Requestor Quick Reference Guide

Create a PO with No Contract Reference in eMMA

Overview

An authorized State End User can create a PO without referencing a Contract in the eMaryland Marketplace Advantage (eMMA). This Quick Reference Guide (QRG) shows a user with the **Requestor role** how to complete line-item info when a user creates a PO from an Awarded Contract without Pricelist (State End User Perspective).

NOTE: For best results, use the Google Chrome browser to access eMMA.

If you need help at any time, please reach out to the eMMA helpdesk at emma.helpdesk@maryland.gov.

Step-by-Step Instructions

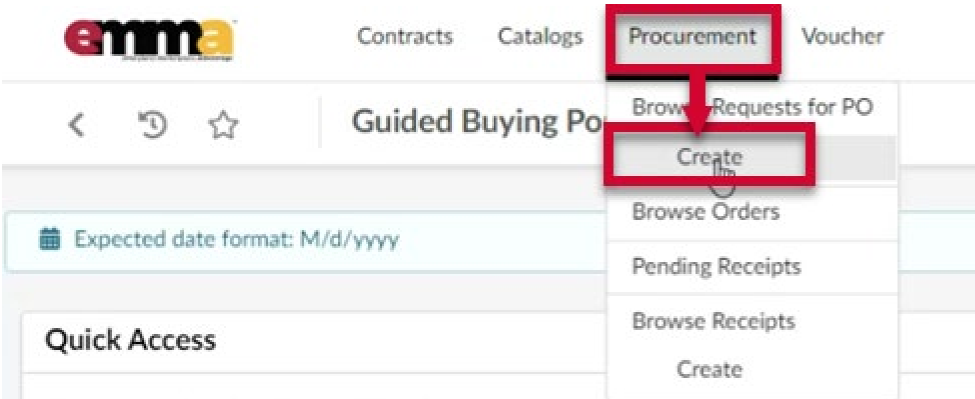
Adding line items to a Request for PO

NOTE: This QRG uses diagrams with specific callouts to show required and optional fields in forms. A yellow callout with a red border a indicates a required field, while yellow callouts with a black border b indicate optional fields. Letters within the callouts correspond to the explanations below the diagram. A red asterisk (*) indicates a required field in the eMMA interface.

1. Access eMMA at https://emma.maryland.gov and log in with your credentials.

   NOTE: Depending on your agency, you may only need to click the **State SSO Login (Secure Auth)** button or the **MDOT SSO Login (MSAzure)** button and log in with your credentials.

2. Click the **Procurement** tab at the top of the webpage and select the **Create** option from the drop-down menu that opens.

