

Vendor Coordinator Quick Reference Guide



Working with Relish Data Assure in eMMA

Overview

Before a Vendor Coordinator can approve an onboarded Vendor Profile certain checks need to happen to verify that information submitted is correct. Relish Data Assure is a platform within eMMA that helps with that. It automatically checks for:

- [TIN/ Legal Name Validation](#) – using the IRS database
- [Address Validation](#) – using the USPS database
- [Sanctioned Entities Check](#) – from OFAC for fraud prevention

This QRG discusses Relish in detail and explains what actions Vendor Coordinators can take when reviewing Relish results for a Vendor profile.

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.

Relish Data Assure

Change Requests vs Vendor Onboarding

A Relish check is initiated in two ways in eMMA; via certain Change Request types, or via Vendor onboarding. In either case, the steps shown below are the same.

For Change Requests:

Address Change Request = Relish checks the Remit-To Address for the USPS Address agreement.

Name Change Request or TIN Change Request = Relish checks the IRS record for a Name/TIN match.

Other Change Request types = Relish is not ran on the record

For Vendor onboarding:

The tax ID, address, and sanctioned entity check are all validated.

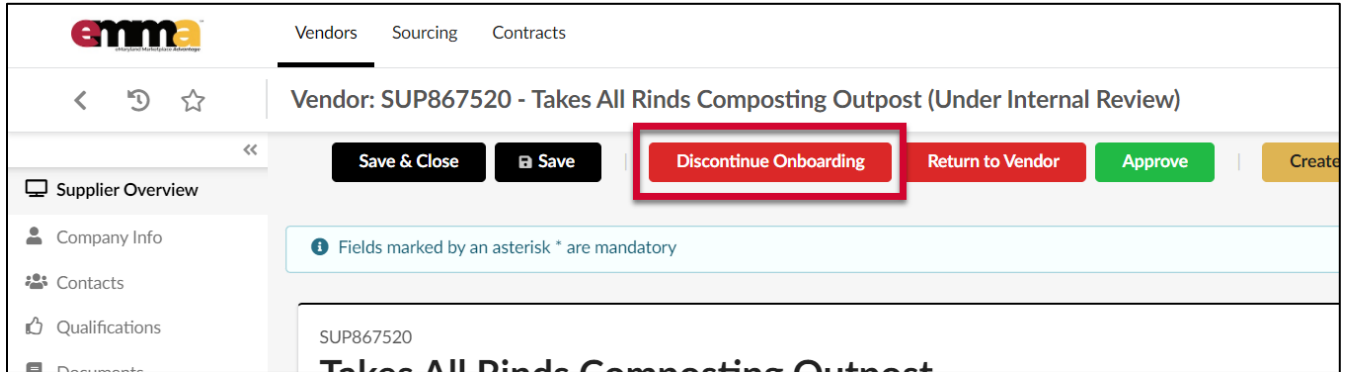
TIN/Legal Name Validation

Relish checks the Vendor's submitted tax ID and legal name against the IRS database. If the tax ID or legal name fails this check, a blocking alert displays in eMMA on the right-hand side-panel. This means you cannot move forward with the

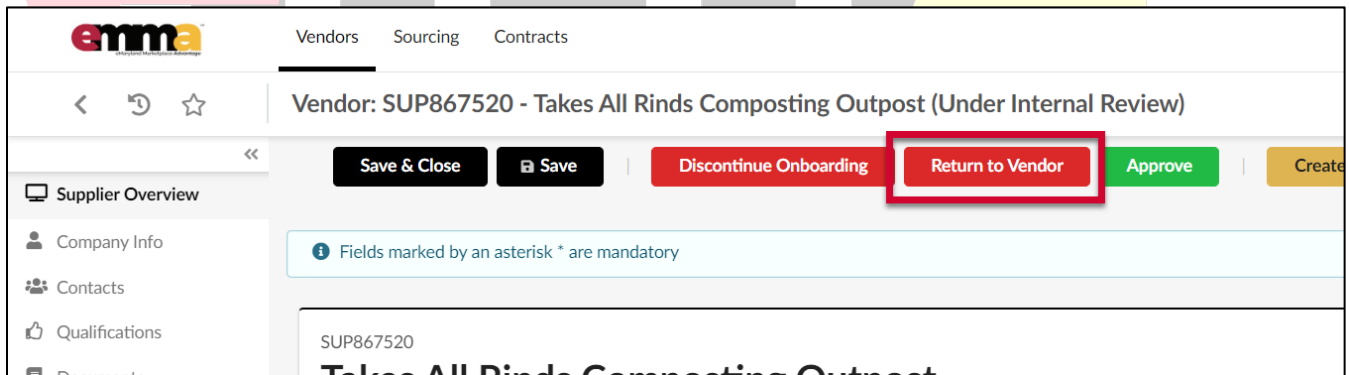
Vendor until this issue is resolved. This alert usually means that an error was entered on the Vendor registration page and must be corrected before the profile can be approved.

