



Navigating eMaryland Marketplace with Success

Tips, Tricks, and Best Practices

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Understanding NIGP Commodity/Service Codes

NIGP = National Institute of Government Purchasing

Coding system to classify products and services purchased by State and local governments

5-digit codes



Understanding NIGP Commodity/Service Codes

Why do I need to select commodity codes?



Understanding NIGP Commodity/Service Codes

When do I need to select NIGP codes?

During the
eMaryland Marketplace
Registration Process

AND

Any Time You Expand
the Products/Services
your Company Provides

Selecting NIGP Codes

Register - eMM Training - cristen.erin@maryland.gov

Company Information | SBR | Administrator | Address | Terms | Categories & Certifications | **Commodity/Service Codes** | Summary

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

Commodity Codes
0-899

Service Codes
900-999

i Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

NIGP Code Browse

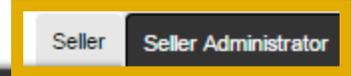
i Select the category that best describes the product and service you offer. Click on the question mark for more information.

Selecting NIGP Codes

Be sure to have the correct tab selected:

Seller = All functions related to the sale of products/services

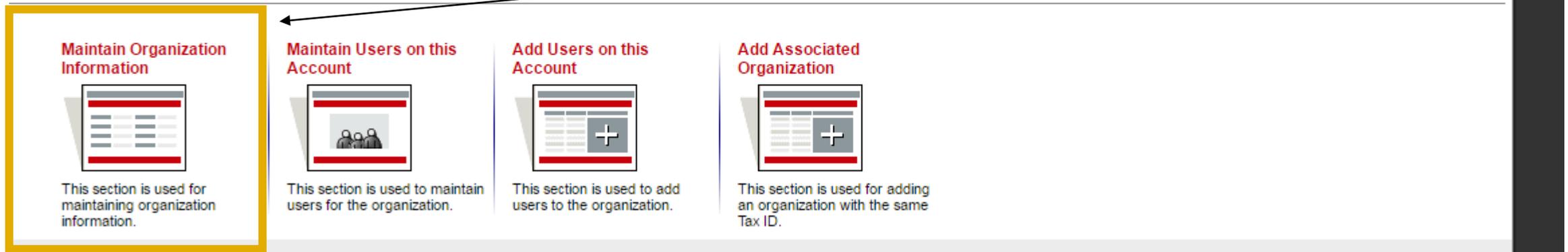
Seller Administrator = All functions related to profile maintenance



January 30, 2017 9:56:56 AM EST ?

Cristen Ervin

To update commodity/service codes select *Maintain Organization Information*



- Maintain Organization Information**
This section is used for maintaining organization information.
- Maintain Users on this Account**
This section is used to maintain users for the organization.
- Add Users on this Account**
This section is used to add users to the organization.
- Add Associated Organization**
This section is used for adding an organization with the same Tax ID.

Selecting NIGP Codes

Maintain General Organization Information



This section is used for maintaining general organization information.

Maintain Addresses



This section is used to maintain addresses.

Maintain Commodity Code Codes & Services



This section is used to maintain commodity code codes and services.

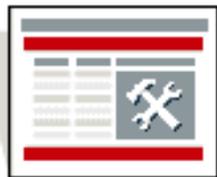
Maintain Program Qualification



This section is used to maintain program qualification.

← Select *Maintain Commodity Codes & Services*

Maintain Regions



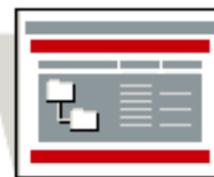
This section is used to maintain regions.

Maintain Terms and Categories



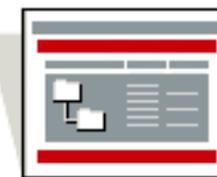
This section is used to maintain terms and categories.

Maintain Quote Attachment Repository



This section is used to maintain files in the quote attachment repository.

Credit Memo List



This section is used to view credit memos.

Exit

Selecting NIGP Codes



Maintain Commodity Codes
This section is used to add or remove commodity codes.

Display Inactive Commodity Code
This section is used to display inactive commodity codes.

Exit

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Maintain Commodity Codes allows you to search for new codes or deactivate codes you no longer want selected.

Display Inactive Commodity Code allows you to view codes your have deactivated and easily re-select these codes.

Selecting NIGP Codes

Commodity Code and Service Codes

Current Codes - eMM Training

Deactivate	Code	Description
<input checked="" type="checkbox"/>	925-37	Facilities Design Services, Engineering

Deactivate Selected Items

Add Additional Codes

Cancel & Exit

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From this screen you can:

- Deactivate codes
- Add additional codes

Selecting NIGP Codes

Commodity Code and Service Codes - eMM Training

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

Select a NIGP Class from the drop-down box

Once you select a NIGP Class, the Class Item drop down will populate allowing you to search for a specific code

i Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

NIGP Code Browse

i Select the category that best describes the product and service you offer. Click on the question mark for more information.

01	Administrative, Financial, and Management Services
02	Agricultural Equipment and Related Products and Services
03	Arts, Crafts, Entertainment, Theatre
04	Automotive Products, Vehicles, and Services

Browse codes by category and drill-down to find specific codes

This allows you to select more than one code at a time

Selecting NIGP Codes

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

Select the arrow to the right of the NIGP Class box to show the drop-down menu.

Click on the code/category you would like to select.

Commodity Code and Service Codes - eMM Training

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

NIGP Code B

<u>01</u>	005 - ABRASIVES
<u>02</u>	010 - ACOUSTICAL TILE, INSULATING MA...
<u>03</u>	015 - ADDRESSING, COPYING, MIMEOGRAP...
<u>04</u>	019 - AGRICULTURAL CROPS AND GRAINS ...
	020 - AGRICULTURAL EQUIPMENT, IMPLEM...
	022 - AGRICULTURAL EQUIPMENT AND IMP...
	025 - AIR COMPRESSORS AND ACCESSORIE...
	031 - AIR CONDITIONING, HEATING, AND...
	035 - AIRCRAFT AND AIRPORT EQUIPMENT...
	037 - AMUSEMENT, DECORATIONS, ENTERT...
	040 - ANIMALS, BIRDS, MARINE LIFE, A...
	045 - APPLIANCES AND EQUIPMENT, HOUS...
	050 - ART EQUIPMENT AND SUPPLIES
	052 - ART OBJECTS
	055 - AUTOMOTIVE ACCESSORIES FOR AUT...
	060 - AUTOMOTIVE AND TRAILER EQUIPME...
	065 - AUTOMOTIVE AND TRAILER BODIES,...
	070 - AUTOMOTIVE VEHICLES AND RELATE...
	071 - AUTOMOBILES, SCHOOL BUSES, SUV...
<u>05</u>	Building Equipment, Supplies, and Services

Selecting NIGP Codes

Commodity Code and Service Codes - eMM Training

Search

NIGP Class: 910 - BUILDING MAINTENANCE, INSTALLA...

NIGP Class Item: [Drop-down menu]

NIGP Keyword: [Text box]

Search using: [Text box]

NIGP Code Browse

Code	Description
<input type="checkbox"/> 910-01	01 - Acoustical Ceilings and Walls:...
<input type="checkbox"/> 910-02	02 - Background Music Maintenance a...
<input type="checkbox"/> 910-03	03 - Building Cleaning, Exterior
<input type="checkbox"/> 910-04	04 - Air Duct Cleaning Services
<input type="checkbox"/> 910-05	05 - Building and House Leveling Se...
<input type="checkbox"/> 910-06	06 - Carpentry Maintenance and Repa...
<input type="checkbox"/> 910-07	07 - Chute Installation Services
<input type="checkbox"/> 910-08	08 - Concrete Raising and Underseal...
<input type="checkbox"/> 910-09	09 - Carpet Cleaning, Dyeing, Insta...
<input type="checkbox"/> 910-10	10 - Chimney Installation, Maintena...
<input type="checkbox"/> 910-11	11 - Drapery and Curtain Installati...
<input type="checkbox"/> 910-12	12 - Drapery and Curtain Fabricatio...
<input type="checkbox"/> 910-13	13 - Elevator Installation, Mainten...
<input type="checkbox"/> 910-14	14 - Door Installation, Maintenance...
<input type="checkbox"/> 910-15	15 - Door Installation, Maintenance...
<input type="checkbox"/> 910-16	16 - Energy Conservation Services (...
<input type="checkbox"/> 910-17	17 - Energy Computerized Control Sy...
<input type="checkbox"/> 910-20	20 - Escalator and Moving Walkway, ...
<input type="checkbox"/> 910-22	22 - Fireproofing Services, Spray-O...

After the NIGP Class is selected, the NIGP Class Item drop-down box is activated.

You can select a Class Item code from the drop-down box
Or
Use the Code Browse list below to browse and select multiple Class Item codes

Selecting NIGP Codes

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

If you choose to search using the the NIGP Class Item drop-down box, select *Search* after choosing the NIGP Class Item.

The code you selected will appear in the results area below.

i Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

NIGP Code Browse

i Select the category that best describes the product and service you offer. Click on the question mark for more information.

<input type="checkbox"/>	Code	Description
<input checked="" type="checkbox"/>	910-14	Door Installation, Maintenance, and Repair (Metal)

Place a ✓ in the box next to the code then select *Save*.

Selecting NIGP Codes

The selected code will be added to the list of codes on your profile.

