

# Vendor Reference Guide



## Viewing Payment Status in eMMA

### Overview

Once a Vendor submits an invoice in eMMA, it goes through a workflow of approvals before it's paid by the State. Vendors can see the status of an invoice along this approval path. This Quick Reference Guide (QRG) shows a Vendor how to view the payment status of an invoice in eMMA.

**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](mailto:emma.helpdesk@maryland.gov).

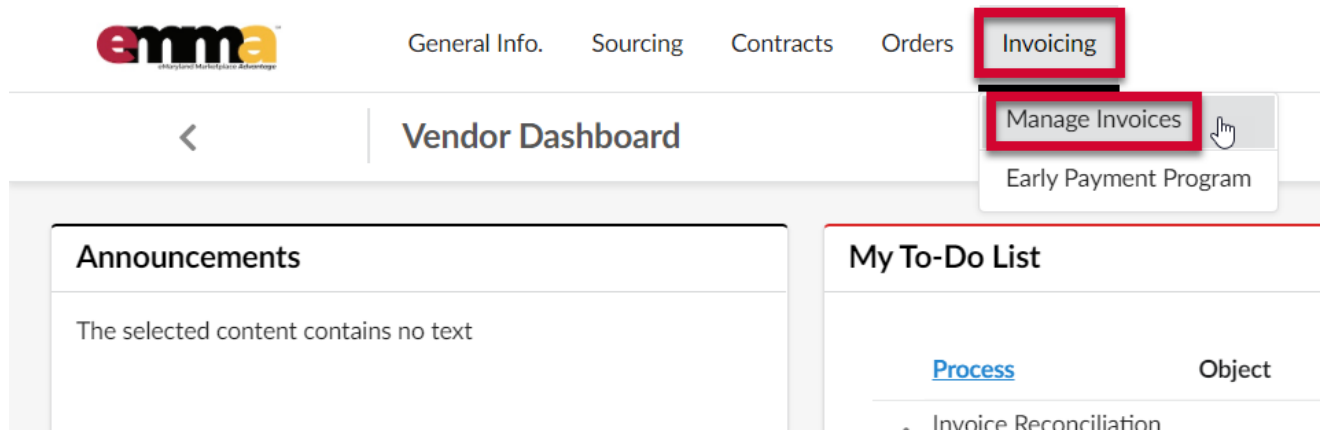
### Step-by-Step Instructions

#### View Payment Status of an Invoice in eMMA

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

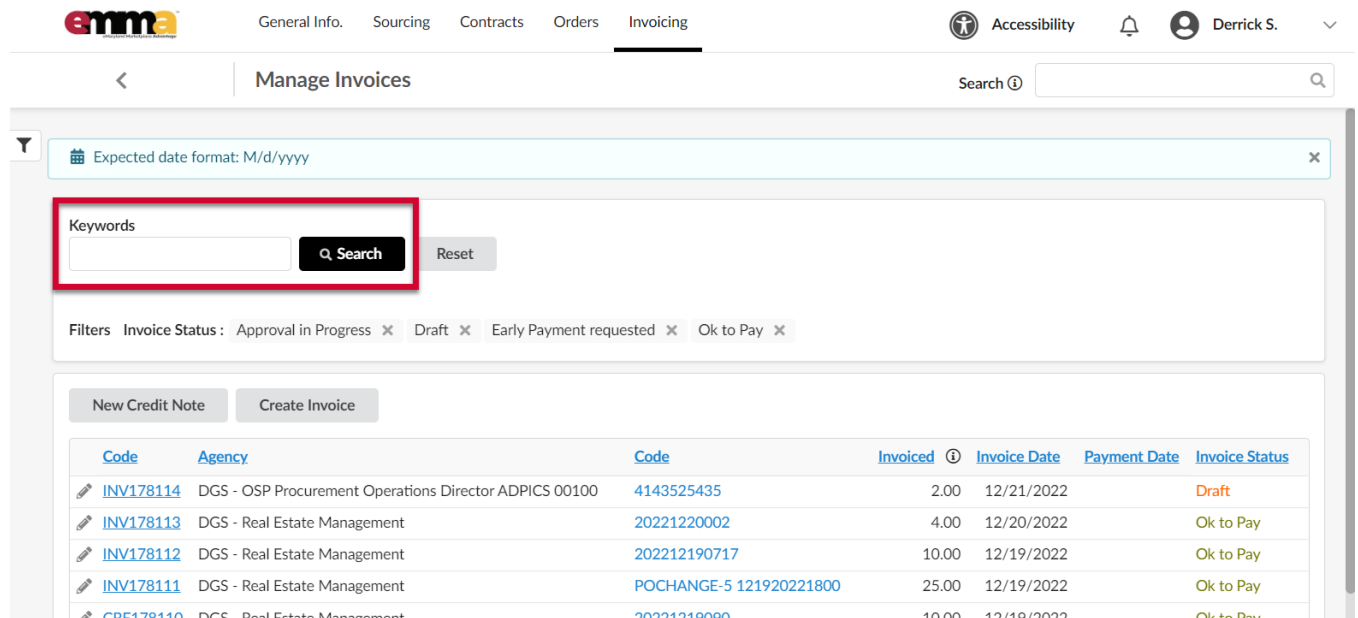
A screenshot of the eMMA login page. On the left, there is a large "emma" logo with "eMaryland Marketplace Advantage" underneath. Above the logo, it says "Welcome to eMaryland Marketplace Advantage (eMMA)". Below the logo, there is a small paragraph: "eMMA is Maryland's new online procurement platform used to connect the vendor community with contracting opportunities from state, county, and local government entities. Registered". On the right, there is a "LOGIN" section. It contains a "Login \*" field with a user icon and the text "Email / Username". Below that is a "Password \*" field with a key icon. To the right of the password field is a "Login" button. Below these fields are two buttons: "State SSO Login(SecureAuth)" and "MDOT SSO Login(MSAzure)". At the bottom of the login section is a link that says "Lost your password?". A red rectangular box highlights the "Email / Username" and "Password" fields.

