REQUESTER/RECEIVER USER GUIDE

Table of Contents

Content

Table of Contents 2

1 Introduction to Maryland Procurement 4

1.1 Background and Purpose 4

1.2 Maryland Procurement Academy 4

2 Maryland Procurement Manual 4

3 The eMaryland Marketplace Advantage (eMMA) 5

4 Who Uses eMMA? 5

5 What is iValua? 5

6 Where to Get Access 6

7 Getting Started in eMMA 6

8 Purchase Orders in eMMA 6

8.1 Requests for Purchase Orders 6

8.1.1 Request for PO from a Contract (QRG) 6

8.1.2 Request for PO from a State-Wide Catalog (QRG) 7

8.1.3 Requesting a Stand-Alone Purchase Order (QRG) 7

8.1.4 Adding Line Items to a Request for PO (QRG) 7

8.1.5 Make Changes to a Purchase Order (QRG) 7

8.1.6 Cancel/Close a Purchase Order (QRG) 7

8.2 Receiving Goods 7

8.2.1 Creating Receipts for Quantities (Goods) (QRG) 7

8.2.2 Approving Advanced Shipping Notices (ASNs) from Vendors (QRG) 7

8.2.3 Creating a Return (QRG) 7

9 Additional Procurement Resources 8

9.1 Additional QRGs 8

9.2 Vendor Toolkit 8

9.3 On-Demand Training 8

9.3.1 eMMA Training Channel 8

9.3.2 eMMA Vendor Training 8
10 Terminology 9
11 Contact Information 9

1 Introduction to Maryland Procurement

1.1 Background and Purpose

Public procurement has a fiduciary responsibility to effectively manage purchases and contracts. The Maryland Office of State Procurement (OSP) operates as a strategic authority to obtain the overall best value for the State and provides an effective oversight for state leadership.

The OSP was established on October 1, 2019, within the Department of General Services (DGS) with a Governor-appointed State Chief Procurement Officer. It started with the Commission to Modernize Maryland State Procurement's report and recommendations and followed the Plan to Implement the Reorganization of State Procurement House Bill 1021, Chapter 590, Laws of 2017.

1.2 Maryland Procurement Academy

The Maryland Procurement Academy (MDPA) provides training and performance support resources for Maryland's procurement professionals. Subject Matter Experts (SMEs) and Certified Instructors provide education, training, and statewide certification for State procurement professionals, as well as those from Maryland municipalities, colleges, and universities. Additionally, the MDPA provides training and certification programs for Maryland's Vendors. The MDPA's goal is to enhance efficiencies, ensure ethical behaviors, develop quality personnel, and support Maryland Procurement throughout the entire state.

2 Maryland Procurement Manual

https://procurement.maryland.gov/wp-content/uploads/sites/12/2020/05/MarylandProcurementManual.pdf

The Maryland Procurement Manual is your guide to State procurement and related best practices; but remember, your own organization may require additional information and procedures. The Maryland Procurement Manual addresses common procurement methods in the state, required forms and processes, etc.

To download a PDF version of the Maryland Procurement Manual, visit our Maryland procurement page by clicking the link above. **Please keep in mind that the webpage is often updated before the updated PDF version is published.** Make sure to visit this site often to remain current.

3 The eMaryland Marketplace Advantage (eMMA)

https://emma.maryland.gov

The eMaryland Marketplace Advantage (eMMA) is the State of Maryland's eProcurement procure-to-pay (PTP) system. It provides all state agencies and organizations with the technology to deliver multi-jurisdictional efficiency and transparency, reduced opportunity for fraud, lower costs, leveraged data with operational insight, and enhanced operational business efficiencies. DGS is rolling out eMMA's Procurement features over the course of several years. Its implementation streamlines the Procurement process and houses everything in one place.

At all state agencies and organizations, goods and services flow in, and payments for those goods and services flow out. At the head of this torrent, located "upstream," are the Vendors who supply those goods and services. In the middle is the OSP, tasked with developing goals and strategies to enhance the Procurement processes, including sourcing, supply chain management, and Vendor relationship management. Situated "downstream" is the General Accounting Division of the Office of the Comptroller, responsible for ensuring accurate and timely payments to Vendors as well as Vendor relationship management. Together with eMMA, both Procurement and Finance have the opportunity to create **significant value as well as cost savings** for the State of Maryland.

4 Who Uses eMMA?

Many Maryland state agencies, universities, and branches use eMMA for their Procurement needs. eMMA centralizes solicitations, projects, contracts, and data verification, which makes Procurement easier for both Vendors, POs and Vendor Coordinators.

If you're unsure if your agency participates, check with your supervisor, as certain state agency participation is required. Integration with other state agencies such as the Comptroller's office is coming and will allow us to keep documents, information, data, approvals, signatures, contracts, etc., all in one place.

