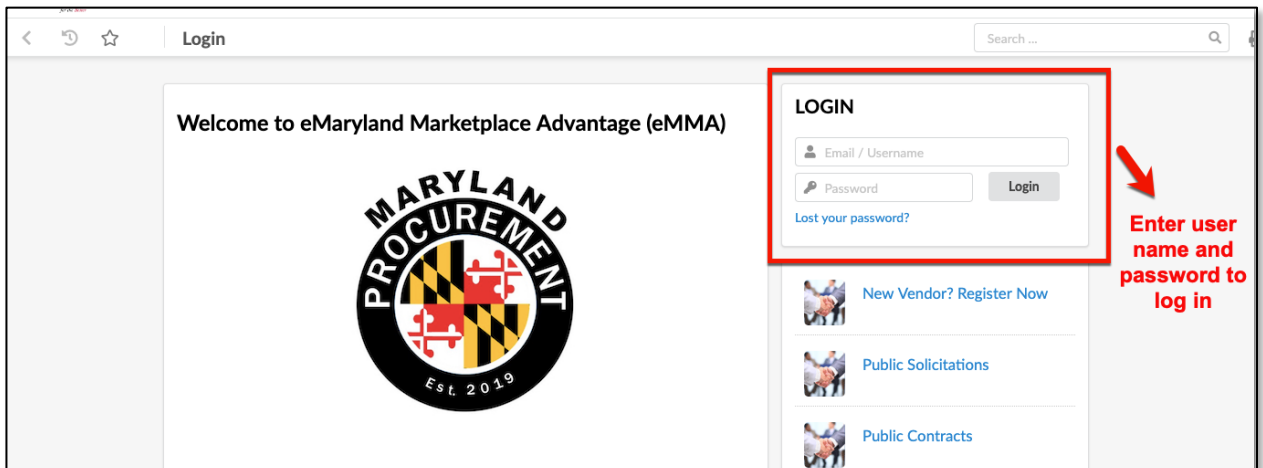


### OVERVIEW

This Quick Reference Guide (QRG) is designed to help you understand how to update and manage your vendor profile once registered.

### Logging in – eMMA Homepage

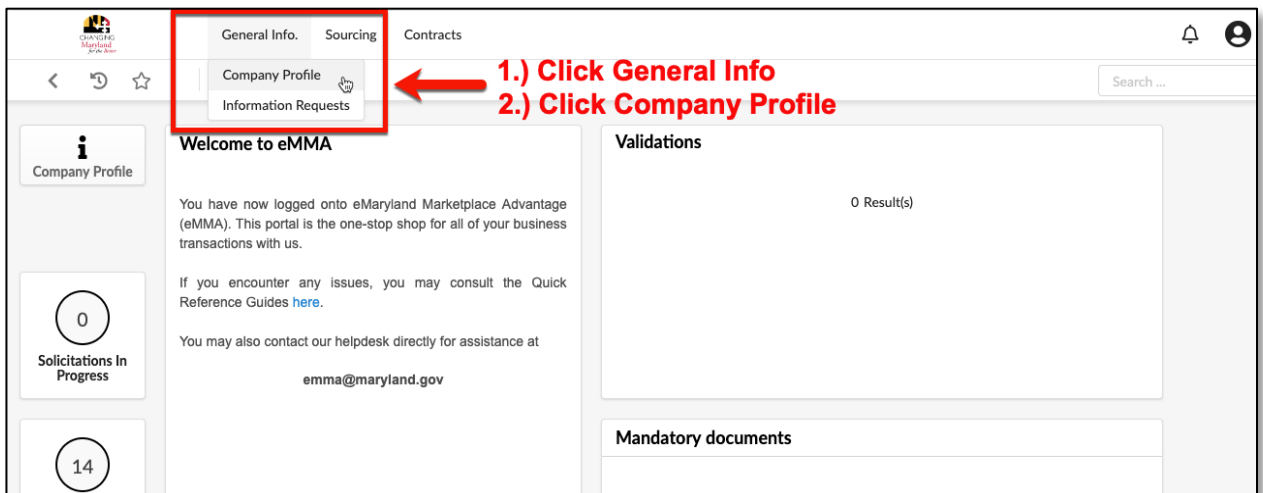
1. Login using the email and password populated from the Registration page.



