

Central Receiver Quick Reference Guide



Create a Return

Overview

This QRG is intended to demonstrate how to create a return in the eMaryland Marketplace Advantage (eMMA) from the perspective of the Central Receiver role.

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 Return Reference Number for Step 4

Step-by-Step Instructions

Central Receiver

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



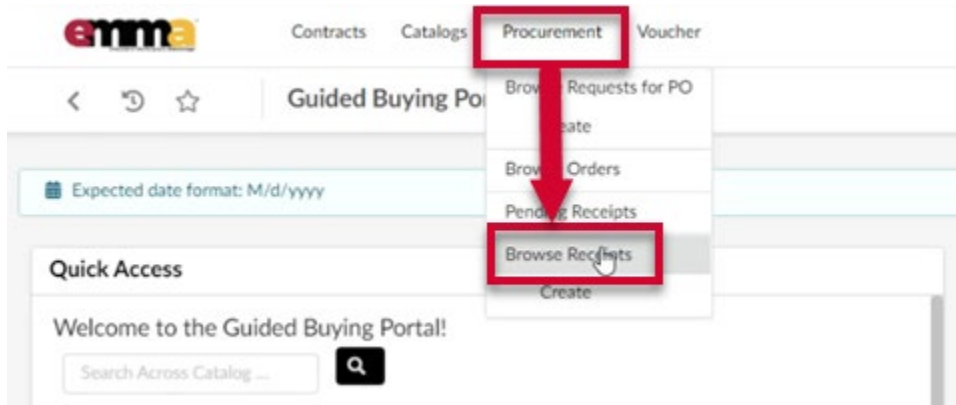
indicate optional fields.

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

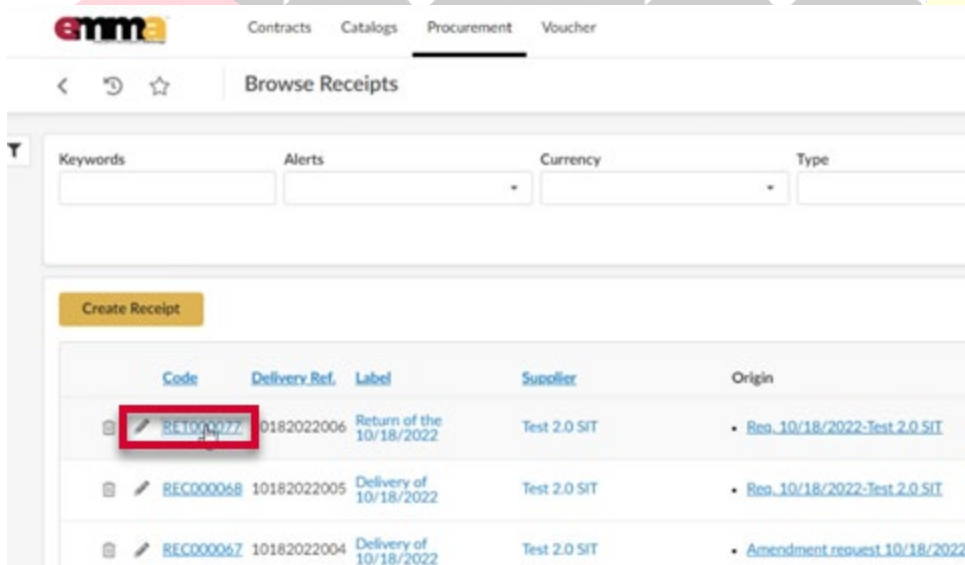
1. Access eMMA at <https://emma.maryland.gov> and log in with your credentials.

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 **Browse Receipts** option from the drop-down menu that opens.



3. Click the desired receipt.



4. Enter the mandatory information such as return reference number and shipping place.

The screenshot shows the 'Header' section of the eMMA interface. It contains several input fields and a dropdown menu. Callouts are placed over specific fields: 'a' points to the 'Label' field (containing 'Return of the 10/18/2022'), 'b' points to the 'Return Ref.' field (containing '10182022007'), 'c' points to the 'Shipping Date' field (containing '10/18/2022'), 'd' points to the 'Shipping Place*' dropdown menu, and 'e' points to the 'Comments' section. The 'Comments' section includes a text area, a file upload button, and a 'Save' button. The 'Order(s)' column on the right shows the order details: 'Test 2.0 SIT' and 'PO000124 - Req. 10/18/2022-Test 2.0 SIT'.