Commodity Code and Service Codes

Current Codes - eMM Training

Deactivate	Code	Description
<input type="checkbox"/>	910-14	Door Installation, Maintenance, and Repair (Metal)
<input type="checkbox"/>	925-37	Facilities Design Services, Engineering

Deactivate Selected Items

Add Additional Codes

Cancel & Exit

Selecting NIGP Codes

NIGP Code Browse

i Select the category that best describes the product and service you offer. Click on the question mark for more information.

01	Administrative, Financial, and Management Services
02	Agricultural Equipment and Related Products and Services
03	Arts, Crafts, Entertainment, Theatre
04	Automotive Products, Vehicles, and Services
05	Building Equipment, Supplies, and Services
06	Clothing, Textiles, Laundry Equipment, and Supplies
07	Communication Equipment and Services
08	Computers, Software, Supplies, and Services
09	Food, Equipment, and Related Services
10	Furnishings and Related Services
11	Furniture and Related Services
12	Hardware, Related Equipment, and Services
13	Highway Road Equipment, Materials, and Related Equipment
14	Janitorial and Cleaning Equipment, Supplies, and Services
15	Laboratory Equipment, Supplies, and Services
16	Maintenance and Repair of Equipment
17	Medical Equipment, Supplies, and Services

To browse codes by category, select the category you wish to explore and “drill-down” until you find the code(s) you wish to add.

Browsing codes allows you to add more than one code at a time to your profile.

Selecting NIGP Codes

A list NIGP Class codes under this category will appear.

Begin by selecting a category.

<u>17</u>	Medical Equipment, Supplies, and Services
<u>18</u>	Miscellaneous Commodities and Services
<u>19</u>	Office Supplies, Related Items, and Services
<u>20</u>	Paper, Printing Equipment, and Related Products and Services
<u>21</u>	Personal Products, Equipment, and Services
<u>22</u>	Public Works, Park Equipment, and Construction Services
<u>23</u>	Rental and Leasing Services
<u>24</u>	Safety and Protection Equipment and Related Services
<u>25</u>	School and Library Equipment, Supplies, and Services

Click on the NIGP Class codes you would like to explore.

<u>22</u>	Public Works, Park Equipment, and Construction Services
<u>335</u>	FERTILIZERS AND SOIL CONDITIONERS
<u>515</u>	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TYPES)
<u>595</u>	NURSERY (PLANTS) STOCK, EQUIPMENT, AND SUPPLIES
<u>650</u>	PARK, PLAYGROUND, RECREATIONAL AREA AND SWIMMING POOL EQUIPMENT AND SUPPLIES
<u>675</u>	PESTICIDES AND CHEMICALS: AGRICULTURAL AND INDUSTRIAL
<u>690</u>	POWER GENERATION EQUIPMENT, ACCESSORIES, AND SUPPLIES
<u>691</u>	POWER TRANSMISSION EQUIPMENT (ELECTRICAL, MECHANICAL, AIR AND HYDRAULIC)
<u>790</u>	SEED, SOD, SOIL, AND INOCULANTS
<u>909</u>	BUILDING CONSTRUCTION SERVICES, NEW (INCL. MAINTENANCE AND REPAIR SERVICES)
<u>910</u>	BUILDING MAINTENANCE, INSTALLATION AND REPAIR SERVICES
<u>912</u>	CONSTRUCTION SERVICES, GENERAL (INCL. MAINTENANCE AND REPAIR SERVICES)
<u>913</u>	CONSTRUCTION SERVICES, HEAVY (INCL. MAINTENANCE AND REPAIR SERVICES)
<u>914</u>	CONSTRUCTION SERVICES, TRADE (NEW CONSTRUCTION)
<u>959</u>	MARINE CONSTRUCTION AND RELATED SERVICES; MARINE EQUIPMENT MAINTENANCE AND REPAIR
<u>968</u>	PUBLIC WORKS AND RELATED SERVICES
<u>988</u>	ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERVICES

Selecting NIGP Codes

All codes beginning with the Class Item you selected will appear.

To add codes to your profile, place a ✓ in the box next to the code(s) you wish to add.

You may select as many codes as you would like.

Select Save at the bottom of the screen.

<input type="checkbox"/>	910-03	Building Cleaning, Exterior
<input type="checkbox"/>	910-04	Air Duct Cleaning Services
<input type="checkbox"/>	910-05	Building and House Leveling Services
<input type="checkbox"/>	910-06	Carpentry Maintenance and Repair Services
<input type="checkbox"/>	910-07	Chute Installation Services
<input type="checkbox"/>	910-08	Concrete Raising and Undersealing Services
<input type="checkbox"/>	910-09	Carpet Cleaning, Dyeing, Installation and Repair
<input type="checkbox"/>	910-10	Chimney Installation, Maintenance and Repair
<input type="checkbox"/>	910-11	Drapery and Curtain Installation, Maintenance and Repair
<input type="checkbox"/>	910-12	Drapery and Curtain Fabrication Services
<input type="checkbox"/>	910-13	Elevator Installation, Maintenance and Repair
<input checked="" type="checkbox"/>	910-14	Door Installation, Maintenance, and Repair (Metal)
<input type="checkbox"/>	910-15	Door Installation, Maintenance, and Repair (Wood)
<input type="checkbox"/>	910-16	Energy Conservation Services (Including Audits)
<input type="checkbox"/>	910-17	Energy Computerized Control System (HVAC, Lighting, Utilities, etc) Installation, Maintenance and Repair Services

Selecting NIGP Codes

The selected code(s) will be added to the list of codes on your profile.

Commodity Code and Service Codes

Current Codes - eMM Training

Deactivate	Code	Description
<input type="checkbox"/>	910-14	Door Installation, Maintenance, and Repair (Metal)
<input type="checkbox"/>	925-37	Facilities Design Services, Engineering

Deactivate Selected Items

Add Additional Codes

Cancel & Exit



Selecting NIGP Codes

Questions?

For assistance with selecting NIGP Codes, refer to the [Understanding Commodity/Service Codes Instruction Guide](#).

Searching for Bid Opportunities

Quick Links

- > Home
- > Login and Register for eMaryland Marketplace (eMM)
- > Small Business Reserve Program
- > Minority Business Enterprise (MBE) Program
- > Governor's Office of Minority Affairs (GOMA)
- > Procurement Forecasting
- > Board of Public Works
- > Maryland Procurement Technical Assistance Center
- > How to do Business with the State of Maryland



Website:
procurement.maryland.gov

Welcome to Maryland Procurement!

Maryland conducts the majority of its procurements through eMaryland Marketplace, the online procurement system that is a business tool to provide vendors with easy access to State procurement information. Vendors have the ability to:

- Complete the Small Business Reserve (SBR) self-certification
- Receive notice of bid opportunities
- Search for contracting opportunities
- Submit bids electronically
- Obtain bid results online

For more information review the [Frequently Asked Questions](#).

← To register or login to eMaryland Marketplace, use the links to the left.



Searching for Bid Opportunities



Login

Login ID:

Password:

Login

[Forgot your password?](#)



Welcome to eMaryland Marketplace

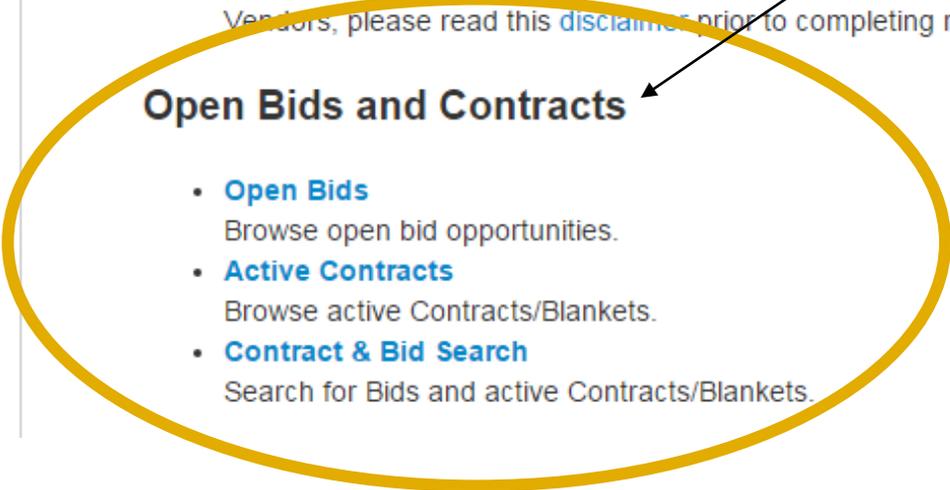
Registration Information

- [Register](#)
Register here to begin using New eMaryland Marketplace.
Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#)
Complete registration here to begin using New eMaryland Marketplace.
Vendors, please read this [disclaimer](#) prior to completing registration.

Open Bids and Contracts

- [Open Bids](#)
Browse open bid opportunities.
- [Active Contracts](#)
Browse active Contracts/Blankets.
- [Contract & Bid Search](#)
Search for Bids and active Contracts/Blankets.

Public Search – No login required



Searching for Bid Opportunities



Login

Login ID:

Password:

Login

[Forgot your password?](#)



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Open Bids and Contracts

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Browse open bid opportunities.
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Browse active Contracts/Blankets.
- [Contract & Bid Search](#)
Search for Bids and active Contracts/Blankets.