The screenshot shows the eMMA Login page. On the left, there is a welcome message: "Welcome to eMaryland Marketplace Advantage (eMMA)" and the Maryland Procurement logo. On the right, there is a "LOGIN" section with a red box around the login fields. The fields are "Email / Username" and "Password", with a "Login" button next to the password field. Below the password field is a link "Lost your password?". To the right of the login fields, a red arrow points to the text "Enter user name and password to log in". Below the login section, there are three links: "New Vendor? Register Now", "Public Solicitations", and "Public Contracts".

### Navigating your Company Profile – eMMA Homepage

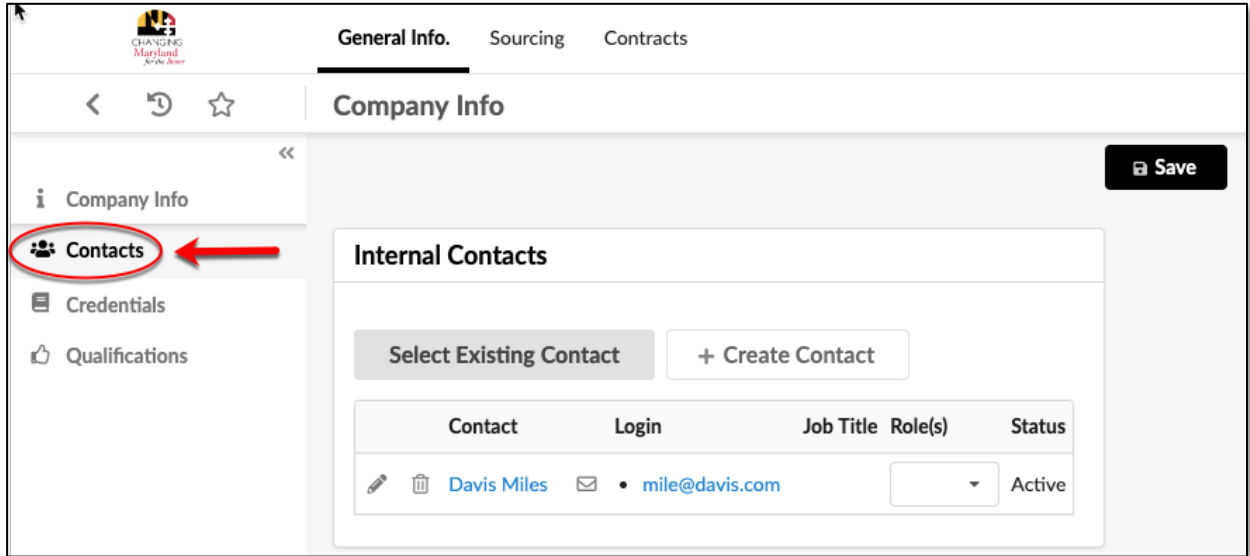
2. Click "General Info" on the top ribbon; then "Company Profile"



The screenshot shows the eMMA Company Profile page. At the top, there is a ribbon with three tabs: "General Info.", "Sourcing", and "Contracts". The "General Info." tab is selected. Below the ribbon, there is a "Company Profile" section with a red box around it. A red arrow points to the "Company Profile" link. To the right of the red box, there are two red arrows pointing to the "Company Profile" link, with the text "1.) Click General Info" and "2.) Click Company Profile". Below the "Company Profile" section, there is a "Validations" section with "0 Result(s)". At the bottom, there is a "Mandatory documents" section.

### Updating Roles

1. Navigate to the "Contacts" tab in the left navigation panel - if you cannot find it, click the ">>" at the top of the left navigation panel to open the descriptions to the icons.



