Vendor Quick Reference Guide



Communicating with State Employees Using Transparency Portal

Overview

Occasionally, Vendors need to communicate with State employees in the eMaryland Marketplace Advantage (eMMA).

This Quick Reference Guide (QRG) shows a user with the **Vendor Admin role** how to find contact Information of State Employees.

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.

Prerequisites

• You will need an PO with an Invoice.

Step-by-Step Instructions

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

a red border

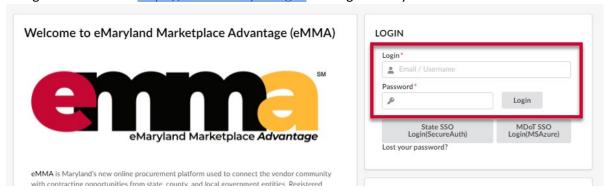
indicates a required field, while yellow callouts with a black border

indicate optional fields.

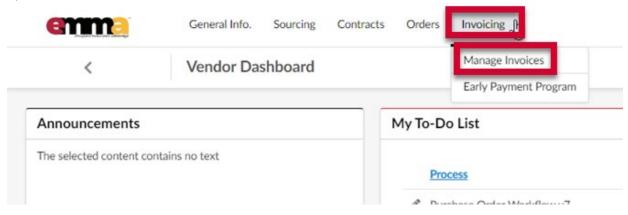
Letters within the callouts correspond to the explanations below the diagram. A red asterisk (*) indicates a required field in the eMMA interface.

1

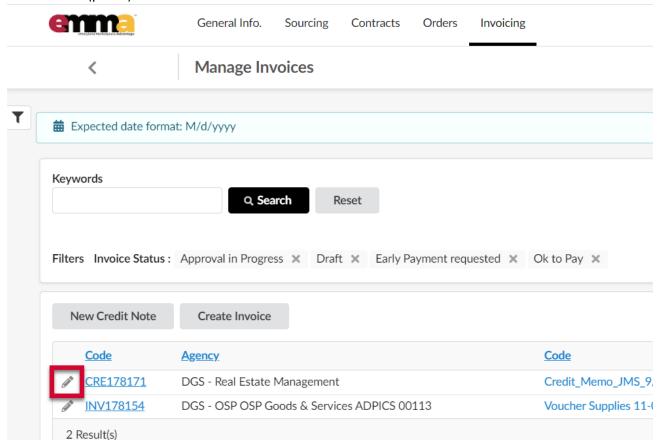
1. Navigate to eMMA at https://emma.maryland.gov and log in with your credentials.



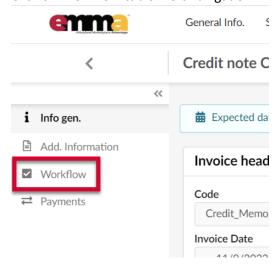
2. Click the **Invoicing** tab at the top of the webpage to open the drop-down menu and select the **Manage Invoices** option.



3. Click the Edit (pencil) icon to the left of the Invoice Code number to access the Invoice.



4. Click on **Workflow** tab on left navigation.



5. Click on name of the user based on activity to get all the contact Information of State Employee. Contact that individual via their contact information displayed at their preferred "offline" method.

NOTE: The contact information shown is based on where the invoice is in the Workflow.