Browse a listing of open bids.

Searching for Bid Opportunities

Shows bids from all agencies/using organizations.

Open Bids

Show Bids for Category **You are able to select categories.**

Bid(352)

1-25 of 352
[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [▶](#) [▶▶](#)

Bid #	Alternate Id	Buyer	Description	Purchase Method	Bid Opening Date	Bid Holder List
MDN0031035661		James Redditt	Statement of Need Request for Proposals for DETP and HIGH Residential Child Care Programs	Open Market	12/19/2017 03:00:00 PM	
MDCOH31035660		Julius Wiggins	Parking Pay Station Shelters	Open Market	12/20/2017 04:00:00 PM	
MD9AA31035659		Stephen Ports	IFB NO. 18-041 TRUCKS, 2.5 TON UTILITY WITH AIR COMPRESSOR	Open Market	11/28/2017 01:30:00 PM	List
MDCHA31035658	RFP 18-22, LIBRARY SITE SELECTION AND CONCEPT PLAN	Shanna Reese	RFP 18-22, LIBRARY SITE SELECTION AND CONCEPT PLAN	Open Market	12/12/2017 11:00:00 AM	List
MDFCG31035656		Brian Stieg	RFP #18-069, Engineering Services for Water & Sewer Lines	Open Market	12/06/2017 03:00:00 PM	List
MDD5031035654	MIL 18-011	Cathie Nash	HVAC Preventive Maintenance and Repairs	Open Market	12/05/2017 10:00:00 AM	
MDWIC31035653		Dawn Luchaco	Fuel Oil	Open Market	11/21/2017 02:00:00 PM	
MDD5031035652		Cathie Nash	Bard System Preventive Maintenance and Repairand	Open Market	12/05/2017 12:00:00 PM	

Searching for Bid Opportunities



Login

Login ID:

Password:

Login

[Forgot your password?](#)



Welcome to eMaryland Marketplace

Registration Information

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- [Complete Registration](#)
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Open Bids and Contracts

- [Open Bids](#)
Browse open bid opportunities.
- [Active Contracts](#)
Browse active Contracts/Blankets.
- [Contract & Bid Search](#)
Search for Bids and active Contracts/Blankets.

Search for bids using an advanced search tool

Searching for Bid Opportunities

Select *Bids*

Advanced Search

Search for: Bids Contracts/Blankets

Exit

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The Advanced Search screen will open.

Use any of the search fields to find bid opportunities.

Advanced Search

Search for: Bids Contracts/Blankets

Search Using: ALL of the criteria ▼

Find It

Clear

Search Fields:

Bid #

Bid Description

Organization

Department ▼

Location ▼

Type Code ▼

Catalog ▼

Purchase Method ▼

NIGP Class ▼

NIGP Class Item ▼

Commodity Code 🔍

Bid Opening Date(MM/DD/YYYY) 📅

Purchaser

Entered Date(MM/DD/YYYY) 📅

Find It

Clear

Searching for Bid Opportunities



You have access to the same advanced search function when logging into your profile.

Welcome to eMaryland Marketplace

Login

Login ID:

Password:

Login

[Forgot your password?](#)

Registration Information

- [Register](#)
Register here to begin using New eMaryland Marketplace. Vendors, please read this [disclaimer](#) prior to registering.
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Complete registration here to begin using New eMaryland Marketplace. Vendors, please read this [disclaimer](#) prior to completing registration.

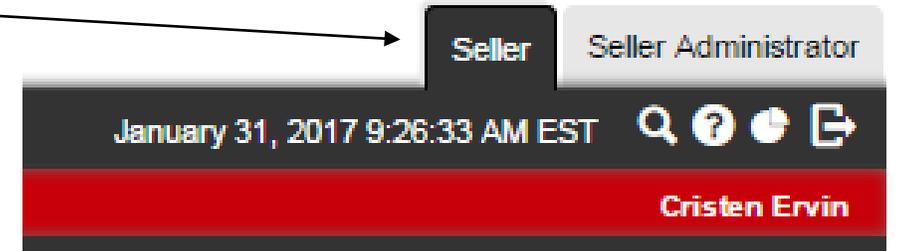
Open Bids and Contracts

- [Open Bids](#)
Browse open bid opportunities.
- [Active Contracts](#)
Browse active Contracts/Blankets.
- [Contract & Bid Search](#)
Search for Bids and active Contracts/Blankets.

Searching for Bid Opportunities

Note: There may be two tabs in the upper right-hand corner of your screen. This means you have access to both the Seller and Seller Administrator functions.

If you do not see any tabs it is likely you only have Seller access.



Seller: Allows you to access seller functions such as:

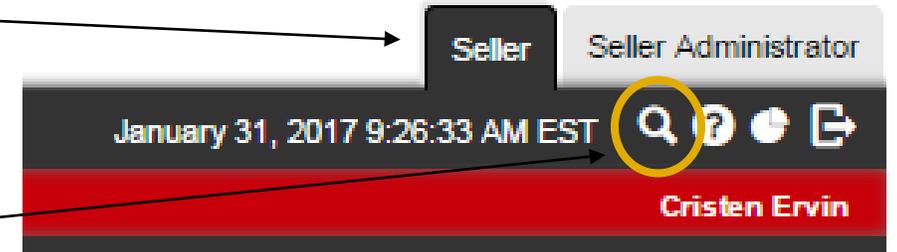
- Searching for Bid Opportunities
- Submitting Bids on Behalf of the Company

Seller Administrator: Allows you to access profile maintenance functions such as:

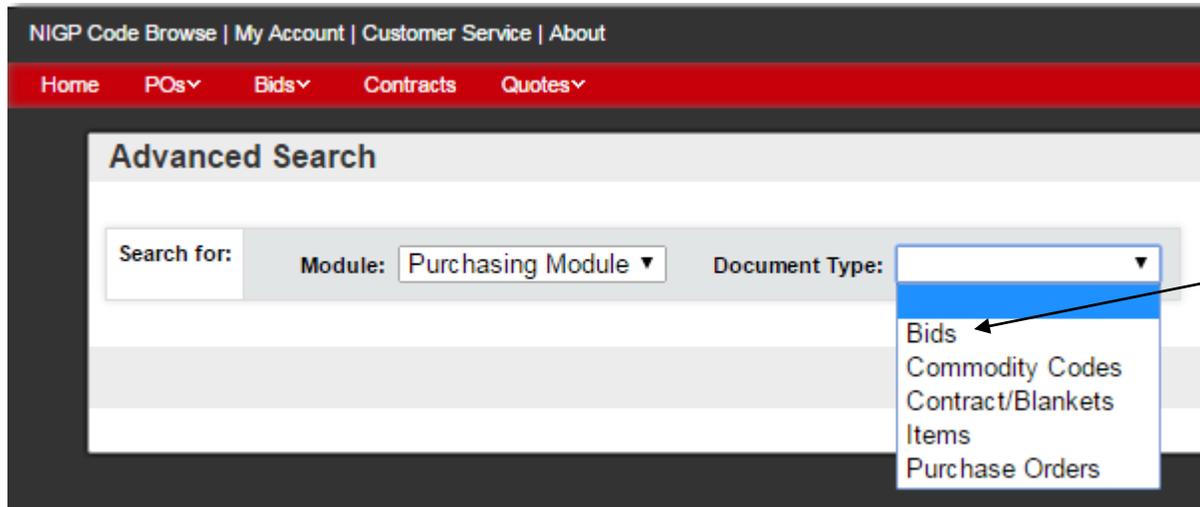
- Updating NIGP Codes
- Changing Company Information (email address, address, etc.)
- Completing the Small Business Reserve (SBR) Certification/Re-certification
- Adding/Deleting Company Users

Searching for Bid Opportunities

To search for bid opportunities select the Seller tab.
(If you do not see any tabs it is likely you are already in the Seller role)



Click on the magnifying glass icon.



The *Advanced Search* screen will open.

From the drop-down box select *Bids*.

Searching for Bid Opportunities

Once you select Bids, the Advanced Search box will expand.

You may use any search field (or a combination of search fields) to search for opportunities.

Advanced Search

Search for: Module: Document Type:

Search Using:

Search Fields:

Bid #	<input type="text"/>	Bid Opening Date(MM/DD/YYYY)	<input type="text"/> 
Bid Description	<input type="text"/>	Purchaser	<input type="text"/>
Organization	<input type="text"/>		
Department	<input type="text"/>		
Location	<input type="text"/>		
Type Code	<input type="text"/>		
Catalog	<input type="text"/>		
Purchase Method	<input type="text"/>	Entered Date(MM/DD/YYYY)	<input type="text"/> 
NIGP Class	<input type="text"/>		
NIGP Class Item	<input type="text"/>		
Commodity Code	<input type="text"/> 		

Searching for Bid Opportunities

Bid #: Allows you to search using the eMaryland Marketplace Bid # assigned to the solicitation.

Advanced Search

Search for: Module: Document Type:

Search Using:

Search Fields:

Bid #	<input type="text"/>	Bid Opening Date(MM/DD/YYYY)	<input type="text"/> 
Bid Description	<input type="text"/>	Purchaser	<input type="text"/>
Organization	<input type="text"/>		
Department	<input type="text"/>		
Location	<input type="text"/>		
Type Code	<input type="text"/>		
Catalog	<input type="text"/>		
Purchase Method	<input type="text"/>		
NIGP Class	<input type="text"/>		
NIGP Class Item	<input type="text"/>		
Commodity Code	<input type="text"/>	Entered Date(MM/DD/YYYY)	<input type="text"/> 

Searching for Bid Opportunities

To locate the Bid #, refer to an email notification received from eMaryland Marketplace.

