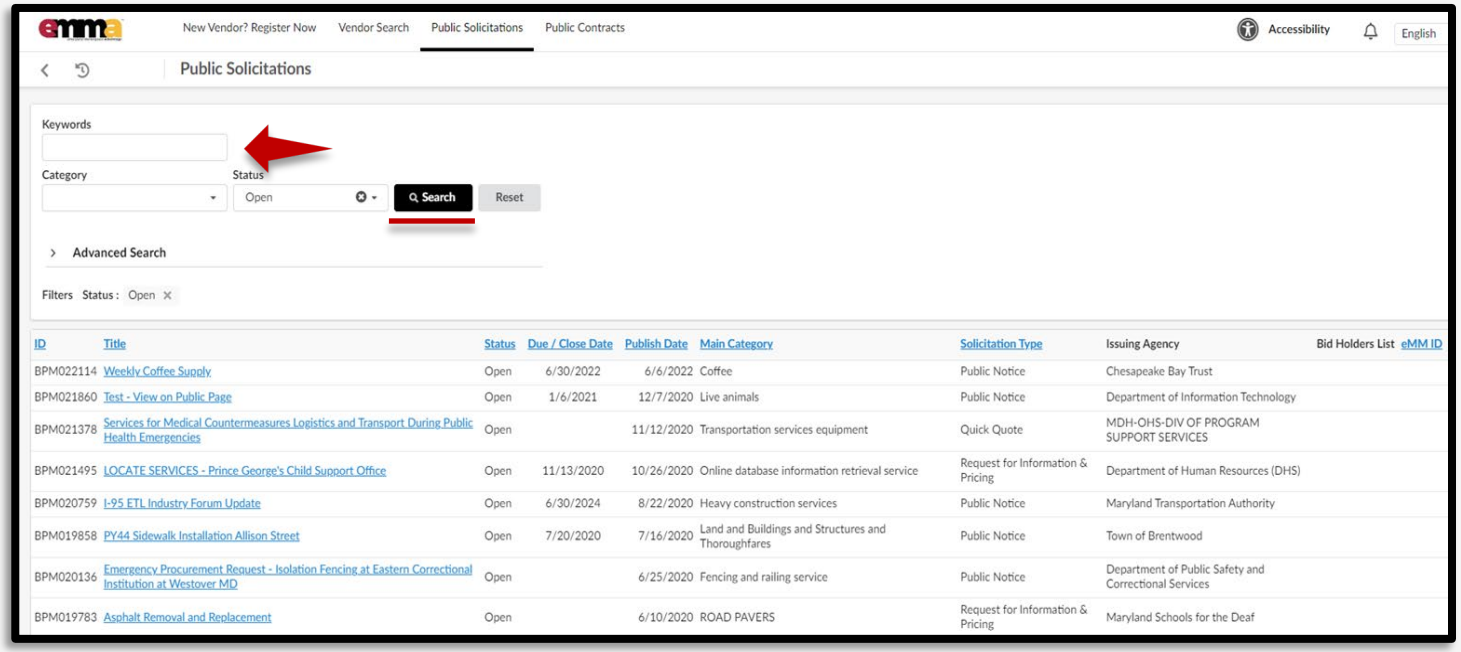
What's Maryland looking for?



ID	Title	Status	Due / Close Date	Publish Date	Main Category	Solicitation Type	Issuing Agency	Bid Holders List	eMM 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