5 What is iValua?

iValua is the modular procurement software we know as eMMA. Used by 250 organizations globally, it works with 6 interactive modules that are customized to best serve the needs, laws, and regulations regarding procurement in the State of Maryland. iValua's implementation will be phased in over the course of several years, which will result in a comprehensive PTP system.

6 Where to Get Access

If you do not have an eMMA login user ID and password, email the eMMA helpdesk at emma.helpdesk@maryland.gov. You will need to contact them using your state email address and provide them with your first name, last name, work phone number, job and/or role, and department/agency/organization.

https://mdprocurement.freshdesk.com/a/solutions/articles/70000592902
This QRG shows you how to log in to eMMA once you have a user ID and password.

You must use the correct method to log in to eMMA. Your login method depends on your role and your agency. For more information, please visit our Quick Reference Guide (QRG) in the link above – How to Login to eMMA.

7 Getting Started in eMMA

This link below directs you to a webpage with helpful basic info on eMMA. Some QRGs listed there involve how to **log in**, **browse sourcing projects**, and **search for Vendors**.

https://mdprocurement.freshdesk.com/support/solutions/folders/70000471961

8 Purchase Orders in eMMA

This section outlines the common processes for creating and maintaining Purchase Orders (POs) in eMMA.

Your agency or organization may not use some of the tools or processes shown below.

PLEASE NOTE that eMMA is a secure but accessible source for all your procurement data, documentation, and materials, and it should be the single comprehensive file used for procurement.

8.1 Requests for Purchase Orders

8.1.1 Request for PO from a Contract (QRG)

https://mdprocurement.freshdesk.com/a/solutions/articles/70000637853

8.1.2 Request for PO from a State-Wide Catalog (QRG)

https://mdprocurement.freshdesk.com/a/solutions/articles/70000637852

8.1.3 Requesting a Stand-Alone Purchase Order (QRG)

https://mdprocurement.freshdesk.com/a/solutions/articles/70000637854

8.1.4 Adding Line Items to a Request for PO (QRG)

https://mdprocurement.freshdesk.com/a/solutions/articles/70000637833

8.1.5 Make Changes to a Purchase Order (QRG)

https://mdprocurement.freshdesk.com/a/solutions/articles/70000637849

8.1.6 Cancel/Close a Purchase Order (QRG)

https://mdprocurement.freshdesk.com/a/solutions/articles/70000637848

8.2 Receiving Goods

8.2.1 Creating Receipts for Quantities (Goods) (QRG)

Coming Soon…

8.2.2 Approving Advanced Shipping Notices (ASNs) from Vendors (QRG)

https://mdprocurement.freshdesk.com/a/solutions/articles/70000637834

8.2.3 Creating a Return (QRG)

https://mdprocurement.freshdesk.com/a/solutions/articles/70000637850

9 Additional Procurement Resources

9.1 Additional QRGs

https://mdprocurement.freshdesk.com/support/solutions

In addition to the QRGs detailed in the previous section, the eMMA Knowledge Portal webpage contains additional QRGs and has all current ones published for both Buyer and Vendor QRGs. Please refer to these for additional information and support links.

9.2 Vendor Toolkit

Coming soon…

9.3 On-Demand Training

These resources listed below are video-based training, including recordings of live webinars, available any time on these websites. Transcripts of the recordings are also available on these sites.

9.3.1 eMMA Training Channel

https://gotostage.com/channel/emma

This GoToStage video channel contains On-Demand training webinars available at any time as well as a calendar of upcoming live training with registration links. The webinars can easily be viewed. The webinar allows POs to jump quickly to sections of interest, as well as view and print training transcript. Certified eMMA trainers, who are also POs. demonstrate how to complete the covered processes live in eMMA. Tips and additional best practice guidance are covered as well.

9.3.2 eMMA Vendor Training

https://gotostage.com/channel/emmavendortraining

This GoToStage video channel houses useful training videos for eMMA Vendors. POs and other procurement-related staff may find understanding the vendor processes and viewpoints helpful in conducting their own procurements or procurement related work.

10 Terminology

Acronyms and definitions used in this document are listed below.

Table 3 - Terminology	
Acronym	**Definition**
CSB	Competitive Sealed Bid
DGS	Department of General Services
eMMA	eMaryland Marketplace Advantage
IFB	Invitation for Bid
MBE	Minority Business Enterprise
MDPA	Maryland Procurement Academy
NASPO	National Association of State Procurement Officials
OSP	Office of State Procurement
QRG	Quick Reference Guide
PO	Procurement Officer or Purchase Order
P2P	Procure-to-Pay
SME	Subject Matter Expert
VSBE	Veteran-Owned Small Business Enterprise

11 Contact Information

To contact the Maryland Procurement Academy, email dgs.osp-mdpa@maryland.gov

To contact the eMMA Help Desk, email emma.helpdesk@maryland.gov