Bid Notification - Bid # MDJ0231030621, LPTANK17 SPB-Day SHA D5 Tank Installation

Trash x



 Boomerang this? 2 hours before Feb 6, 2017 12:07PM. Confirm

 emaryland@emaryland.buyspeed.com
to

Jan 13



A formal bid notification has been sent to you by Maryland State Highway Administration .

Bid Description: LPTANK17 SPB-Day SHA D5 Tank Installation

Bid Number: MDJ0231030621

Bid Due (Opening) Date/Time: 02/06/2017 09:00:00 AM

Available Date/Time: 01/13/2017 12:07:00 PM

Requesting Department: J0208506 - SHA-DIST 5 OFFICE

Buyer Name: Cynthia Teeter

Buyer Phone: (410)841-5450

Buyer Email: cteeter@sha.state.md.us

Please review the solicitation for the date and location of any pre-bid meetings being held to discuss this opportunity.

To view the solicitation, visit www.emarylandmarketplace.com.

For assistance navigating eMaryland Marketplace, refer to the eMaryland Marketplace Instructions Guides page at <http://dgs.maryland.gov/Pages/Procurement/eMMLinks.aspx>.

Thank you for your participation.

Use this link to log on to eMaryland Marketplace: <https://emaryland.buyspeed.com/bsol/login.sdo>

Searching for Bid Opportunities

Copy and paste or type the Bid# in the search field.

Advanced Search

Search for: Module: Document Type:

Search Using:

Search Fields:

Bid #	<input type="text" value="MDJ0231030621"/>	Bid Opening Date(MM/DD/YYYY)	<input type="text"/> 
Bid Description	<input type="text"/>	Purchaser	<input type="text"/>
Organization	<input type="text"/>		
Department	<input type="text"/>		
Location	<input type="text"/>		
Type Code	<input type="text"/>		
Catalog	<input type="text"/>		
Purchase Method	<input type="text"/>		
NIGP Class	<input type="text"/>		
NIGP Class Item	<input type="text"/>		
Commodity Code	<input type="text"/> 	Entered Date(MM/DD/YYYY)	<input type="text"/> 



Searching for Bid Opportunities

Search Results

Results

<u>Bid #</u>	<u>Contract/Blanket #</u>	<u>Buyer</u>	<u>Description</u>	<u>Bid Opening Date</u>	<u>Awarded Vendor(s)</u>
MDJ0231030621		Cynthia Teeter	LPTANK17 SPB-Day SHA D5 Tank Installation	02/06/2017 09:00:00 AM	

Searching for Bid Opportunities

Bid Description: Allows you to search by typing an keyword or phrase.

Advanced Search

Search for: Module: Document Type:

Search Using:

Search Fields:

Bid #	<input type="text"/>	Bid Opening Date(MM/DD/YYYY)	<input type="text"/> 
Bid Description	<input type="text"/>	Purchaser	<input type="text"/>
Organization	<input type="text"/>		
Department	<input type="text"/>		
Location	<input type="text"/>		
Type Code	<input type="text"/>		
Catalog	<input type="text"/>		
Purchase Method	<input type="text"/>		
NIGP Class	<input type="text"/>		
NIGP Class Item	<input type="text"/>		
Commodity Code	<input type="text"/>	Entered Date(MM/DD/YYYY)	<input type="text"/> 

Searching for Bid Opportunities

Type any keyword or phrase to search for opportunities.

Advanced Search

Search for:	Module: <input type="text" value="Purchasing Module"/>	Document Type: <input type="text"/>
Search Using:	<input type="text" value="ALL of the criteria"/>	
Search Fields:		
Bid #	<input type="text"/>	
Bid Description	<input type="text"/>	
Organization	<input type="text"/>	
Department	<input type="text"/>	
Location	<input type="text"/>	
Type Code	<input type="text"/>	
Catalog	<input type="text"/>	
Purchase Method	<input type="text"/>	
NIGP Class	<input type="text"/>	
NIGP Class Item	<input type="text"/>	
Commodity Code	<input type="text"/>	

Bid Description Search Examples

Service – i.e. “construction”, “roofing”, “security”, “HVAC”

Product – i.e. “truck”, “kitchen”, “uniform”, “sign”

Searching for Bid Opportunities

Examples of Bid Descriptions

Description

Public Notice

Project #1270R

Statement of Need Request for Proposals for DETP and HIGH Residential Child Care Programs

Parking Pay Station Shelters

IFB NO. 18-041 TRUCKS, 2.5 TON UTILITY WITH AIR COMPRESSOR

RFP 18-22, LIBRARY SITE SELECTION AND CONCEPT PLAN

RFP #18-069, Engineering Services for Water & Sewer Lines

HVAC Preventive Maintenance and Repairs

Fuel Oil

Bard System Preventive Maintenance and Repairand

SBR - Asbestos Tile Abatement

RFP # 18-18 ARCHITECTURAL AND ENGINEERING SERVICES

Liebert System Preventive Maintenance and Repairs

18-JHM-008 Annual Chiller Maintenance and On-Call Services

DJI Matrice 210 RTK

Description

Musical Instruments

Veterinarian Serves Rosecroft

Roof Replacement Choices Academy

18M-090 Carpet & Tile, Installation & Supply

RFQ 2018-057 - TOOLS AND EQUIPMENT FOR RADIO SYSTEM REPAIRS

SBR designated-Fire Protection System Inspection Maintenance and Repair.

Replace Circulating Pump, MGS Baltimore, Kenneth Weaver Building, Baltimore City

AT0136114SBR - MAINTENANCE AND PRESERVATION OF LANDSCAPE ASSETS AT

QA1735177 - US 301 NB From Greenspring Road to MD 213

RFI - Repair and Maintenance to Traffic Signal System Statewide (OT)

IFB #18-174-CP, Browning Building Exterior Deck Replacement - Pinecliff Park

Dumpster Service

N. ARUNDEL SWIM CTR IMPROVE

Pavilion Restroom Renovation

S.C. 965-Improvement to Sanitary Sewers in the North East Area of Baltimore City

Searching for Bid Opportunities

Type any keyword or phrase to search for opportunities.

Advanced Search

Search for:	Module: <input type="text" value="Purchasing Module"/>	Document Type: <input type="text"/>
Search Using:	<input type="text" value="ALL of the criteria"/>	
Search Fields:		
Bid #	<input type="text"/>	
Bid Description	<input type="text"/>	
Organization	<input type="text"/>	
Department	<input type="text"/>	
Location	<input type="text"/>	
Type Code	<input type="text"/>	
Catalog	<input type="text"/>	
Purchase Method	<input type="text"/>	
NIGP Class	<input type="text"/>	
NIGP Class Item	<input type="text"/>	
Commodity Code	<input type="text"/>	

Bid Description Search Examples

Small Business Reserve Procurement – “SBR”

Procurements with MBE Goals – “MBE”

Searching for Bid Opportunities

Examples of “SBR” Search

<u>Description</u>
SBR - Asbestos Tile Abatement
SBR designated-Fire Protection System Inspection Maintenance and Repair.
AT0136114SBR - MAINTENANCE AND PRESERVATION OF LANDSCAPE ASSETS AT FACILITIES IN DISTRICT 3
AX053611 SBR - MAINTENANCE AND PRESERVATION OF LANDSCAPE ASSETS IN SOMERSET AND WORCESTER COUNTIES
SBR - Renovate Observation Suite into Seclusion Suite
SBR - Tuck pointing and caulking of windows and doors
SBR - Installation of New Parking Lot and Concrete Steps
ADA DRINKING FOUNTAIN IMPROVEMENTS @ MD CORRECTIONAL INSTITUTION - PROJECT # KJ-000-170-001 (SBR)
AT0496114SBR-MAINTENANCE AND PRESERVATION OF LANDSCAPE ASSETS AT FACILITIES IN DISTRICT 4-AREA WIDE
Replace Decking at Assateague State Park (P-054-172-010)(SBR)
AV Enhancement and Installation - SBR
RENOVATE PUMPHOUSES 1-4 @ ASSATEAGUE STATE PARK, PROJECT # P-054-161-010 (SBR)
SBR - Winterization Services
SBR - Gate Operator Replacement
COOLING TOWER REPLACEMENT - PROJECT # AH-894-180-003 (SBR)

Searching for Bid Opportunities

Examples of “MBE” Search

Lumber

<u>Description</u>
Statewide contract for Lumber
RFP 2018-003 for Design and Build Audio-Visual System for Mayor and City Council Chambers
(Rebid) Armed & Unarmed Security Guard Services MBE 25% /SBE 5%
Unarmed Uniformed Guard Service for Elkton District Court/MSC - DGS, MBE 5%, SBR Only
Unarmed Guard Services, Division of Parole and Probation, 9 DPP Locations MBE 10%, VSBE 5%
Publication of MPT's Members Program Guide
Elevator Maintenance at the Cumberland Claim Center
Janitorial Service for Rockville District Court/MSC MBE 5%, SBR Only
MBE Outreach for UMES A/E School of Pharmacy
S.C. 892R-Structural Rehabilitation of Chlorine Contract Chambers at PWWTP
RFP NUMBER PURCH 2017-112-UPDATE AND PREPARE NEW TEN YEAR COMPREHENSIVE SOLID WASTE MANAGEMENT PLAN
RFQ Q-812 November 2017 Advocacy Conference, Department of Aging
RFP NUMBER PURCH 2017-102 - BANKING SERVICES
BID NUMBER - PURCH 2017-113 - TITLE CREEK WATER QUALITY STUDY
LR-17-1002 Electric Vehicle for Light Rail/0%MBE

Searching for Bid Opportunities

NIGP Class: Allows you to search by entering the NIGP Class code.