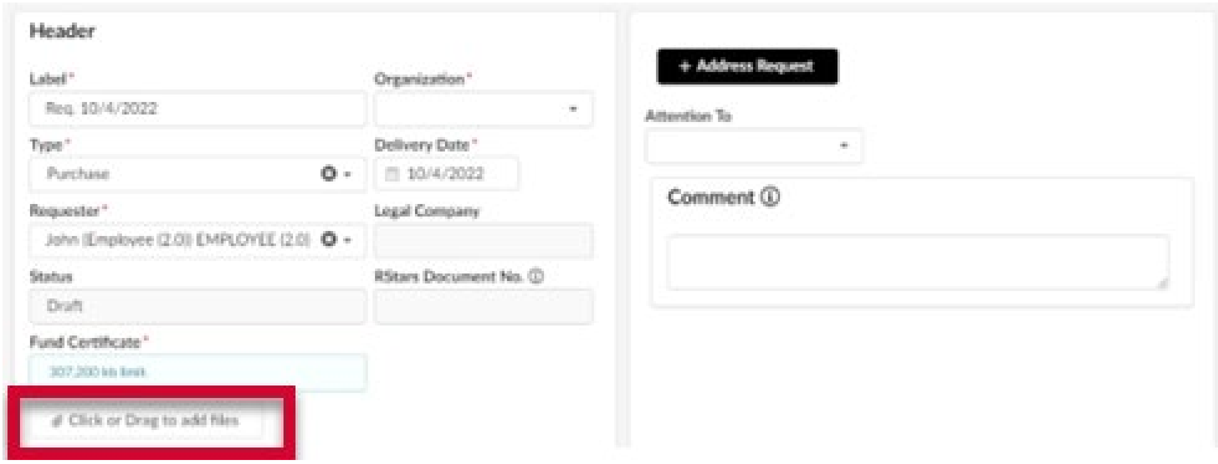


3. Enter relevant information in the fields for the **Header** section. A red asterisk (*) indicates a required field. Some fields will not be editable.

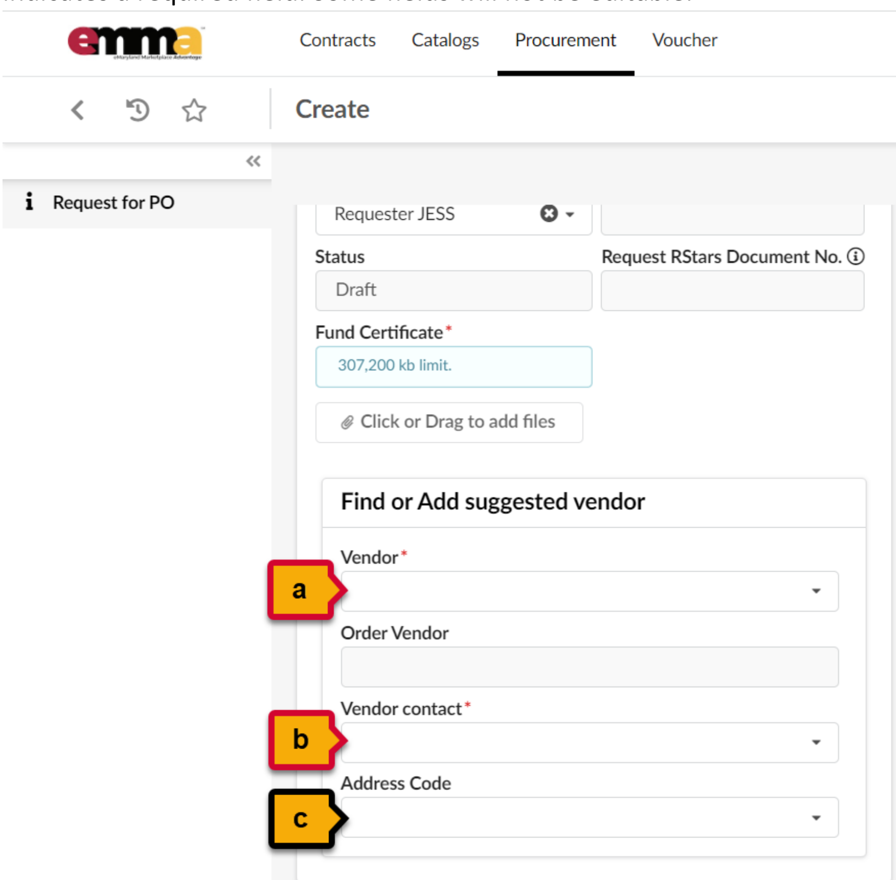
   a. **Label (*):** This field is auto-populated. Validate the label is correct, or change, if necessary.
   b. **Organization (*):** Click the field to open the drop-down menu and select the appropriate organization from the options.
   c. **Type (*):** This field is auto-populated. Validate this field is correct, or change, if necessary.
   d. **Delivery Date (*):** This field is auto-populated. Validate the delivery date field is correct, or change, if necessary.
   e. **Requestor (*):** This field is auto-populated. Validate that this person is in fact the Requestor, or change if necessary, if on behalf of purchasing.

4. Click the **Click or Drag to add a file** button to upload the file from your device. The added file displays below this button. Click the **X** to the left of the document to remove it.