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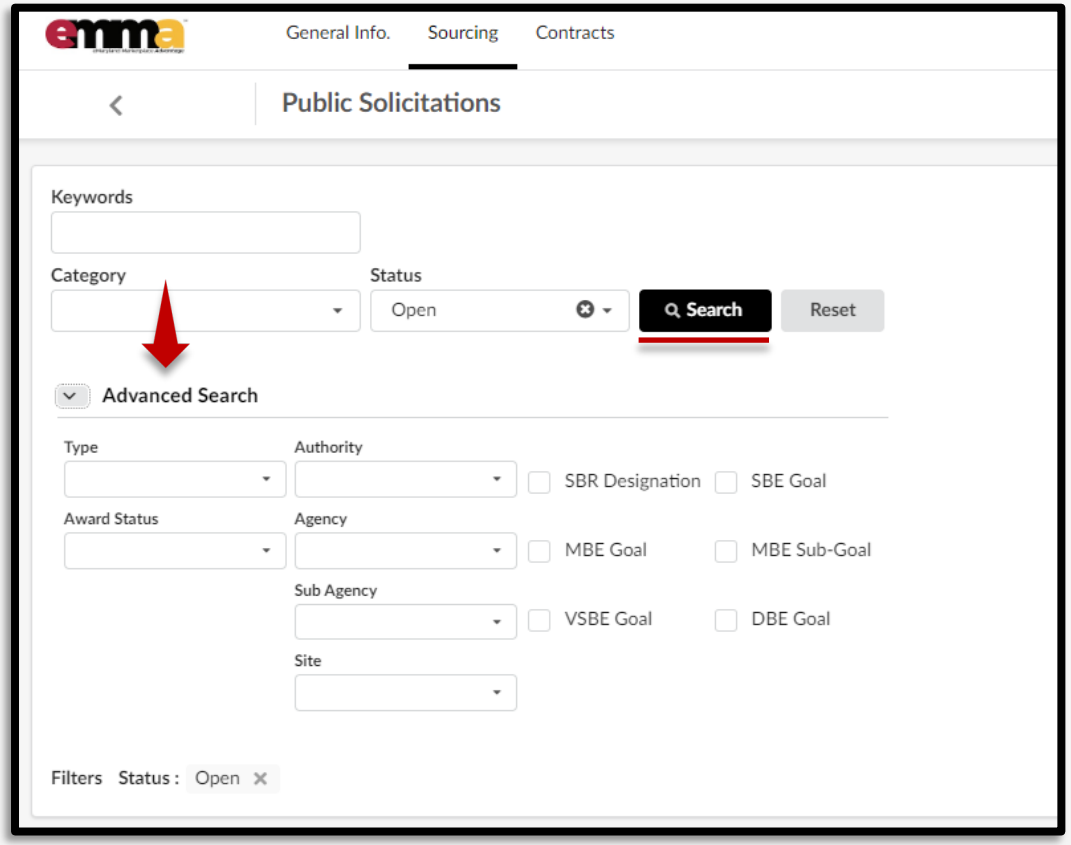
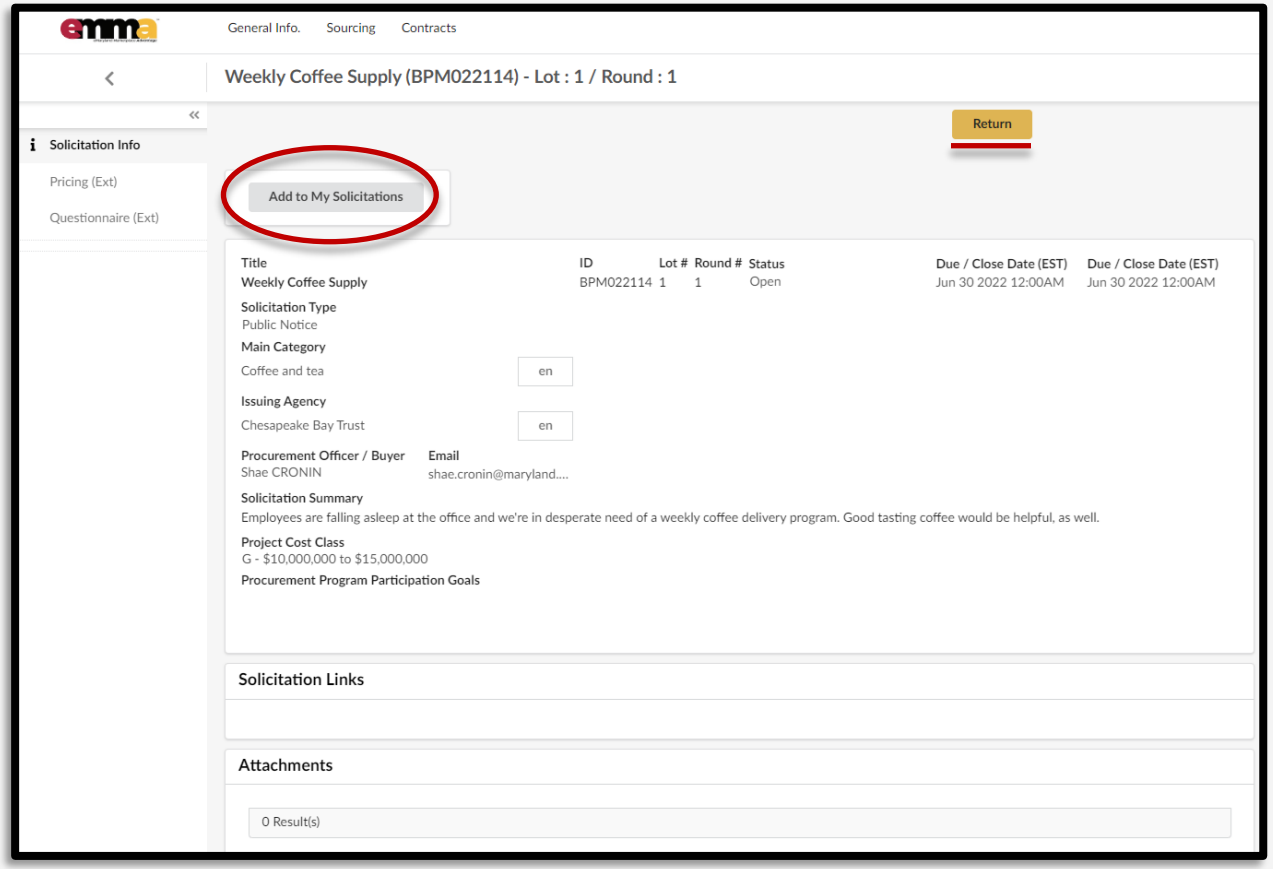
Advanced Search features for browsing solicitations