NIGP Class Item: Once you select a NIGP Class code, you may further narrow your search by selecting a Class Item code.

Advanced Search

Search for: Module: Document Type:

Search Using:

Search Fields:

Bid #	<input type="text"/>	Bid Opening Date(MM/DD/YYYY)	<input type="text"/> 
Bid Description	<input type="text"/>	Purchaser	<input type="text"/>
Organization	<input type="text"/>		
Department	<input type="text"/>		
Location	<input type="text"/>		
Type Code	<input type="text"/>		
Catalog	<input type="text"/>		
Purchase Method	<input type="text"/>	Entered Date(MM/DD/YYYY)	<input type="text"/> 
NIGP Class	<input type="text"/>		
NIGP Class Item	<input type="text"/>		
Commodity Code	<input type="text"/> 		

Searching for Bid Opportunities

Advanced Search

Search for: Module: Document Type:

Search Using:

Search Fields:

Bid #

Bid Description

Organization

Department

Location

Type Code

Catalog

Purchase Method

NIGP Class

NIGP Class Item

Commodity Code

Select the NIGP Class code for which you would like to view solicitations.

The results of this search will show all solicitations where this NIGP Class code was entered by the Procurement Officer no matter what NIGP Class Item code was used.

You may further narrow down your search results by selecting a NIGP Class Item code.



Searching for Bid Opportunities

Performed search for NIGP Code 909-45
(Building Construction Services – Finishes: Flooring, Wall and Ceiling)

Search Results - Public

<u>Bid #</u>	<u>Buyer</u>	<u>Description</u>	<u>Bid Opening Date</u>	<u>Awarded Vendor(s)</u>
MDACS31035630	Betty Kinney	18M-090 Carpet & Tile, Installation & Supply	11/20/2017 01:00:00 PM	
MDUMPC31035383	Alicia Tarr	61080-B Severn Hall Architectural Renovations, SU	11/14/2017 03:00:00 PM	
MDUMPC31035137	Karen Contreras Cruz	Trade Contractor Announcement Dorchester Hall	10/18/2017 02:00:00 PM	
MDUMPC31033539	Alicia Tarr	Trade Contractor Announcement; JVS for School Public Health, Ground Floor	07/11/2017 01:00:00 PM	
MDPGE31033091	Diane Forde	035-17 Operable Folding Partition Walls	06/28/2017 03:00:00 PM	
MDDGS31031978	Michael Cavanaugh	Repair Autopsy "A" Walls at Office of the Chief Medical Examiner (BH-111-170-003)	04/13/2017 02:00:00 PM	MODERN CONSTRUCTION SERVICES INC

Search Results – Logged In

Bid #	Description	Bid Opening Date	Organization	Dept/Loc	Purchaser	Total	Status	Alternate Id
MDACS31035630	18M-090 Carpet & Tile, Installation & Supply	11/20/2017 01:00:00 PM	Anne Arundel County Schools	AAPS / AAPS	Betty Kinney	\$0.00	Sent	18M-090
MDUMPC31035383	61080-B Severn Hall Architectural Renovations, SU	11/14/2017 03:00:00 PM	University of Maryland - College Park	UMCP / UMCP	Alicia Tarr	\$0.00	Sent	61080-B Severn Hall
MDUMPC31035137	Trade Contractor Announcement Dorchester Hall	10/18/2017 02:00:00 PM	University of Maryland - College Park	UMCP / UMCP	Karen Contreras Cruz	\$0.00	Sent	JVS Trade Contractor Announcement
MDUMPC31033539	Trade Contractor Announcement; JVS for School Public Health, Ground Floor	07/11/2017 01:00:00 PM	University of Maryland - College Park	UMCP / UMCP	Alicia Tarr	\$0.00	Sent	Trade Contractor Announcement - SPH; Ground Flr



Searching for Bid Opportunities

Public Search vs. Logging In

Search Results - Public

Bid #	Buyer	Bid Description	Bid Due Date	Awarded Vendor(s)
<u>Bid #</u>	<u>Buyer</u>	<u>Description</u>	<u>Bid Opening Date</u>	<u>Awarded Vendor(s)</u>
MDACS31035630	Betty Kinney	18M-090 Carpet & Tile, Installation & Supply	11/20/2017 01:00:00 PM	

Search Results – Logged In

Bid #	Bid Description	Bid Due Date	Organization	Buyer	Status	Alternate ID		
Bid #	Description	Bid Opening Date	Organization	Dept/Loc	Purchaser	Total	Status	Alternate Id
MDACS31035630	18M-090 Carpet & Tile, Installation & Supply	11/20/2017 01:00:00 PM	Anne Arundel County Schools	AAPS / AAPS	Betty Kinney	\$0.00	Sent	18M-090

↑
Status

Sent = Published (public can view solicitation)
Bid to PO = The Awarded Vendor was Posted



Searching for Bid Opportunities

Questions?

For assistance with selecting NIGP Codes, refer to the [Identifying Bid Opportunities Instruction Guide](#).

Small Business Reserve Certification

Small Business Reserve (SBR)

Qualification Criteria

(COMAR 21.01.02.01B(80))

- A business, other than a broker
- Independently owned and operated
- Not a subsidiary of another firm
- Not dominant in its field of operation
- Meets size or gross sales standards according to industry

Small Business Reserve Certification

Small Business Reserve (SBR)

Qualification Criteria

(COMAR 21.01.02.01B(80))

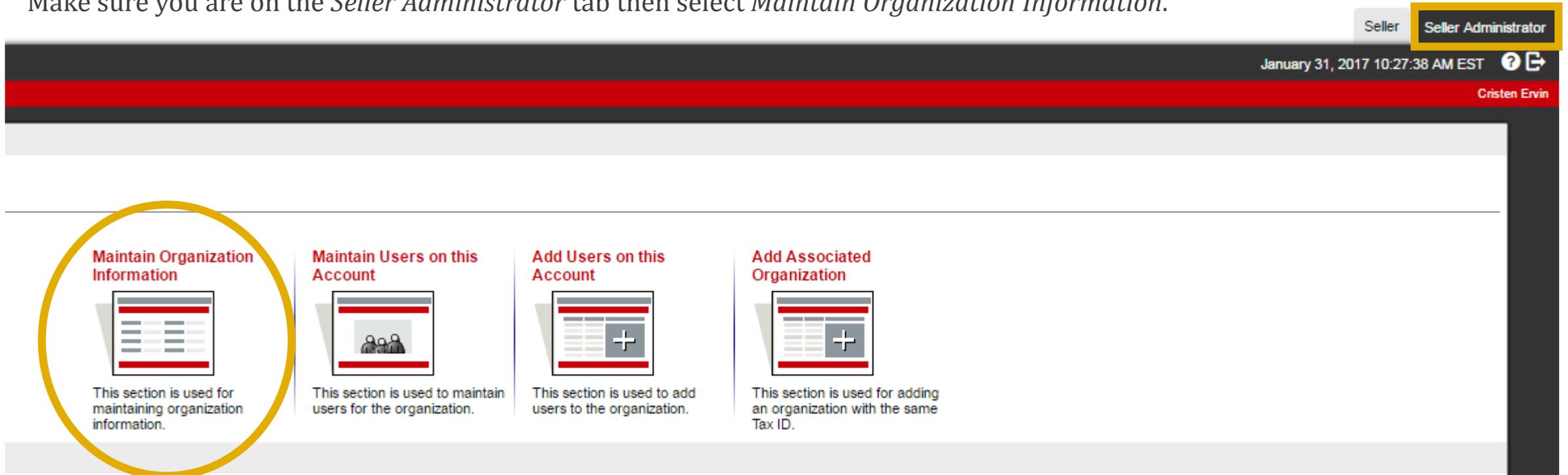
- A business, other than a broker
- Independently owned and operated
- Not a subsidiary of another firm
- Not dominant in its field of operation
- Meets size or gross sales standards according to industry

Industry	# of Employees	Gross Sales
Wholesale	50	\$4,000,000
Retail	25	\$3,000,000
Manufacturing	100	\$2,000,000
Service	100	\$10,000,000
Construction	50	\$7,000,000
A/E Services	100	4,500,000

Small Business Reserve Certification

Small Business Reserve (SBR) Self-Certification Process

Make sure you are on the *Seller Administrator* tab then select *Maintain Organization Information*.