   NOTE: You cannot upload documents over 307,200 KB in size.

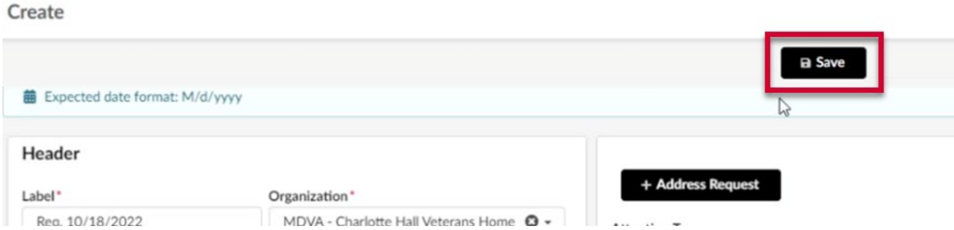


5. Enter relevant information in the fields for the **Field or Add suggested vendor** section. A red asterisk (*) indicates a required field. Some fields will not be editable.

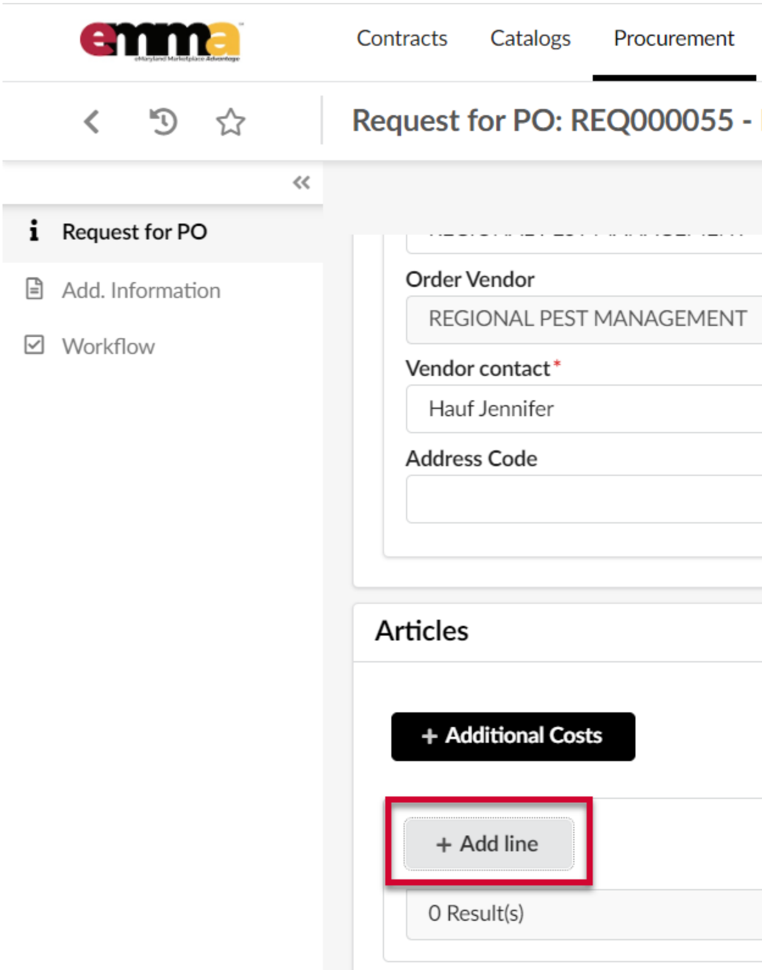


a. **Vendor (*):** Click the field to open the drop-down menu and select the appropriate vendor from the options.
b. **Vendor contact (*):** Click the field to open the drop-down menu and select the appropriate vendor contact from the options.
c. **Address Code:** Leave this field blank.

