




MEMORANDUM

December 14, 2021

TO: Cabinet Secretaries/Heads of Independent State Agencies

FROM: Ellington E. Churchill, Jr., Secretary 

SUBJECT: eMaryland Marketplace Advantage (eMMA) Release 1.2

eMaryland Marketplace Advantage, also known as eMMA, is a user-friendly technology that allows State Buyers to collaborate and interact with Vendors from the bidding and contracting process all the way through the purchase of goods and services.

The on-going process to implement eMMA has been conducted through targeted and scheduled releases. Previous releases have focused on improvements to the Bidding and Contracting processes. The upcoming release (Release 1.2) focuses on Vendor Setup & Registration and ongoing Vendor Maintenance. Those of you that were previously able to add or change vendor records will find that:

- we have automated the current processes, with the most notable change being that these requests to add or change a vendor will be initiated in the eMMA portal instead of completing a manual form
- we now allow vendors to self-serve and initiate new vendor record setup as well as change requests
- the system automatically validates parts of the Vendor Record including address, Tax ID, sanctioned entities list and bank routing number

eMMA's Release 1.2 will be implemented in three phases, whose descriptions and accompanying anticipated scheduled dates are shown in the table below:

Phase	Agencies Impacted	Anticipated Go Live Date
1	Agencies that enter new vendors or change vendor records directly into State FMIS RSTARS.	Starting December 2021
2	Agencies that utilize an agency-specific ERP system that interfaces into State FMIS to create or change a vendor record	1st Quarter 2022
3	Agencies that enter new vendors or change vendor records in State FMIS RSTARS but also have programs that routinely interface with State FMIS RSTARS to create or change vendor records	2nd Quarter 2022



For Agencies that enter new Vendors or change Vendor records directly into State FMIS RSTARS, you will transition to this new process starting in December. Once we are live, you will use eMMA to add new Vendors or change existing Vendor records. These tasks will no longer be completed in FMIS/RSTARS.

For all other Agencies, you will be transitioning to this new process in early 2022.

Continue to look-out for additional communications and updates from the eMMA project team. We will be communicating training opportunities for all impacted employees and Vendors soon. Training associated with previous releases, and associated functions in eMMA, are currently available on our Quick Reference Guide-[QRGs](https://procurement.maryland.gov/emma-qrgs/) (<https://procurement.maryland.gov/emma-qrgs/>) as well as our [YouTube Channel](https://www.youtube.com/c/mdgeneralservices/search?query=emma) (<https://www.youtube.com/c/mdgeneralservices/search?query=emma>).

I appreciate your support of this important initiative.