General Info. Sourcing Contracts

Company Info

Save

Company Info

Contacts

Credentials

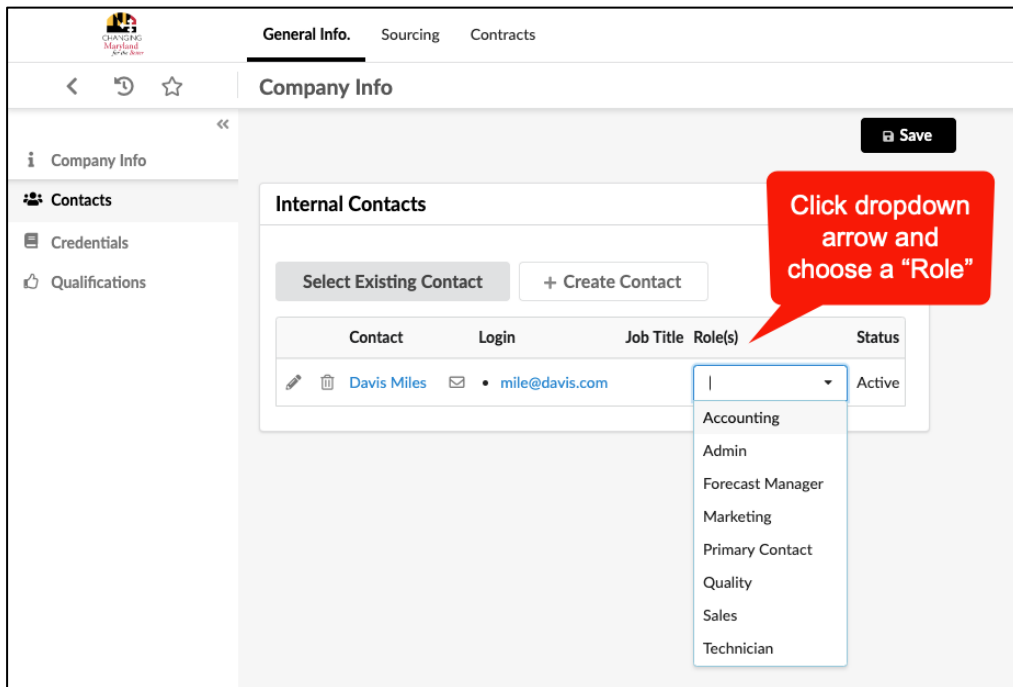
Qualifications

Internal Contacts

Select Existing Contact + Create Contact

| Contact     | Login            | Job Title | Role(s) | Status |
|-------------|------------------|-----------|---------|--------|
| Davis Miles | • mile@davis.com |           |         | Active |

2. Update your Roles - NOTE: Each vendor must have one contact with a "Primary Role".



General Info. Sourcing Contracts

Company Info

Save

Company Info

Contacts

Credentials

Qualifications

Internal Contacts

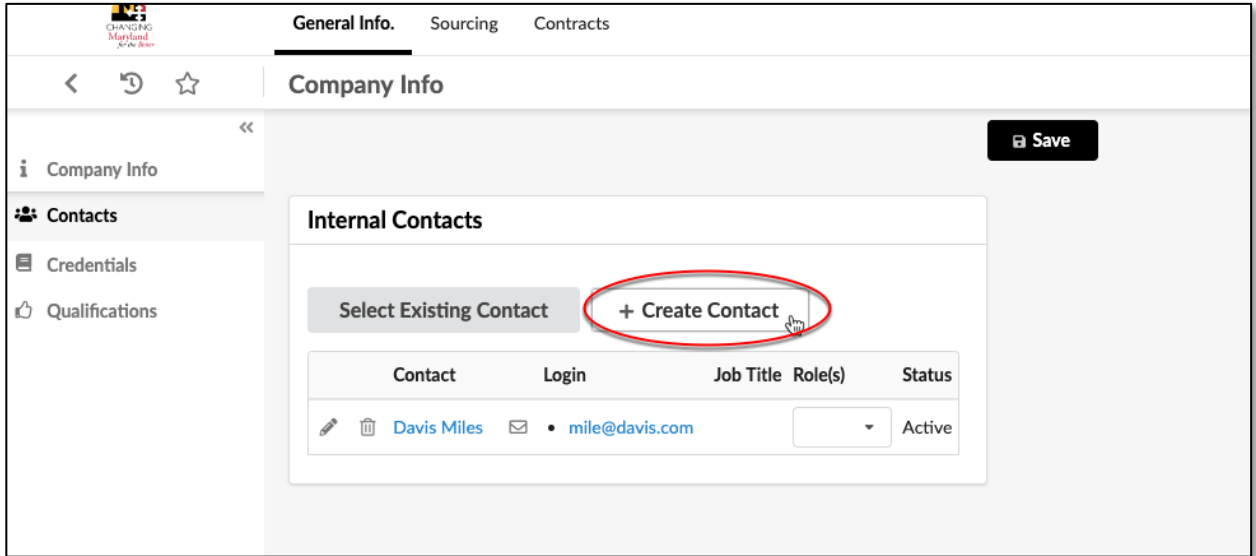
Select Existing Contact + Create Contact