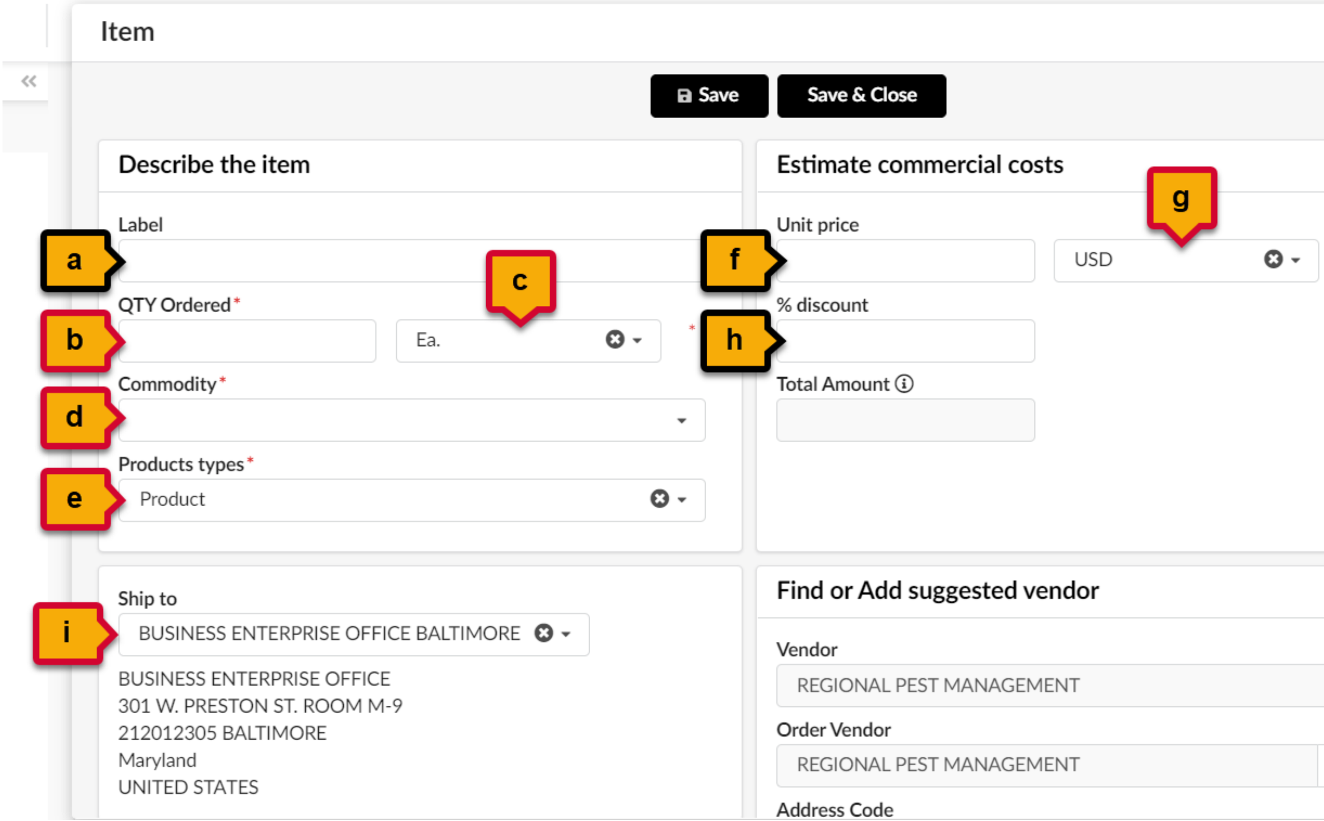
6. Click the **Save** button at the top of the page.



7. Scroll down to the **Articles** section and click the **+ Add line** button. A dialogue box opens.



8. Enter relevant information in the fields for the **Item** section. A red asterisk (*) indicates a required field. Some fields will not be editable.



a. **Label:** Enter the appropriate label for the item.

b. **QTY Ordered (*):** Enter the appropriate quantity to be ordered for the item.

c. **Ea. (*):** Enter the appropriate unit of measure for this item.

d. **Commodity (*):** Click the field to select the appropriate commodity from the drop-down menu that opens.

e. **Products types (*):** Click the field to select the **Product** or **Service** option from the drop-down menu and select the appropriate product from the options.