- a. **Label:** The label in this field auto-populates to today's date. You can change this as needed.
- b. **Return Ref.:** Enter the Return Reference Number from the return invoice in this field.
- c. **Shipping Date:** This field auto-populates to today's date. Click this field to select a different date.
- d. **Shipping Place (*):** Click this field to select a shipping place from the drop-down menu that opens.
- e. **Comments:** Enter any comments in this field.
5. **Click or Drag to add a file** button to choose a file from your device or drag and drop the file on this spot to add it. The added file displays below this button. Click the **X** to the left of the document to remove it

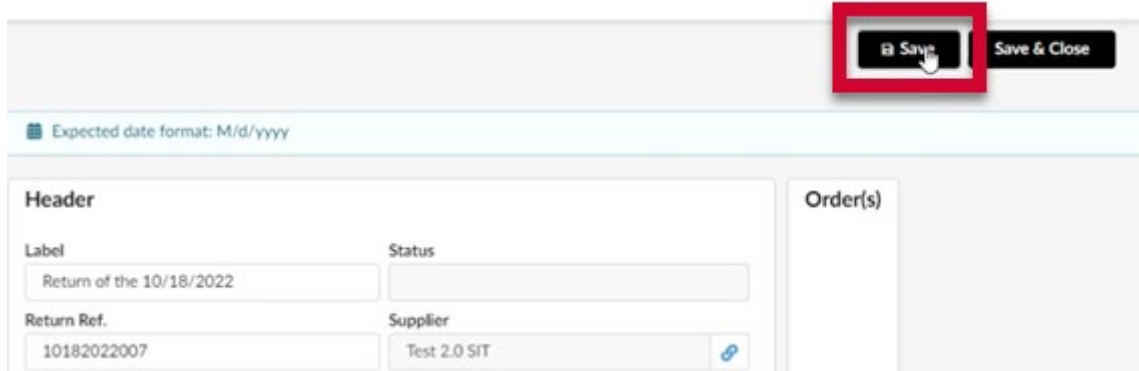
NOTE: You cannot upload documents over 307,200 KB in size.

NOTE: You cannot directly edit documents in eMMA, but you can upload new versions.

The screenshot shows the 'Comments' section of the eMMA interface. It includes a text area for comments, a file upload button, and a 'Save' button. A red box highlights the 'Click or Drag to add files' button. The file upload button is located below the text area and above the 'Save' button.

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

Create a Return



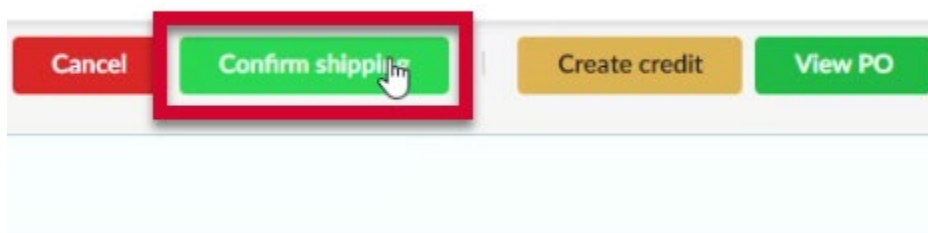
The screenshot shows the 'Create a Return' interface. At the top right, there are two buttons: 'Save' and 'Save & Close'. The 'Save' button is highlighted with a red rectangular box. Below the buttons, there is a section for 'Header' with fields for 'Label' (containing 'Return of the 10/18/2022'), 'Status', 'Return Ref.' (containing '10182022007'), and 'Supplier' (containing 'Test 2.0 SIT'). To the right of the header is an 'Order(s)' section. A small icon and text 'Expected date format: M/d/yyyy' are visible above the header fields.

7. Click the Schedule Return button at the top of the webpage.



The screenshot shows a button bar with three buttons: 'Cancel' (red), 'Schedule Return' (green), and 'View PO' (green). The 'Schedule Return' button is highlighted with a red rectangular box. Below the buttons, there is a section for 'Order(s)' with a table of orders. A large watermark 'eMaryland Marketplace Advantage' is visible across the bottom of the page.

8. Click the Confirm shipping button at the top of the webpage.



The screenshot shows a button bar with four buttons: 'Cancel' (red), 'Confirm shipping' (green), 'Create credit' (yellow), and 'View PO' (green). The 'Confirm shipping' button is highlighted with a red rectangular box. Below the buttons, there is a section for 'Order(s)' with a table of orders.

The Vendor is notified and can view this information on the Vendor portal and acknowledge receipt.