

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

Communicating with State Employees using Transparency Portal

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

Welcome to eMaryland Marketplace Advantage (eMMA)

emma SM
eMaryland Marketplace Advantage

eMMA is Maryland's new online procurement platform used to connect the vendor community with contracting opportunities from state, county, and local government entities. Registered

LOGIN

Login *

Email / Username

Password *

Login

State SSO Login(SecureAuth) MDOT SSO Login(MSAzure)

Lost your password?

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

emma SM
eMaryland Marketplace Advantage

General Info. Sourcing Contracts Orders **Invoicing**

< Vendor Dashboard

Manage Invoices
Early Payment Program

Announcements

The selected content contains no text

My To-Do List

[Process](#)

[Purchase Order Management](#)

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

emma
Employee Marketplace Advantage

General Info. Sourcing Contracts Orders **Invoicing**

< Manage Invoices



Expected date format: M/d/yyyy

Keywords

Search Reset

Filters Invoice Status : Approval in Progress x Draft x Early Payment requested x Ok to Pay x

New Credit Note Create Invoice

Code	Agency	Code
 CRE178171	DGS - Real Estate Management	Credit_Memo_JMS_9
 INV178154	DGS - OSP OSP Goods & Services ADPICS 00113	Voucher Supplies 11-4

2 Result(s)

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

emma
Employee Marketplace Advantage

General Info. Sourcing Contracts Orders Invoicing

< Credit note C

Info gen. Add. Information **Workflow** Payments

Expected date

Invoice head

Code
Credit_Memo

Invoice Date
11/18/2022

- 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.

 Expected date format: M/d/yyyy

Activity	Name	Delegated	Created on UTC-4	Validated on UTC-4
Accountant validation	Richard		09 Nov 2022 16:38:37:763	
Accountant validation	DGS FISCAL TECH DGS FISCAL TECH		09 Nov 2022 16:38:37:763	
Accountant validation	fiscal.techDGS TESTER00		09 Nov 2022 16:38:37:763	
Creation	Sean MCGLUMPHY		09 Nov 2022 16:38:37:763	09 Nov 2022 16:38:37:763



Identity

Email

aditi@nitorpartners.com

Cell Phone

Phone

999-999-9999

Fax

Position

Main Address

Address Label

Address

Address Line 2 ⓘ

Postal Code

City

Country