You have three options:

- You can click the **Discontinue Onboarding** button to stop the onboarding process. A pop-up window displays. Enter a reason for discontinuing onboarding and click the **Confirm** button. **This stops the onboarding process, returns the Vendor profile to Registered status in eMMA, and a notification will go out to the vendor.**



- You can click the **Return to Vendor** button to request that the Vendor review their submitted profile for accuracy. A popup window displays. Enter information in the **Reason** field to let the Vendor know what they need to review and fix and click the **Confirm** button. Once fixed and resubmitted, it will come back to you for review, the alert will resolve itself, and you can move forward if no other exceptions are present.



- If the information is correct and verified by documentation (e.g. a letter from the IRS), you can **request an override** from GAD. GAD will review the information and approve or reject the tax information. If approved, you will receive a notification that lets you know you can move forward with the Vendor profile if no other exceptions are present. See instructions below.

Request an Override from GAD

- Navigate to the Vendor's profile page in eMMA.

2. Click the **Relish Data Assure** tab on the left-hand side-panel and click the **IRS TIN Match** subtab in the Details section.

emma

Vendors Sourcing Contracts

< ↺ ☆

Vendor: SUP867520 - Takes All Rinds Composti

Save & Close Save Discontinue

Fields marked by an asterisk * are mandatory

Relish Data Assure

Validation Console

Details

IRS TIN Match USPS Address Validation Sanctioned

[Review Status](#) ⓘ [Match Result](#) ⓘ IRS Match D

Failed	Failed	TIN entered
--------	--------	-------------

- Click the Edit (pencil) icon to the left of the failed tax id check.

The screenshot shows the 'Relish Data Assure' interface. On the left is a sidebar with navigation links: Qualifications, Documents, Relish Data Assure (selected), Payment Info, Workflow, Interface Status, Activity, and Change Requests. The main content area is titled 'Relish Data Assure' and contains a 'Validation Console' section. Below this is a 'Details' section with tabs for 'IRS TIN Match', 'USPS Address Validation', and 'Sanctioned'. The 'IRS TIN Match' tab is active, showing a table with columns 'Review Status', 'Match Result', and 'IRS Match D'. The first row shows 'Failed', 'Failed', and 'TIN entered'. The Edit (pencil) icon in the first row is highlighted with a red box.

- Click the **Request Override** button. A pop-up window displays.

The screenshot shows a pop-up window titled 'TIN' with a sidebar containing 'IRS TIN Match' and 'Approval'. The main content area is titled 'TIN Match Validation Status' and contains sections for 'Relish Inputs' and 'Relish Suggestions'. The 'Relish Inputs' section has fields for 'Legal Name' (Takes All Rinds Composting Outpost) and 'Tax ID' (777744488). The 'Relish Suggestions' section has a field for 'IRS Matching Name'. At the top right of the main content area are three buttons: 'Save', 'Save & Close', and 'Request Override'. The 'Request Override' button is highlighted with a red box.

- Enter a reason for requesting the override in the **Reason** field and click the **Confirm** button.
- Click the **Save & Close** button to close out of the pop-up window.

The status of the Relish result displays below the Review Status column.

