

Requestor Quick Reference Guide



Request for PO from a State-wide Catalog

Overview

Statewide Contracted items will be available to all users regardless of a user's organization scope. Some Statewide Contracts will be loaded into eMMA as "hosted catalogs". Hosted catalogs allow for a faster buying experience with more robust search capabilities to find items that a requester wants to purchase. This process is similar to buying off of any other awarded contracts allowing item details to be defaulted on the request for PO as well as the PO itself. User's will only need to put in a minimal amount of data into the application during this buying process, speeding up the overall cycle time of the transaction.

This Quick Reference Guide (QRG) shows a user with the Requestor role how to request a PO from a Statewide catalog.

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

Validate Bank Data for a Vendor Profile

NOTE: This QRG uses diagrams with specific callouts to show required and optional fields in forms. A yellow callout with



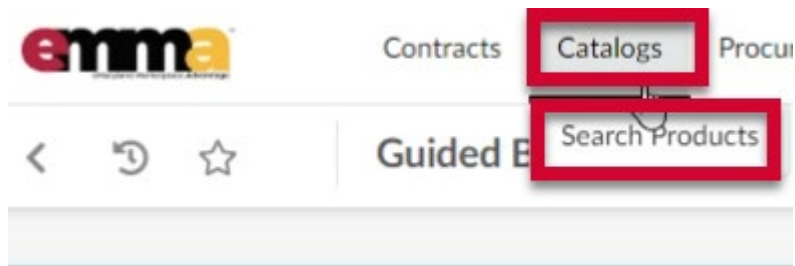
a red border indicates a required field, while yellow callouts with a black border indicate optional fields. Letters within the callouts correspond to the explanations below the diagram. A red asterisk (*) indicates a required field.



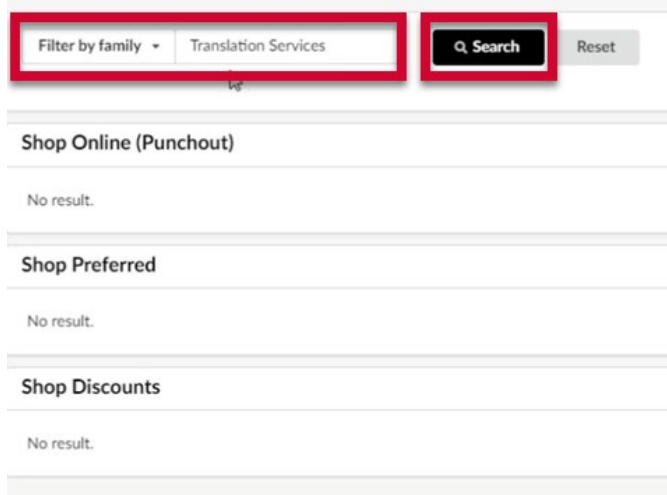
1. Access eMMA at <https://emma.maryland.gov> and log in with your credentials.

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.

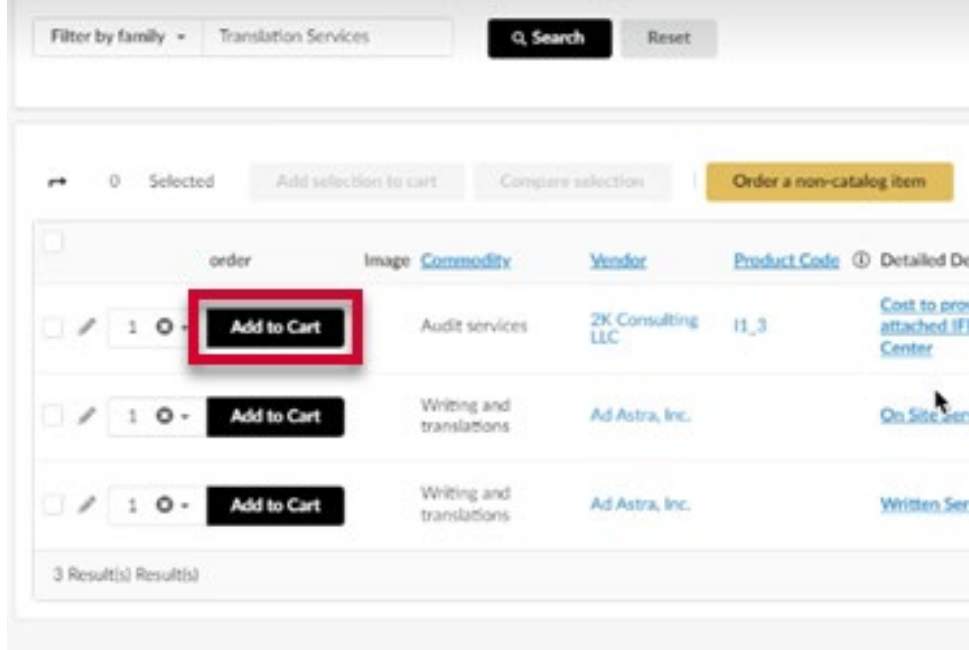
2. Click the **Catalogs** tab at the top of the webpage and click the **Search Products** option from the drop-down menu.