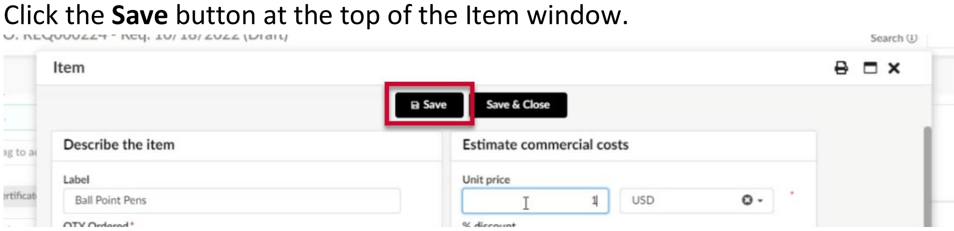
f. **Unit price:** Enter the appropriate unit price for the item to be ordered.

g. **USD (*):** The default selection is USD. Click this field to change the currency if needed.

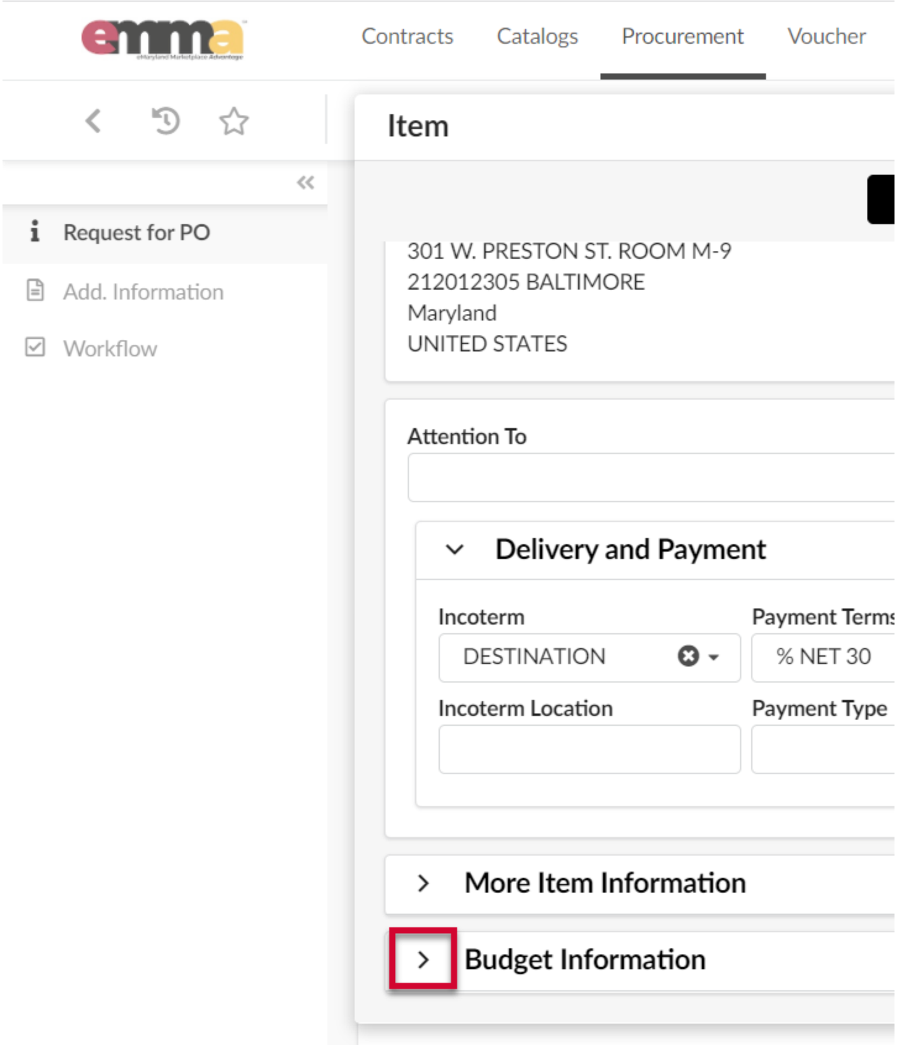
h. **% discount:** Enter the discount percentage in this field, if applicable.