Relish Data Assure

Validation Console

Details

IRS TIN Match USPS Address Validation Sanctioned Entities Match

Review Status ⓘ	Match Result ⓘ	IRS Match Description ⓘ	Date Matched ⓘ	Status ⓘ
Pending Review	Failed	TIN entered is not currently issued	8/26/2022 11:16:22 AM	Failed

An approver at GAD will receive a notification concerning the override and review it. They may approve the override or reject it and you will receive the appropriate notification.

Address Validation

Relish checks the Vendor profile's submitted address against the USPS address database and cleans it. If the address fails this check, a blocking alert displays in eMMA. This means you cannot move forward with the Vendor until this issue is resolved.

This alert usually means that the address entered for the profile does not match the address in the USPS database or does not exist. Relish will often return suggestions for the address if it is off due to spelling, numeric values, etc. You can either **request an override** if you know the address is valid, or [accept the relish results](#) if any are returned.

Request an Override for an Address

This option means that you want to ignore any suggestions made by Relish and ask GAD to verify and approve the entered address.

1. Navigate to the Vendor's profile in eMMA.
2. Click the **Relish Data Assure** tab on the left-hand side-panel and click the **USPS Address Validation** subtab in the Details section.

emma

Vendors Sourcing Contracts

Vendor: SUP867520 - Takes All Rinds Composting Outpost (Under Int

Save & Close Save Discontinue Onboardin

Supplier Overview
Company Info
Contacts
Qualifications
Documents
Relish Data Assure
Payment Info
Workflow
Interface Status
Activity
Change Requests

Fields marked by an asterisk * are mandatory

Relish Data Assure

Validation Console

Details

IRS TIN Match USPS Address Validation Sanctioned Entities Match

Review Status	Match Result	USPS Validation Description
Pending Review	Failed	<ul style="list-style-type: none"> City / State / Zip + street Confirmed address by rem Fixed abbreviations

- Click the Edit (pencil) icon to the left of the Pending Review status below the subtab. A pop-up window displays.

Qualifications
Documents
Relish Data Assure
Payment Info
Workflow
Interface Status
Activity
Change Requests

Relish Data Assure

Validation Console

Details

IRS TIN Match USPS Address Validation Sanctioned Entities Match

Review Status	Match Result	USPS Validati
Pending Review	Failed	<ul style="list-style-type: none"> City / State Confirmed Fixed abbr

- Review the results from Relish, if any returned. Relish results are the address fields on the right-hand side under **Relish Suggestions**. If these fields are blank, then the Relish check found no results. The Vendor's submitted address will be on the left side under **Relish Inputs**.

The screenshot shows the 'Address Relish' pop-up window. At the top, there are buttons for 'Save', 'Save & Close', 'Request Override', and 'Accept Relish Results'. The left sidebar has 'Address' and 'Approval' tabs. The main content area is divided into sections: 'Address Validation Status', 'Relish Inputs', 'Relish Suggestions' (highlighted with a red box), and 'Address Match Results'. The 'Relish Inputs' section contains fields for Address Line 1 (1001 Amelia Avenue), Address Line 2 (Suite 32), City (State College), State (Pennsylvania), Postal Code (16801), and Country (UNITED STATES). The 'Relish Suggestions' section contains similar fields with suggestions: Address Line 1 (1001 Amelia Ave Ste 32), Address Line 2, City (State College), State (Pennsylvania), Postal Code (16801), and Country (UNITED STATES).

- Click the **Request Override** button at the top of the pop-up window. Another pop-up window displays.

This screenshot shows the same 'Address Relish' pop-up window, but with the 'Request Override' button at the top right highlighted with a red box. The 'Relish Inputs' section now shows different address information: Address Line 1 (123 My Road), Address Line 2 (Suite 101), City (Odenton), State (Maryland), Postal Code (21113), and Country (UNITED STATES). The 'Relish Suggestions' section is empty.

- Enter the reason for the override in the **Reason** field and click the **Confirm** button.
- Click the **Save & Close** button to close out of the pop-up window.