| Contact     | Login            | Job Title | Role(s)  | Status |
|-------------|------------------|-----------|--|--------|
| Davis Miles | • mile@davis.com |           | <div>   </div> <ul style="list-style-type: none"> <li>Accounting</li> <li>Admin</li> <li>Forecast Manager</li> <li>Marketing</li> <li>Primary Contact</li> <li>Quality</li> <li>Sales</li> <li>Technician</li> </ul> | Active |

Click dropdown arrow and choose a "Role"

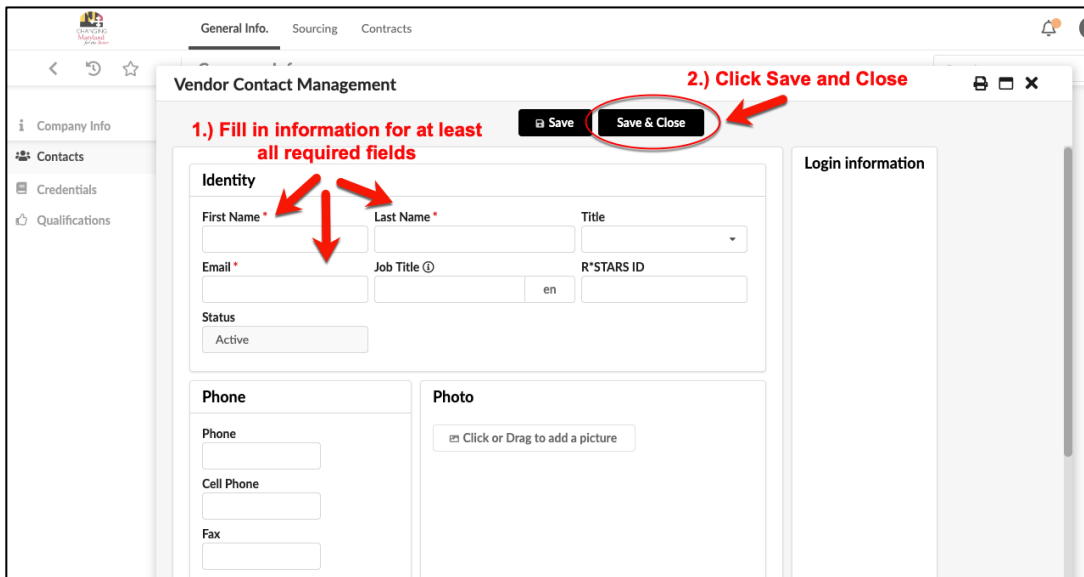
### Adding Additional Contacts

1. Click "Create Contact" to add Contacts from your company.



The screenshot shows the 'Company Info' page with a sidebar on the left containing 'Company Info', 'Contacts', 'Credentials', and 'Qualifications'. The main content area is titled 'Company Info' and has a 'Save' button in the top right. Below the title is the 'Internal Contacts' section. It contains two buttons: 'Select Existing Contact' and '+ Create Contact'. The '+ Create Contact' button is circled in red. Below these buttons is a table with columns: Contact, Login, Job Title, Role(s), and Status. The table contains one entry for 'Davis Miles' with email 'mile@davis.com' and status 'Active'.