- 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



Find details of each solicitation

Browse information as you'd like

'Add to My Solicitations'

Invited solicitations appear here, too

Searching Public Solicitations

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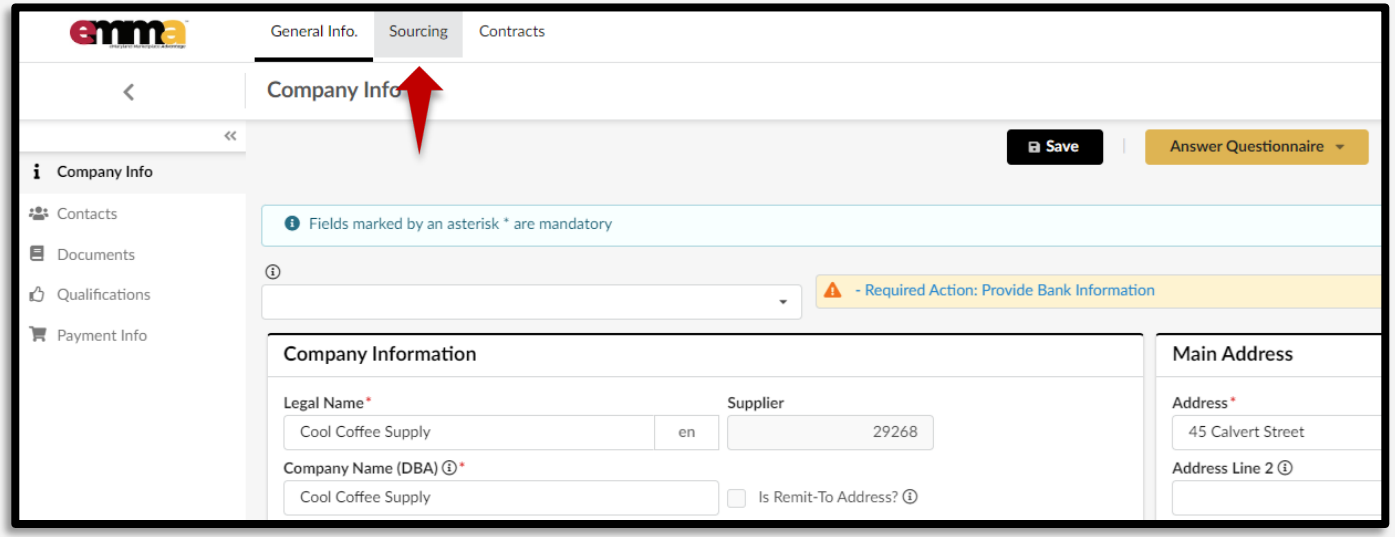
Search solicitations after signing in



- 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.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
- SBR Program
- VSBE Program
- Maryland Procurement Academy
- UNSPSC Code Lookup
- Office of State Procurement
- eMMA Training Web Channel

Thank you!

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We appreciate you hanging out with us today!

Any questions regarding:

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