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



3. Use the **Keyword** fields and click **Search** button at the top of the window to find your invoice.

**PRO TIP:** By default, this search only returns invoices in **Draft, OK-to-Pay, Early Payment Requested, and Approval in Progress** statuses. **OPTIONAL** Click the X to the right of the status above the list to remove them and see invoices for **all statuses**.



4. Click the Edit (pencil) icon to the left of the invoice you want to view. A new window opens.

**PRO TIP:** The number in the first Code column refers to the Invoice number in eMMA. The number in the second

Code column refers to the number on the submitted invoice.

Expected date format: M/d/yyyy

Keywords

Filters Invoice Status: Early Payment requested X Ok to Pay

New Credit



Code		Code	Invoiced	Invoice Date	Payment Date	Invo
INV178114	DGS - Procurement Operations Director ADPICS 00100	4143525435	2.00	12/21/2022		Dra
INV178113	DGS - Real Estate Management	20221220002	4.00	12/20/2022		Ok t
INV178112	DGS - Real Estate Management	202212190717	10.00	12/19/2022		Ok t
INV178111	DGS - Real Estate Management	POCHANGE-5 121920221800	25.00	12/19/2022		Ok t
CRE178110	DGS - Real Estate Management	20221219090	10.00	12/19/2022		Ok t
INV178109	DGS - Real Estate Management	20221219040	10.00	12/19/2022		Ok t
INV178108	DGS - Real Estate Management	POCHANGE-5 121920221730	25.00	12/19/2022		Ok t
INV178107	DGS - Real Estate Management	POCHANGE-5 121920221700		12/19/2022		Ok t

- Click the **Payment** tab on the left-hand side-panel. Any payments that were made to the Vendor for this invoice will be listed here along with relevant information. If there are no results, then payment has not gone through yet.





## Standard Invoice INV178113 - 4.00 - Ok

 **Info gen.** Add. Information☒ Workflow **Payments** Expected date format: M/d/yyyy

## Invoice header - Ok to Pay

Vendor Invoice Number

20221220002

Currency

USD

Invoice Date

12/20/2022

Vendor

COCA-COLA  
BOTTLING CO  
CONSOLIDATED

Contact

Derrick SMITH

eMaryland Marketplace Advantage

6. (Optional) Click the Workflow tab on the left-hand side-panel to see the status of the invoice. The Workflow tab shows you the status of your invoice and who has it.

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General Info. Sourcing Contracts Orders **Invoicing**

< Standard Invoice INV178113 - 4.00 - Ok to Pay - COCA-COLA BOTTLING CO

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

Expected date format: M/d/yyyy

**Invoice header - Ok to Pay**

Vendor Invoice Number: 20221220002  
Currency: USD  
Invoice Date: 12/20/2022  
Vendor: COCA-COLA BOTTLING CO  
Contact: Derrick SMITH

**Payment information**

Payment Term: % NET 30  
Payment Type: Check  
Vendor Remit: 000 PO BO

New Credit Note

At any time when you're viewing your invoice, you can see the status in the title bar just below the tabs at the top of the webpage.

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General Info. Sourcing Contracts Orders **Invoicing**

< Standard Invoice INV178113 - 4.00 - **Ok to Pay** - COCA-COLA BOTTLING CO

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

New Credit Note

OK to Pay	<a href="#">Aditi SHARMA</a>	20 Dec 2022 14:43:47:317
OK to Pay	<a href="#">Nitor ADMIN</a>	20 Dec 2022 14:43:47:317
OK to Pay	<a href="#">Sini JACOB</a>	20 Dec 2022 14:43:47:317
OK to Pay	<a href="#">Tonya KILLGO</a>	20 Dec 2022 14:43:47:317
OK to Pay	<a href="#">Cathy MARZOLA</a>	20 Dec 2022 14:43:47:317
OK to Pay	<a href="#">Nitor ADMIN 2</a>	20 Dec 2022 14:43:47:317
OK to Pay	<a href="#">Victoria STEEGER</a>	20 Dec 2022 14:43:47:317
OK to Pay	<a href="#">Antonio SANTOS</a>	20 Dec 2022 14:43:47:317
OK to Pay	<a href="#">Jessica SURDIN</a>	20 Dec 2022 14:43:47:317
OK to Pay	<a href="#">Leonid LEYTMAN</a>	20 Dec 2022 14:43:47:317
OK to Pay	<a href="#">Ruju BHATT</a>	20 Dec 2022 14:43:47:317
OK to Pay	<a href="#">John KELLY</a>	20 Dec 2022 14:43:47:317
OK to Pay	<a href="#">Daniel ALTUNYUZUK</a>	20 Dec 2022 14:43:47:317
OK to Pay	<a href="#">Christy GARZA</a>	20 Dec 2022 14:43:47:317

1 2 >

You may see the following statuses for your invoice:

**Draft** – This means that the invoice is still a draft and hasn't been sent through the workflow.

**Business Review** – This means the invoice is going through the receipt reconciliation and supervisor approvals in the workflow.

**AP Review** – This means the invoice is going through the AP validation and Finance Manager approvals in the workflow.

**Ok to Pay** – This means the invoice is ready to be paid.