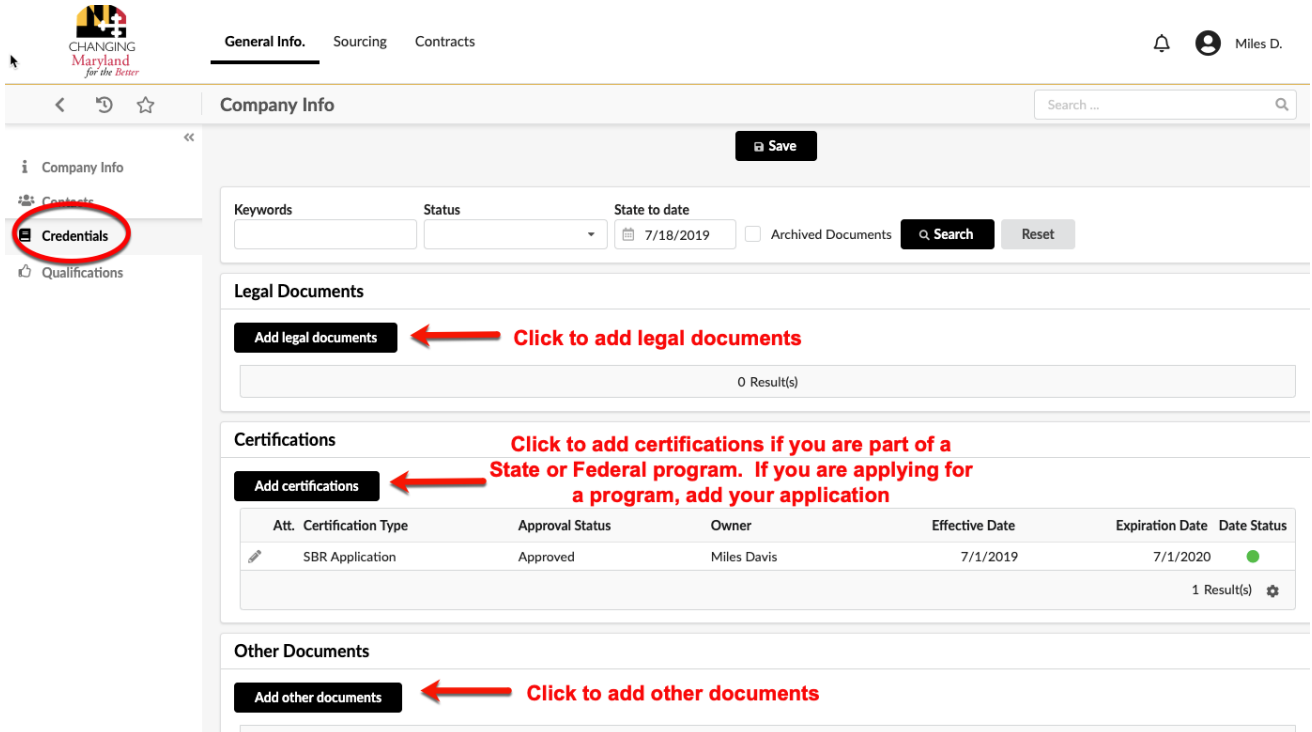
2. Click "Create Contact" to add Contacts from your company.
3. Fill in at least all of the required fields designated with a (\*).
4. Click "Save & Close".



The screenshot shows the 'Vendor Contact Management' form. It has a 'Save' button and a 'Save & Close' button. The 'Save & Close' button is circled in red. Red arrows point to the 'Save & Close' button and the required fields (First Name, Last Name, Email, Job Title, R\*STARS ID). The form is divided into sections: 'Identity' (First Name, Last Name, Title, Email, Job Title, R\*STARS ID, Status), 'Phone' (Phone, Cell Phone, Fax), and 'Photo' (Click or Drag to add a picture). The 'Status' field is set to 'Active'.