The screenshot shows the Seller Administrator interface. At the top right, there are two tabs: "Seller" and "Seller Administrator", with the latter being highlighted. Below the tabs, the date and time "January 31, 2017 10:27:38 AM EST" and the user name "Cristen Ervin" are displayed. The main content area shows four navigation options, each with an icon and a description:

- Maintain Organization Information**: This section is used for maintaining organization information. (This option is circled in yellow in the original image.)
- Maintain Users on this Account**: This section is used to maintain users for the organization.
- Add Users on this Account**: This section is used to add users to the organization.
- Add Associated Organization**: This section is used for adding an organization with the same Tax ID.

Small Business Reserve Certification

Small Business Reserve (SBR) Self-Certification Process

Maintain General Organization Information



This section is used for maintaining general organization information.

Maintain Addresses



This section is used to maintain addresses.

Maintain Commodity Code Codes & Services



This section is used to maintain commodity code codes and services.

Maintain Program Qualification



This section is used to maintain program qualification.

Select Maintain Program Qualification

Maintain Regions



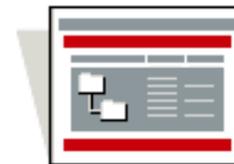
This section is used to maintain regions.

Maintain Terms and Categories



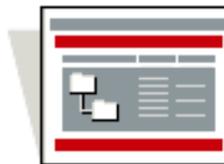
This section is used to maintain terms and categories.

Maintain Quote Attachment Repository



This section is used to maintain files in the quote attachment repository.

Credit Memo List



This section is used to view credit memos.

Small Business Reserve Certification

Small Business Reserve (SBR) Self-Certification Process

Current certifications will be listed under the *Current* tab.

Expired certifications will be listed under the *Expired* tab.

Review the *Renewal Date* to identify the date your certification will expire.

SBR - Program Details

Current(1) Renewal(0) Expired(1)

Version	Certification Date	Certificate Number	Renewal Date
<u>4</u>	03/03/2016	SB12-17907	03/03/2017

You can review the responses to your certification questions by clicking the number under *Version*. Note: you cannot change your responses once they are submitted.

If you do not have a current certification or your certification is set to expire within the next 90 days you will have the option to *Continue*. This will allow you to complete the SBR self-certification process.

If the *Certification Number* field is blank that would indicate that you do not have a current certification.

Continue Exit

Small Business Reserve Certification

Small Business Reserve (SBR) Self-Certification Process

Program Qualification Warning

SMALL BUSINESS RESERVE CERTIFICATION

Welcome to the Small Business Reserve (SBR) self-certification process. Becoming certified in the Small Business Reserve provides opportunities for these businesses to participate in the state's small business procurement programs.

By clicking the "I acknowledge" icon at the bottom of the screen, you are indicating that you have read, and agree to, the statements below. After selecting "I Acknowledge," the SBR certification screen will open and allow you to complete the SBR pre-qualification questions. After completing and submitting your responses to the questions, you will be notified immediately whether your business meets or does not meet the qualification criteria for the Small Business Reserve.

PROVIDING FALSE INFORMATION

Anyone providing false information to the State of Maryland in connection with obtaining or attempting to obtain a contract under a Small Business Reserve procurement may be subject to the following: 1. A determination by a Procurement Officer that a bidder is not responsible; 2. A determination that a contract entered into is void or voidable under § 11-204 of the State Finance and Procurement Article of the Annotated Code of Maryland; 3. Suspension and debarment under Title 16 of the State Finance and Procurement Article; 4. Criminal prosecution for procurement fraud (§ 205.1 of the State Finance and Procurement Article), perjury, or other crimes; and 5. Other actions permitted by law. The following documentation will need to be submitted and audited prior to an award being issued: 1. Three (3) Years of Federal Tax Returns (Form 1120 or Schedule C) 2. Articles of Incorporation, Organization or Amendments 3. Certified Payroll Roster 4. Unemployment Insurance Quarterly Contribution Reports (Two Years).

FAILURE TO MEET MINIMUM QUALIFICATIONS

Any Bidder or potential bidder failing to meet the minimum qualifications of a "small business" specified in § 14-501 of the State Finance and Procurement Article will be ineligible to participate in a procurement designated for a Small Business Reserve under § 14-504. Any person or company bidding on a Small Business Reserve procurement and not qualifying as a small business under § 14-501 will have its bid rejected on the ground that the bidder is not responsible.

Small Business Reserve Certification

Small Business Reserve (SBR) Self-Certification Questions

- Type of organization?
- Are you a broker?
- Is business a subsidiary of another firm?
- Is business independently owned and operated?
- Is the Business dominant in its field of operation?
- Total number of employees?
- Veteran status?
- Gross sales for the past three years?

1. Type of Organization? * :

2. Are you a broker? * : ?

3. Is business a subsidiary of another firm? * : ?

4. Is business independently owned and operated? * : ?

5. Is the Business dominant in its field of operation? *If you answer "yes" to this question, you will not qualify for the program. Any request to correct your answer will result in a physical or paper audit being conducted on your business by our Small Business Reserve program staff. If you have any questions regarding this question, feel free to contact the Help Desk team at 410-767-1492.* * : ?

6. Total Number of Employees on payroll (Must enter a value greater than 0) * :

The following 2 questions deal with veterans status. If you are a veteran, select the appropriate response as well as acknowledging that you have read SFP 14-201. Also be aware that you MUST be domiciled in the State of MD to qualify.

8. If applicable, indicate veteran status. : ?

9. If veteran or disabled veteran, indicate the you have read and understand the SFP 14-201 terms found in the help area. : ?

If you are not a NEW business, provide your last 3 years of gross sales. Otherwise select NA for the year and enter a 0 in the gross sales area.

11. Gross Sales for the most recent three years - Year 1 * :

12. Amount Year 1 (Enter 0 if NEW Business). Enter whole dollars only and without \$ or commas. * :

13. Gross Sales for the most recent three years - Year 2 * :

14. Amount Year 2 (Enter 0 if NEW Business). Enter whole dollars only and without \$ or commas. * :

15. Gross Sales for the most recent three years - Year 3 * :

16. Amount Year 3 (Enter 0 if NEW Business). Enter whole dollars only and without \$ or commas. * :

If you are a NEW business, provide your gross sales. Otherwise enter a 0 in the gross sales area.

18. New business, please provide the first year projected or estimated gross sales. Enter whole dollars only and without \$ or commas. * :

19. Are you a "not-for-profit (non-profit)" business? * :



Small Business Reserve Certification

Small Business Reserve (SBR) Self-Certification Process

Program Qualification Results

Pre-Qualification Results

The information you provided meets the qualification criteria for the SBR program.

Exit

Small Business Reserve Certification

Small Business Reserve (SBR) Self-Certification Process

The renewed certification information will appear under the Renewal tab until the current certification expires.

SBR - Program Details

Current(1) **Renewal(1)** Expired(1)

Version	Certification Date	Certificate Number	Renewal Date
4	01/31/2017	SB12-17907	01/31/2018

If you are renewing your certification and you complete the renewal before the current certification expires the certification number will remain the same.

The new expiration date will show as one year from the current date.



Small Business Reserve Certification

Questions?

For assistance with selecting NIGP Codes, refer to the [Small Business Reserve Certification & Renewal Instruction Guide](#).



Small, Minority and Veteran Business Programs

- Small Business Reserve Program
- Minority Business Enterprise Program
- Veteran-owned Small Business Enterprise Program

Small, Minority and Veteran Business Programs

Prime Contractor vs. Subcontractor

	Prime Contractors	Subcontractors
How do I find contracting opportunities?	Projects will be advertised on eMaryland Marketplace	Projects will be advertised on eMaryland Marketplace
How can I get selected to work on projects?	Submit proposal/ bid in response to RFP/ITB	Form relationships with prime contractors who select the subcontractors to work on projects
How can I use my MBE certification to get work?	MBE prime contractors may satisfy up to 50% of the MBE subcontracting goal	MBE subcontractors may fulfill subcontracting goals based on the work they perform
Who is my contract with?	Department of General Services	Prime Contractor
How do I get paid?	Invoice and get paid by DGS	Invoice and get paid by prime contractor

Small, Minority and Veteran Business Programs

Small Business Reserve Program

- Prime Contracting Opportunities
- Provides opportunities for small business to compete on contracts against other small businesses.
- Agency is required to spend a minimum of 10% of procurement dollars with certified small businesses through the SBR program.
- Company must complete the SBR certification process to be eligible to participate.

Small, Minority and Veteran Business Programs

Small Business Reserve Certification

Certification: eMaryland Marketplace – www.emarylandmarketplace.com

Certification Resources:

- eMaryland Marketplace Instruction Guides
 - *Registering Your Business in eMaryland Marketplace*
 - *Small Business Reserve Certification & Renewal*
- eMaryland Marketplace Help Desk
 - Telephone: 410-767-1492
 - Email: dgs.emaryland@Maryland.gov

Small, Minority and Veteran Business Programs

Small Business Reserve Q&A

- How are contracts set-aside for small businesses?
 - Procurement Review Group reviews each contract to determine if the procurement can be reserved for small business participation only.
- How can my company find out about opportunities?
 - “SBR Only” procurements will be advertised on eMaryland Marketplace.