i. **Ship to:** This field is auto-populated. Click this field to select a different address if available.

9. Click the **Save** button at the top of the Item window.

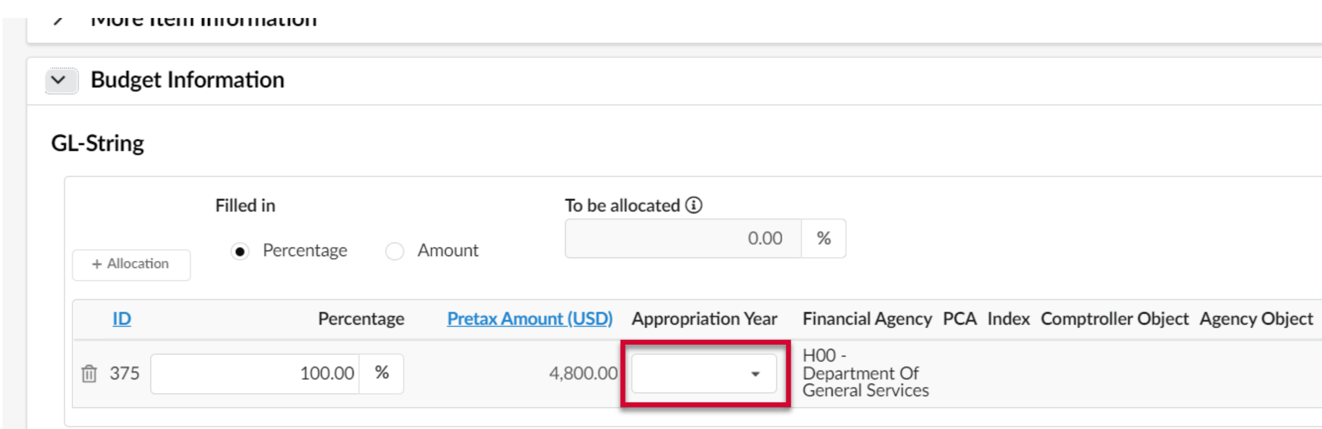


10. Scroll down to the Budget Information section and click the arrow to the left to expand this section.



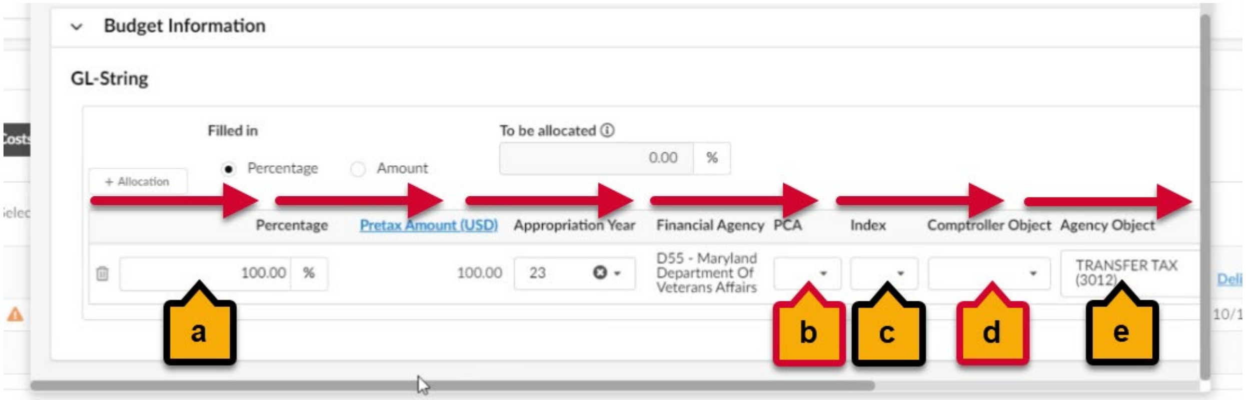
11. Enter or select the appropriate year in the **Appropriation Year** field. This field is mandatory. Once you select the year, new fields will display on this line (discussed in the next step).