### Adding Credentials

1. Click Credentials Tab
2. Add any legal documents
3. Add certifications or applications for State or Federal programs
4. Add any other relevant documents



**General Info.** Sourcing Contracts

Company Info

Keywords Status State to date 7/18/2019 Archived Documents Search Reset

**Legal Documents**

Add legal documents Click to add legal documents

0 Result(s)

**Certifications**

Add certifications Click to add certifications if you are part of a State or Federal program. If you are applying for a program, add your application

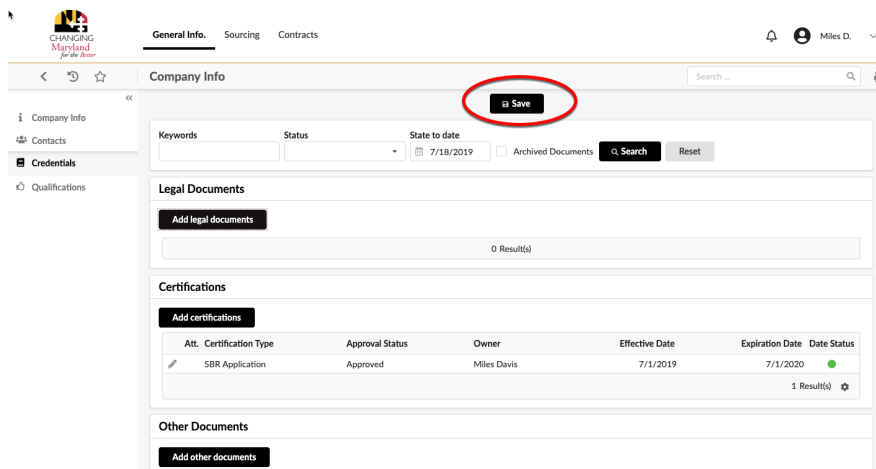
| Att. | Certification Type | Approval Status | Owner       | Effective Date | Expiration Date | Date Status                          |
|------|--------------------|-----------------|-------------|----------------|-----------------|--------------------------------------|
|      | SBR Application    | Approved        | Miles Davis | 7/1/2019       | 7/1/2020        | <span style="color: green;">●</span> |

1 Result(s)

**Other Documents**

Add other documents Click to add other documents

1. Click Save



**General Info.** Sourcing Contracts

Company Info

Keywords Status State to date 7/18/2019 Archived Documents Search Reset

**Legal Documents**

Add legal documents

0 Result(s)

**Certifications**

Add certifications

| Att. | Certification Type | Approval Status | Owner       | Effective Date | Expiration Date | Date Status                          |
|------|--------------------|-----------------|-------------|----------------|-----------------|--------------------------------------|
|      | SBR Application    | Approved        | Miles Davis | 7/1/2019       | 7/1/2020        | <span style="color: green;">●</span> |

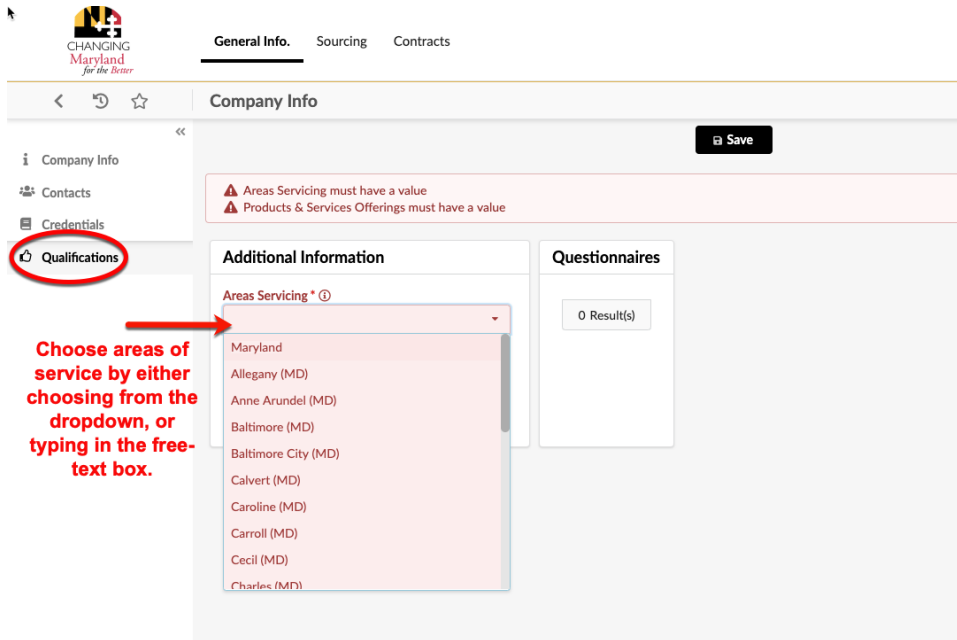
1 Result(s)