Small, Minority and Veteran Business Programs

Program Comparison Chart

	Small Business Reserve	Minority Business Enterprise	Veteran owned Small Business Enterprise
Type of Program	Prime Contracting	Subcontracting	Subcontracting
Award	Full Contract Set-Aside	% of Contract Set-Aside	% of Contract Set-Aside
State Goals	15%	29%	1%
Certification Agency	eMaryland Marketplace	Maryland Department of Transportation	U.S Department of Veteran's Affairs



Small, Minority and Veteran Business Programs

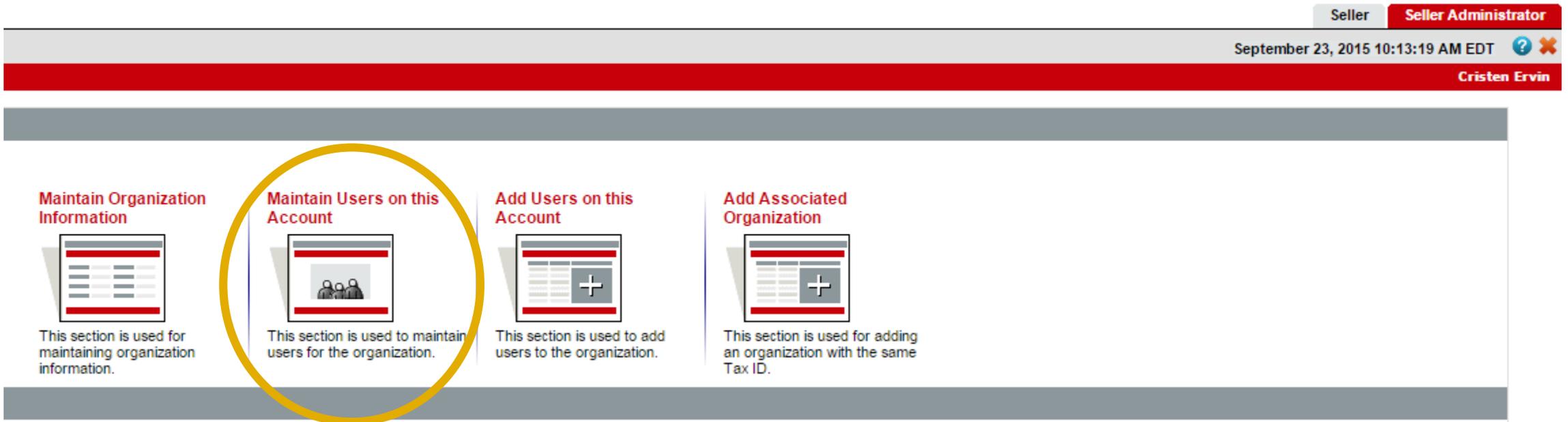
Questions?

For more information on the small, minority and veteran business programs visit the [DGS Business Opportunities Page](#).

eMaryland Marketplace Profile Maintenance

Adding/Deleting Company Profile Users

From the Seller Administrator tab select *Maintain Users on this Account*.



The screenshot shows the Seller Administrator interface. At the top right, there are two tabs: "Seller" and "Seller Administrator", with "Seller Administrator" being the active tab. Below the tabs, the date and time "September 23, 2015 10:13:19 AM EDT" are displayed, along with a help icon and a close icon. The user's name "Cristen Ervin" is shown in the bottom right corner. The main content area contains four navigation options, each with a representative icon and a brief description:

- Maintain Organization Information**: This section is used for maintaining organization information.
- Maintain Users on this Account**: This section is used to maintain users for the organization. (This option is circled in yellow in the original image.)
- Add Users on this Account**: This section is used to add users to the organization.
- Add Associated Organization**: This section is used for adding an organization with the same Tax ID.

eMaryland Marketplace Profile Maintenance

Adding/Deleting Company Profile Users

User Maintenance for: eMM Training

Search Using:

Search Fields:

First Name Last Name

Login ID Status

User Role

- Seller
- Seller Administrator
- Form Builder Administrator

Browse by: **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**
0 1 2 3 4 5 6 7 8 9 10

You can see the users Status:

Active = User can access profile

Inactive = User cannot access profile

Deleted = User cannot access profile

The list of current users will display.

Login ID	First Name	Last Name	Status	Role(s)
CERVIN	Cristen	Ervin	Active	Seller Seller Administrator
TRAIN	Training	User 2	Active	Seller

User Roles

To review a users setting click on the Login ID next to their name.

eMaryland Marketplace Profile Maintenance

Adding/Deleting Company Profile Users

From this screen you are able to change all information with the exception of the Login ID.

The Roles indicate what access the user has.

User roles can be added or deleted by checking or unchecking the box next to the role.

User Maintenance: Training User 2 - eMM Training

Salutation	<input type="text"/>		
First Name*	<input type="text" value="Training"/>	Last Name*	<input type="text" value="User 2"/>
Job Title*	<input type="text" value="Training User 2"/>	Department	<input type="text"/>
Phone*	<input type="text" value="410"/> <input type="text" value="767"/> <input type="text" value="4272"/> - <input type="text"/>	Email*	<input type="text" value="cristen.ervin@maryland.gov"/>
Login ID	<input type="text" value="TRAIN"/>	Status*	<input type="text" value="Active"/>
New Password*	<input type="text" value="*****"/>	Confirm Password*	<input type="text" value="*****"/>
Login Question*	<input type="text" value="What city were you born in?"/>	Login Answer*	<input type="text" value="Baltimore"/>

Roles

- Seller
- Seller Administrator
- Can Create Blanket Change Orders
- Can Upload Contract

You can change the status to *Deleted* or *Inactive* to remove the users access.

eMaryland Marketplace Profile Maintenance

Adding/Deleting Company Profile Users

User Maintenance for: eMM Training

Search Using:

Search Fields:

First Name Last Name

Login ID Status

User Role

- Seller
- Seller Administrator
- Form Builder Administrator

Browse by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9 10

To add a user, select *Add User*.

<u>Login ID</u>	<u>First Name</u>	<u>Last Name</u>	<u>Status</u>	<u>Role(s)</u>
<u>CERVIN</u>	Cristen	Ervin	Active	Seller Seller Administrator
<u>TRAIN</u>	Training	User 2	Active	Seller

eMaryland Marketplace Profile Maintenance

Adding/Deleting Company Profile Users

A blank user screen will open.

You must complete all fields marked with an *. When finished, select *Save & Exit*.

New Vendor User for eMM Training

Salutation	<input type="text"/>		
First Name*	<input type="text"/>	Last Name*	<input type="text"/>
Job Title*	<input type="text"/>	Department	<input type="text"/>
Phone*	<input type="text"/> - <input type="text"/>	Email*	<input type="text"/>
Login ID *	<input type="text"/>	Status*	<input type="text" value="Active"/>
New Password*	<input type="text"/>	Confirm Password*	<input type="text"/>
Login Question*	<input type="text"/>	Login Answer*	<input type="text"/>

Roles

- Seller
- Seller Administrator
- Can Create Blanket Change Orders
- Can Upload Contract

Save & Exit

Reset

Cancel & Exit

Make sure you select the appropriate user roles:

Seller Administrator = Access to update/modify company profile.
Seller = Access to perform seller functions

eMaryland Marketplace Profile Maintenance

Adding/Deleting Company Profile Users

User Maintenance for: eMM Training

Search Using:

Search Fields:

First Name Last Name

Login ID Status

User Role

- Seller
- Seller Administrator
- Form Builder Administrator

Browse by: **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**
0 1 2 3 4 5 6 7 8 9 10

The new user will be added to the list.

<u>Login ID</u>	<u>First Name</u>	<u>Last Name</u>	<u>Status</u>	
<u>CERVIN</u>	Cristen	Ervin	Active	Seller Seller Administrator
<u>TRAIN</u>	Training	User 2	Inactive	Seller



eMaryland Marketplace Profile Maintenance

Adding/Deleting Company Profile Users

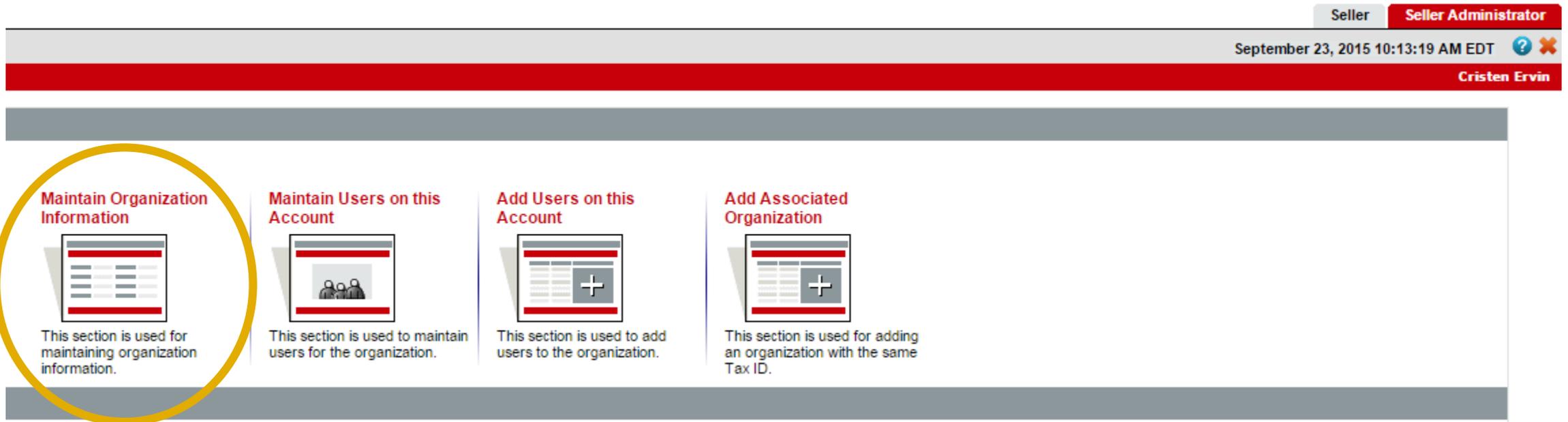
Questions?