    NOTE: The fields that display are dependent on the Financial Agency and Appropriation year. You may not see a field for each column.



12. Moving **left to right**, enter the appropriate information in each field displayed.

NOTE: Your fields may display differently from what is shown here, depending on the chosen parameters.



IMPORTANT!! It is very important to enter these fields **moving left to right**. This helps prevent known system errors.

NOTE: You may also see fields regarding Grant, Grant Phase, Project, and Project Phase.

a. **Percentage**: By default, this field auto-populates with 100%.

   NOTE: If you need to split the percentage between this line item and another, you will need to add a new line item and divide the percentages appropriately to add up to 100%; Click the **+ Allocation** button to add a new line if needed.

   NOTE: You can also change this to Amount by selecting the **Amount** radio button above the GL fields.

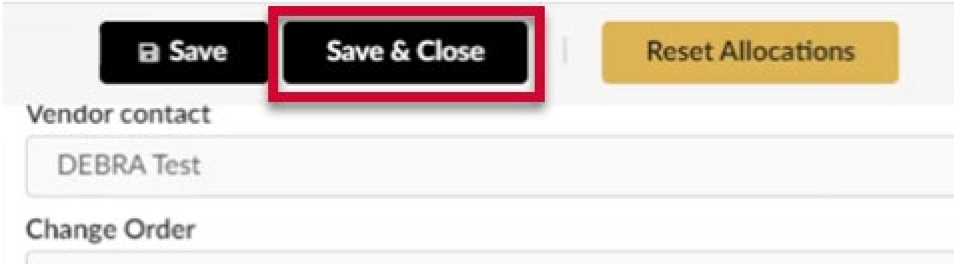
b. **PCA (*)**: Click this field and select the appropriate PCA from the dropdown in the field.
c. **Index**: Click this field and select the appropriate Index from the drop-down menu.

   NOTE: If the agency has associated an Index to a PCA in R*Stars, the Index will auto-populate. You can change this, if needed.

d. **Comptroller Object (*):** Click this field and select the appropriate Comptroller Object from the drop-down menu.
e. **Agency Object**: Click this field and select the appropriate Agency Object from the drop-down menu.

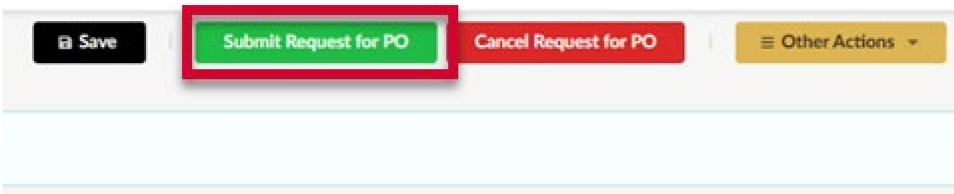
   NOTE: The field is auto-populated if the agency has an associated Agency Object to the Comptroller Object. You can change this, if needed.

13. Click **Save & Close** at the top of this page.



14. Check the Alerts/Messages panel on the right-hand side to make sure you have no more blocking alerts.

15. If you are ready to submit your request for Purchase Order and you have no more blocking alerts, click the **Submit Request for PO** button at the top of the page.



The line items are added to your Purchase Order, and it has been submitted to the next approver in the workflow.