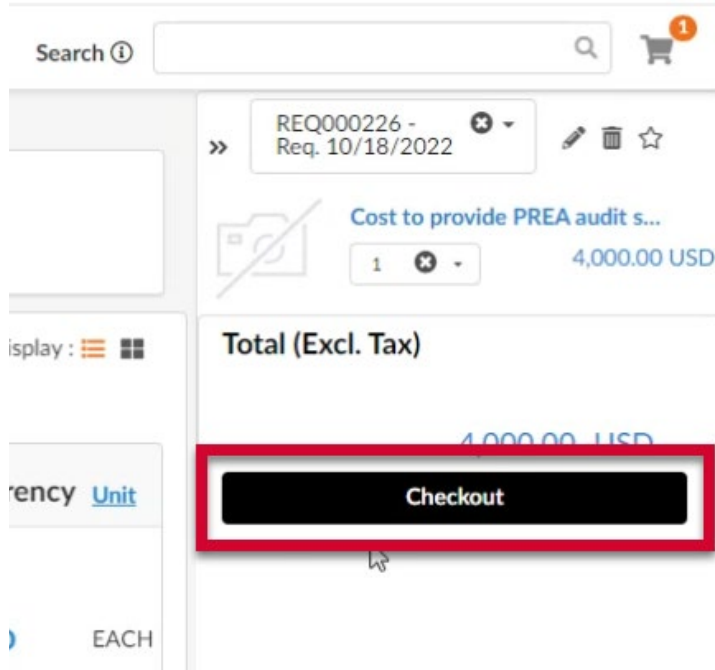
- Use the search fields and **Search** button at the top of the page to search for the appropriate product.



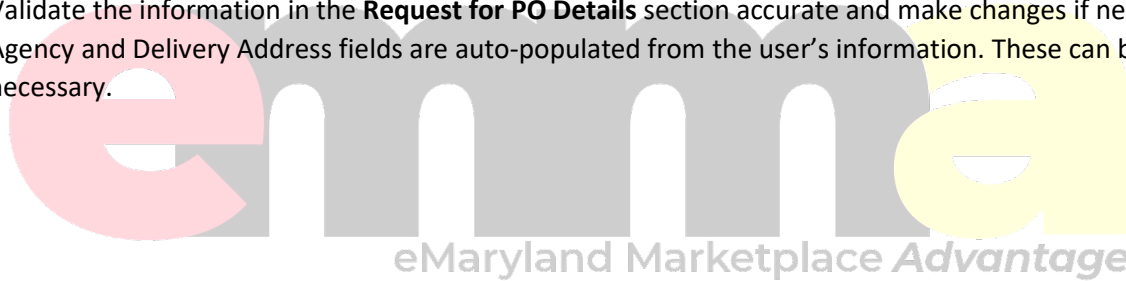
- Click the **Add to Cart** button to add items from statewide contract to your cart.



5. Click the Checkout button on the right side of the webpage.



6. Validate the information in the **Request for PO Details** section accurate and make changes if needed. The Agency and Delivery Address fields are auto-populated from the user's information. These can be changed, if necessary.



» REQ000226 - Req. 10/18/2022 ⚙️ ▼

Purchase Orders

Vendor	Total	Currency
2K CONSULTING, LLC	4,000.00	USD

Number of orders to be created 1

Number of vendors 1

Request for PO Details

Agency*
MDVA - Charlotte Hall Veterans Home ⚙️ ▼

Delivery Address
CHARLOTTE HALL VETERANS HOME CHARLOTTE HALL ⚙️ ▼

+ ↺

- Click the **Show Advanced Options** button at the top of the page.

manage

[← Back To Catalog](#)

Show Advanced Options

[Submit Request for PO](#)

Ship to

[Delivery Date](#)

CHARLOTTE HALL VETERANS HOME ⚙️ ▼

8. Validate the information in the fields for the **Header** section and make changes if needed. A red asterisk (*) indicates a required field. Some fields will not be editable.

The screenshot shows the 'Header' section of a form. It contains several fields with red asterisks indicating they are required. Callouts a-e point to specific fields: 'a' points to 'Label', 'b' points to 'Organization', 'c' points to 'Type', 'd' points to 'Delivery Date', and 'e' points to 'Requestor'. Other visible fields include 'Req. 10/18/2022', 'MDVA - Charlotte Hall Veterans Home', 'Purchase', '10/18/2022', 'Requestor MDVA END USER', 'Legal Company: Department of General Service', 'Status: Draft', 'Request RStars Document No.', and 'Fund Certificate: 307,200 kb limit'.

- a. **Label (*)**: This field is auto-populated. Click to change, if needed.
 - b. **Organization (*)**: This field is auto-populated. Click the field to change, if needed.
 - c. **Type (*)**: This field is auto-populated. Click the field to change, if needed.
 - d. **Delivery Date (*)**: This field is auto-populated. Click the field to change, if needed.
 - e. **Requestor (*)**: This field is auto-populated. Click this field to change, if needed, such as on behalf of purchasing.
9. Click the **Click or Drag to add a file** button to upload the **Fund Certificate** 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.

10. Scroll down to the **Articles** section and click the pencil icon next to your price list item to update the GL string information.
11. Scroll down to the GL-String found in the Budget Information section. 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.

The screenshot shows the 'Budget Information' section, specifically the 'GL-String' table. The table has columns for 'Filled in' (Percentage, Pretax Amount (USD), Appropriation Year, Financial Agency, PCA, Index, Comptroller Object, Agency Object) and 'To be allocated' (0.00 %). Callouts a-e point to specific fields: 'a' points to the 'Percentage' field, 'b' points to the 'Financial Agency' field, 'c' points to the 'PCA' field, 'd' points to the 'Index' field, and 'e' points to the 'Agency Object' field. The 'Agency Object' field contains the text 'TRANSFER TAX (3012)'.

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.

- 12. Click the Save & Close button at the top of the webpage.



- 13. Click green **Submit Request for PO** button at the top of the screen



The PO's status changes to **In Progress**. The request for PO is then submitted for approval to the appropriate requestor supervisor profile.