For more information on Adding/Deleting Company Profile Users refer to the [Adding, Deleting and Updating Users Instruction Guide](#).

eMaryland Marketplace Profile Maintenance

Updating Company Contact Information

From the Seller Administrator tab, select *Maintain Organization Information*.



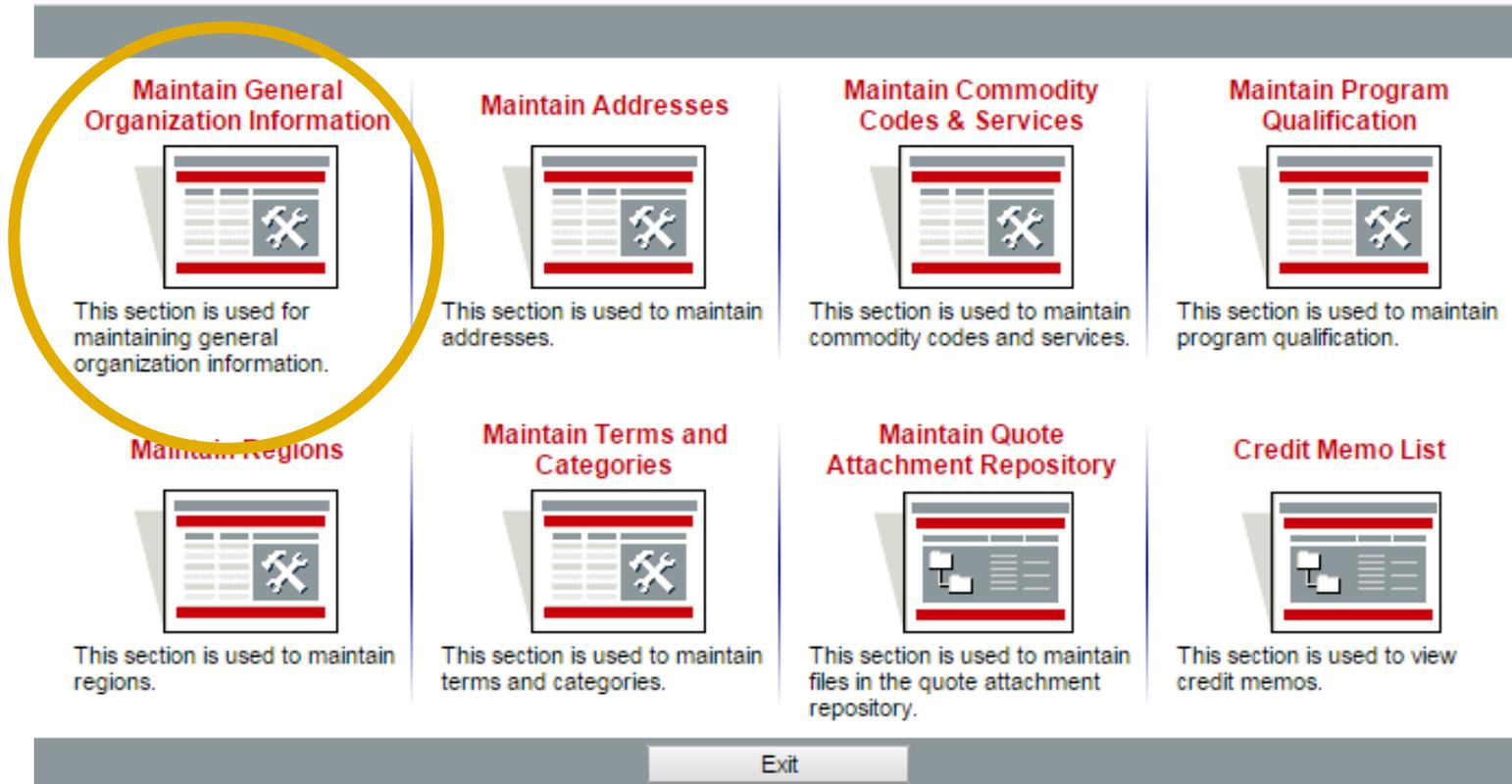
The screenshot shows the Seller Administrator interface. At the top right, there are two tabs: "Seller" and "Seller Administrator", with "Seller Administrator" being the active tab. Below the tabs, the date and time "September 23, 2015 10:13:19 AM EDT" are displayed, along with a help icon and a close icon. The user's name "Cristen Ervin" is shown in the bottom right corner. The main content area contains four navigation options, each with a representative icon and a brief description:

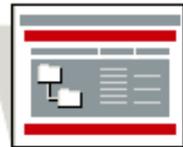
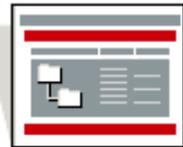
- Maintain Organization Information**: This section is used for maintaining organization information. (This option is circled in yellow in the original image.)
- Maintain Users on this Account**: This section is used to maintain users for the organization.
- Add Users on this Account**: This section is used to add users to the organization.
- Add Associated Organization**: This section is used for adding an organization with the same Tax ID.

eMaryland Marketplace Profile Maintenance

Updating Company Contact Information

Select *Maintain General Organization Information*.



<p>Maintain General Organization Information</p>  <p>This section is used for maintaining general organization information.</p>	<p>Maintain Addresses</p>  <p>This section is used to maintain addresses.</p>	<p>Maintain Commodity Codes & Services</p>  <p>This section is used to maintain commodity codes and services.</p>	<p>Maintain Program Qualification</p>  <p>This section is used to maintain program qualification.</p>
<p>Maintain Regions</p>  <p>This section is used to maintain regions.</p>	<p>Maintain Terms and Categories</p>  <p>This section is used to maintain terms and categories.</p>	<p>Maintain Quote Attachment Repository</p>  <p>This section is used to maintain files in the quote attachment repository.</p>	<p>Credit Memo List</p>  <p>This section is used to view credit memos.</p>

Exit

eMaryland Marketplace Profile Maintenance

Updating Company Contact Information

From General Organization Information screen you can update any information in boxes.

The Vendor Email listed on this screen is the email address that receives all notification emails from eMaryland Marketplace. This includes notification of bid opportunities as well as the SBR Re-certification reminders.

Maintain General Organization Information

Vendor ID: 00025371
Company Name*: eMM Training Vendor Legal Name*: eMM Training
DBA for Vendor:
Tax ID #*: 111223333 Country Code for Tax ID*: US - United States ▼
Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?
 EIN SSN

Incorporation Details: State: Year of Incorporation:
Business Description:
Preferred Delivery Method:
Vendor Email:
Vendor Fax:
Special Vendor Type:
Emergency Supplier:
 Yes No

Emergency Phone*: Ext.:
Emergency Contact Name*:
Emergency Email*:
Emergency Info Comment:

User Last Updated: Cristen Ervin
Date Last Updated: 01/31/2017 09:02:35 AM



eMaryland Marketplace Profile Maintenance

Updating Company Contact Information

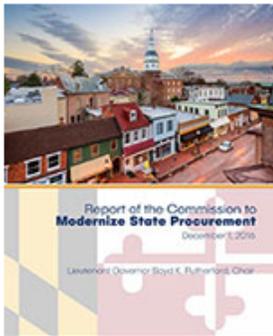
Questions?

For more information Updating Company Contact Information refer to the [Updating Organization Information Instruction Guide](#).

eMaryland Marketplace User Resources

Quick Links

- > Home
- > Login and Register for eMaryland Marketplace (eMM)
- > Small Business Reserve Program
- > Minority Business Enterprise (MBE) Program
- > Governor's Office of Minority Affairs (GOMA)
- > Procurement Forecasting
- > Board of Public Works
- > Maryland Procurement Technical Assistance Center
- > How to do Business with the State of Maryland



View the Procurement Reform Report



Welcome to Maryland Procurement!

Maryland conducts the majority of its procurements through eMaryland Marketplace, the online procurement system that is a business tool to provide vendors with easy access to State procurement information. Vendors have the ability to:

- Complete the Small Business Reserve (SBR) self-certification
- Receive notice of bid opportunities
- Search for contracting opportunities
- Submit bids electronically
- Obtain bid results online

State of Maryland has been made aware of a new phishing scam that targets the community of vendors doing business with the State of Maryland. Please do not engage or reply to the messages.

Please go to <http://dgs.maryland.gov/Pages/Procurement/index.aspx> for more information about this fraudulent email.

For more information about eMaryland Marketplace, review the [Frequently Asked Questions](#).

← To register or login to eMaryland Marketplace, use the links to the left.

USER ASSISTANCE

[eMaryland Marketplace Instruction Guides](#) provide step by step instructions to help users navigate the system and complete common processes.



A Frequently Asked Questions Guide is available to help users gain more information about the system and provide answers to common questions.

A series of Instruction Guides are available to help users navigate the system.



eMaryland Marketplace User Resources

eMaryland Marketplace Help Desk

410-767-1492

dgs.emaryland@maryland.gov