NOTE: Do not submit corrections to the address in this field. GAD cannot adjust the address fields. If the address is not correct, you need to return this profile to the Vendor for them to make corrections ([see above](#))

[instructions](#)).

An approver at GAD will receive a notification concerning the override and review it. They may approve the override or reject it and you will receive the appropriate notification.

Accept Relish Results

You will only see this option if Relish Data Assure has found a similar address to the one submitted. Use this option if the you are comfortable with the recommendations from Relish.

1. Navigate to the Vendor's profile in eMMA.
2. Click the **Relish Data Assure** tab on the left-hand side-panel and click the **USPS Address Validation** subtab in the Details section.

emma

Vendors Sourcing Contracts

< ↺ ☆

Vendor: SUP867520 - Takes All Rinds Composting Outpost (Under Int

Save & Close Save Discontinue Onboardin

Supplier Overview

Company Info

Contacts

Qualifications

Documents

Relish Data Assure

Payment Info

Workflow

Interface Status

Activity

Change Requests

Fields marked by an asterisk * are mandatory

Relish Data Assure

Validation Console

Details

IRS TIN Match USPS Address Validation Sanctioned Entities Match

Review Status ⓘ Match Result ⓘ USPS Validation Description

Pending Review	Failed	<ul style="list-style-type: none">City / State / Zip + streetConfirmed address by remFixed abbreviations
----------------	--------	--

3. Click the Edit (pencil) icon to the left of the **Pending Review** status below the subtab. A pop-up window displays.

The screenshot shows the 'Relish Data Assure' interface. On the left is a sidebar with navigation options: Qualifications, Documents, Relish Data Assure (selected), Payment Info, Workflow, Interface Status, Activity, and Change Requests. The main area is titled 'Validation Console' and contains a 'Details' section. Under 'Details', there are three tabs: 'IRS TIN Match', 'USPS Address Validation' (selected), and 'Sanctioned Entities Match'. Below the tabs, there is a table with columns: 'Review Status', 'Match Result', and 'USPS Validation'. The first row shows 'Pending Review' under 'Review Status', 'Failed' under 'Match Result', and a list of items under 'USPS Validation': 'City / State', 'Confirmed', and 'Fixed abbrev'. A red box highlights the edit icon (pencil) next to the 'Pending Review' status.

4. Review the results from Relish, if any returned. Relish results are the address fields on the right-hand side under **Relish Suggestions**. If these fields are blank, then the Relish check found no results. The Vendor's submitted address will be on the left side under **Relish Inputs**.

The screenshot shows the 'Address Relish' pop-up window. At the top, there are buttons: 'Save', 'Save & Close', 'Request Override', and 'Accept Relish Results'. The window is divided into two main sections: 'Relish Inputs' on the left and 'Relish Suggestions' on the right. The 'Relish Inputs' section contains fields for 'Address Line 1' (1001 Amelia Avenue), 'Address Line 2' (Suite 32), 'City' (State College), 'State' (Pennsylvania), 'Postal Code' (16801), and 'Country' (UNITED STATES). The 'Relish Suggestions' section contains the same fields with suggested values: 'Address Line 1' (1001 Amelia Ave Ste 32), 'Address Line 2' (blank), 'City' (State College), 'State' (Pennsylvania), 'Postal Code' (16801), and 'Country' (UNITED STATES). A red box highlights the 'Relish Suggestions' section. Below these sections is a section titled 'Address Match Results'.

- Click the **Accept Relish Results** button at the top of the pop-up.

- Click the **Save & Close** button to close out of the pop-up window.

The USPS Address Validation tab shows the address was **Validated** under the Review Status column. The changes to the address will display on the **Payment Info** tab almost immediately and on the **Company Info** tab overnight.

Sanctioned Entities Check

Relish checks the submitted Vendor profile for matches in the OFAC database of foreign sanctioned businesses to prevent fraud. A failed match means that a match was found on one or more lists of sanctioned entities. If the Vendor fails this check, a blocking alert displays in eMMA. You may request an override of this information from GAD if the match score is 89 or LESS.