**Other Documents**

Add other documents

### Adding Product and Service Categories

1. Click "Qualifications" to add areas of service and UNSPSC codes/commodities.
2. Choose "areas of service"



CHANGING Maryland for the Better

General Info. Sourcing Contracts

Company Info

Save

Areas Servicing must have a value  
Products & Services Offerings must have a value

Additional Information

Areas Servicing \* ⓘ

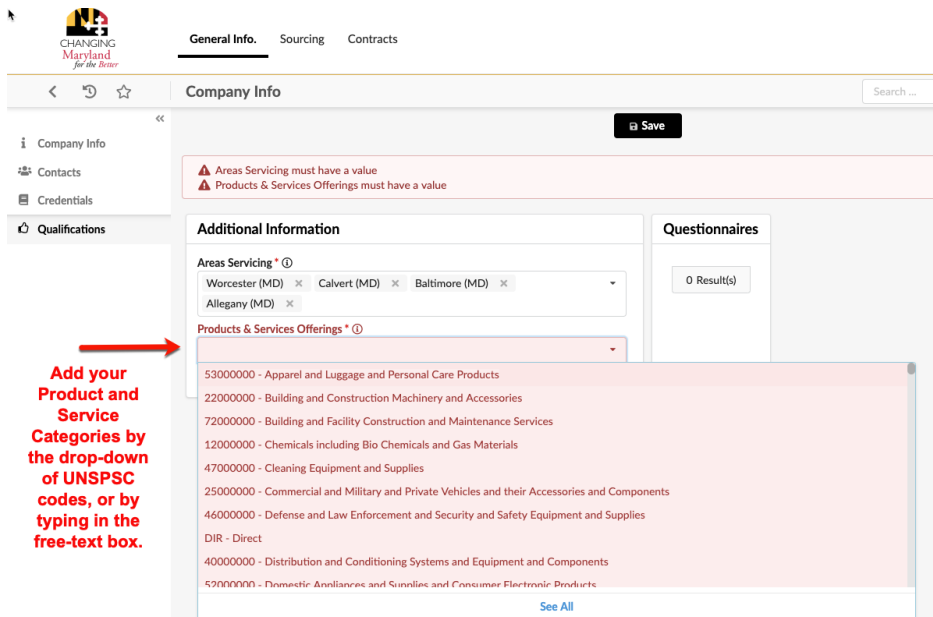
Maryland  
Allegany (MD)  
Anne Arundel (MD)  
Baltimore (MD)  
Baltimore City (MD)  
Calvert (MD)  
Caroline (MD)  
Carroll (MD)  
Cecil (MD)  
Charles (MD)

Questionnaires

0 Result(s)

Choose areas of service by either choosing from the dropdown, or typing in the free-text box.

3. Choose your Product and Service Categories, or UNSPSC codes



CHANGING Maryland for the Better

General Info. Sourcing Contracts

Company Info

Save

Areas Servicing must have a value  
Products & Services Offerings must have a value

Additional Information

Areas Servicing \* ⓘ

Worcester (MD) ✕ Calvert (MD) ✕ Baltimore (MD) ✕  
Allegany (MD) ✕

Products & Services Offerings \* ⓘ

53000000 - Apparel and Luggage and Personal Care Products  
22000000 - Building and Construction Machinery and Accessories  
72000000 - Building and Facility Construction and Maintenance Services  
12000000 - Chemicals including Bio Chemicals and Gas Materials  
47000000 - Cleaning Equipment and Supplies  
25000000 - Commercial and Military and Private Vehicles and their Accessories and Components  
46000000 - Defense and Law Enforcement and Security and Safety Equipment and Supplies  
DIR - Direct  
40000000 - Distribution and Conditioning Systems and Equipment and Components  
59000000 - Domestic Appliances and Supplies and Consumer Electronic Products

See All

Questionnaires

0 Result(s)

Add your Product and Service Categories by the drop-down of UNSPSC codes, or by typing in the free-text box.