User Profiles & Role Types

In support of the 2.0 release of the eMaryland Marketplace Advantage (eMMA), the Maryland Procurement Academy (MDPA) has organized a list of user profiles and role types who are currently functioning within the platform. For all eMMA users and role types, Quick Reference Guides (QRGs) and general user guides are made available via the Maryland Procurement Knowledge Portal.

User / Role Type	Description
Central Receiver	Central Receivers can create receipts, enter a delivery reference number, add affiliated contracts, and submit receipts through the eMMA workflow. If inventory or asset information is required, the Central Receiver completes inventory/asset information in their applicable system outside of eMMA and fills in any applicable asset information in eMMA. In most cases, the Central Receiver role type operates from a warehouse environment with inventory items.
Fiscal Officer (Budget 2.0)	Fiscal Officer (budget 2.0) can edit purchase order line items, add general ledger string information, edit a purchase order for a change order, navigate to the line item of the request for purchase order, and change financial information. The Fiscal Officer (Budget 2.0) role type is for fiscal staff acting as the final poster on a purchase order prior to a generated encumbrance as well as the agency-specific financial threshold approver on purchase order creation/initialization. Note: In some instances the Fiscal Officer (Invoice 2.0) role type is added to a user profile for the purpose of expanding role type abilities to include acting as the final poster on a voucher prior to a generated transmittal being sent to the General Accounting Division (GAD) in the Comptroller's Office.
Fiscal Officer (Invoice 2.0)	Fiscal Officer (Invoice 2.0) role types have the same permissions as the Fiscal Officer (Budget 2.0) role type and is specifically for Fiscal Officers acting as the final poster on a voucher prior to a generated transmittal being sent to the General Accounting Division (GAD) in the Comptroller's Office. A single user can have both the Fiscal Officer (Invoice 2.0) and Fiscal Officer (Budget 2.0) role types if they are the final poster of both purchase order and vouchers.
Fiscal Tech	Fiscal Techs are agency-local accounting staff who are responsible for submitting invoices and managing invoice reconciliation processes for voucher payments, as well as have the ability to create receipts.
Requester	Requesters are State agency employees authorized to request purchase orders from awarded contracts that are agency-specific or Statewide Contracts used to request a purchase order. The Requester role type also acts as the receiver of the goods/services initially requested, making them responsible for creating the receipt of said goods/services. When creating Direct Vouchers in eMMA, the Buyer Contact is the equivalent of the Requester, though no receipt is required.
Procurement Officer	Procurement Officers are responsible for creating business requests and solicitations, as well as originating contracts, managing purchase orders, and validating header information and line-item details of submitted purchase orders.
Vendor Coordinator	Vendor Coordinators are responsible for reviewing vendor records to facilitate the vendor onboarding process by validating vendor credentials. This process helps to bring vendor accounts in the system from registered to active, supporting a vendor's participation in contract and purchase order activities. Final approval of all vendor information and/or changes to the vendor's information are granted by the Comptroller's Office.