If the match score is 90 or GREATER, you must check to confirm this Vendor is the same as on the Sanctions List. If the Vendor is found to be the sanctioned entity listed, you must discontinue onboarding.

1. Navigate to the Vendor's profile in eMMA.
2. Click the **Relish Data Assure** tab on the left-hand side-panel and click the **USPS Address Validation** subtab in the Details section.

Vendor: SUP989650 - Consolidated Edison Inc (Active)

Expected date format: M/d/yyyy

Relish Data Assure

Validation Console

Validation Type ⓘ	Review Status ⓘ
IRS TIN Match	Validated
Sanctioned Entities Match	Failed
USPS Address Validation	Validated

Details

IRS TIN Match USPS Address Validation **Sanctioned Entities Match**

Status ⓘ	Sanctioned Entities Match Description ⓘ	Date Matched ⓘ	Match Result ⓘ	Review Status ⓘ
Failed	Possible sanctioned entities list match(es) found.	8/26/2022 1:17:05 PM	Failed	Failed

3. Click the Edit (pencil) icon to the left of the failed sanctioned entity match. A pop-up window displays.

Details

IRS TIN Match USPS Address Validation **Sanctioned Entities Match**

Status ⓘ	Sanctioned Entities Match Description ⓘ	Date Matched ⓘ	Match Result ⓘ	Review Status ⓘ
Failed	Possible sanctioned entities list match(es) found.	8/26/2022 1:17:05 PM	Failed	Failed

4. Check the **Match Score** to the right, under the **Sanctions List Match Results** section.

Sanctioned Entities Validation Status

Review Status ⓘ	Match Result ⓘ
Failed	Failed

Sanctions List Match Results

Sanctions List Description ⓘ	Matched Name ⓘ	Match Score ⓘ
IRS Exempt Organizations List	CONSOLIDATED EDISON OF NY INC	86.00

- a. If the score is **89 or LESS**, skip to the **Step 8**.
 - b. If the score is **90 or GREATER**, continue to the next step.
5. Check the Vendor information against the sanctions list. The name of the sanctions list is under the **Sanctions List Description** in the same section as the Match Score.

Sanctioned Entities Validation Status

Review Status ⓘ	Match Result ⓘ
Failed	Failed

Sanctions List Match Results

Sanctions List Description ⓘ	Matched Name ⓘ	Match Score ⓘ
IRS Exempt Organizations List	CONSOLIDATED EDISON OF NY INC	86.00

If the Vendor is in fact a match for the sanctioned entity, you must discontinue onboarding.

If the Vendor is not a match for the sanctioned entity, follow the Request an Override process below.

6. Click the **Discontinue Onboarding** button at the top of the page. A pop-up window displays.
7. Enter a reason in the **Reason** field and click the **Confirm** button. The profile returns to the requestor.

Request an Override

You may request an override for a Vendor if the Match Score is 89 or LESS, or if your investigation finds that the Sanctioned Entities match is not correct.

8. Click the **Request Override** button at the top of the pop-up window. A pop-up window displays.

The screenshot shows the eMaryland Marketplace Advantage interface. The top navigation bar includes links for Vendors, Sourcing, Contracts, Analytics, Admin, Config, Integration, and Settings. The main header displays the vendor name: Vendor: SUP989650 - Consolidated Edison Inc (Active). A sidebar on the left contains various icons for navigation. The central area shows a 'Sanction List' pop-up window. This window has a 'Sanctioned Entities Validation Status' section with two red bars indicating 'Failed' for both 'Review Status' and 'Match Result'. Below this is a 'Sanctions List Match Results' table with the following data:

Sanctions List Description	Matched Name	Match Score
IRS Exempt Organizations List	CONSOLIDATED EDISON OF NY INC	86.00

At the top right of the pop-up window, there are three buttons: 'Save', 'Save & Close', and 'Request Override'. The 'Request Override' button is highlighted with a red box.

9. Enter the reason for the override in the **Reason** field and click the **Confirm** button.

10. Click the **Save & Close** button to close out of the pop-up window.

An approver at GAD will receive a notification concerning the override and review it. They may approve the override or reject it and you will receive the appropriate notification.