

## Certification for the Veteran-Owned Small Business Enterprise (VSBE) Program

The VSBE Certification process requires that the company meet certain eligibility standards:

- 1) Must be at least 51% owned and controlled by one or more individuals who are veterans.
- 2) Must meet size standards set by the U.S. Small Business Administration. Refer to <https://gomdsmallbiz.maryland.gov/Pages/VSBE-Program.aspx> for more information.

In addition, vendors must:

- 1) Be registered in Maryland's online vendor portal, eMaryland Marketplace Advantage (eMMA).
- 2) Submit the VSBE Program application in eMMA.
- 3) Obtain verification of veteran status by the Maryland Department of Veterans Affairs (MDVA) **OR** the U.S. Department of Veterans Affairs (Vetbiz).

## Registering in eMMA and submitting the eMMA VSBE application

To access and submit the VSBE Program application in eMMA, follow these steps:

- 1) Log into your eMMA account (<https://emma.maryland.gov/>).  
(Note that if you are not already registered as a vendor, you can do so by selecting the "New Vendor? Register Now" link. Complete the process for registration and return to this step.)

### Welcome to eMaryland Marketplace Advantage (eMMA)



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 vendors will receive notices of bid opportunities, can submit bid responses online, and may obtain bid results online.

Qualified vendors may also complete the self-certification process for the Small Business Reserve (SBR) Program and Veteran-owned Small Business Enterprise (VSBE) Program.

eMMA facilitates an open, transparent, and efficient procurement process. We look forward to doing business with you!

Additional information can be found in the [Frequently Asked Questions](#) and [Quick Reference Guides](#). Any questions please contact the eMMA Help Desk at [eMMA.helpdesk@maryland.gov](mailto:eMMA.helpdesk@maryland.gov).

### LOGIN

Login\*

Password\*

[Lost your password?](#)



New Vendor? Register Now



Public Solicitations



Public Contracts



Vendor Search

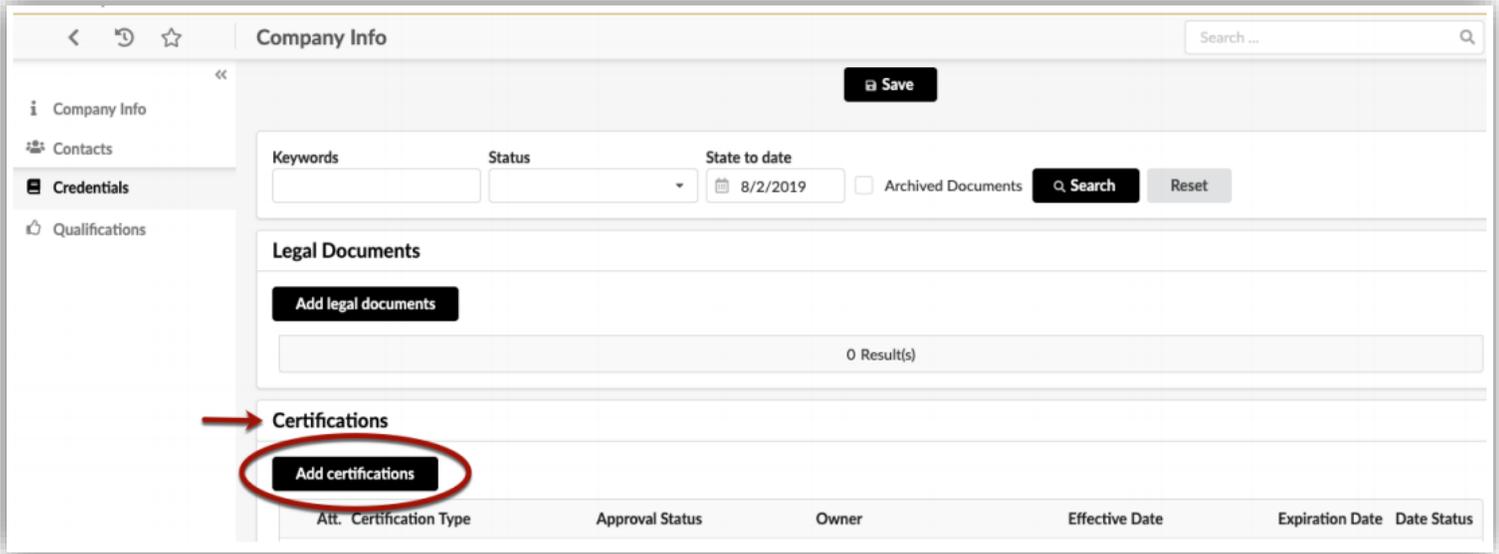
2) Select "Company Profile".

The screenshot shows the eMMA dashboard. On the left sidebar, the 'Company Profile' tab is highlighted with a red box. Below it are two other tabs: 'Solicitations In Progress' with a '2' icon and 'Public Solicitations' with an '8' icon. The main content area is titled 'Welcome to eMMA' and contains a welcome message, a link to Quick Reference Guides, and contact information for the eMMA HelpDesk. To the right, there are two empty sections: 'Validations' showing '0 Result(s)' and 'Mandatory documents'.

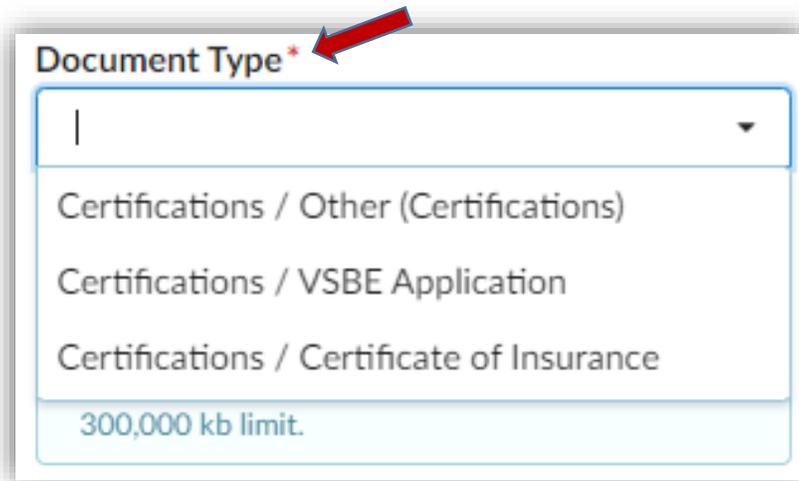
3) Click on the "Credentials" tab, which is located on the left side of the screen.

The screenshot shows the 'Company Info' form. On the left sidebar, the 'Credentials' tab is highlighted with a red box and a red arrow. The main form is divided into two columns. The left column is titled 'Company' and contains fields for 'Company / DBA / Trade Name', 'Legal Name', 'Organization Type', 'Web Site', and 'Business Description'. The right column is titled 'General Business Address' and contains fields for 'Address Line 1', 'Address Line 2', 'City', 'Zip Code', 'Country', 'State', 'Company Phone #', and 'Company Fax'. A 'Save' button is located at the top right of the form.

4) Navigate to the Certifications section and click on the "Add certifications" box.

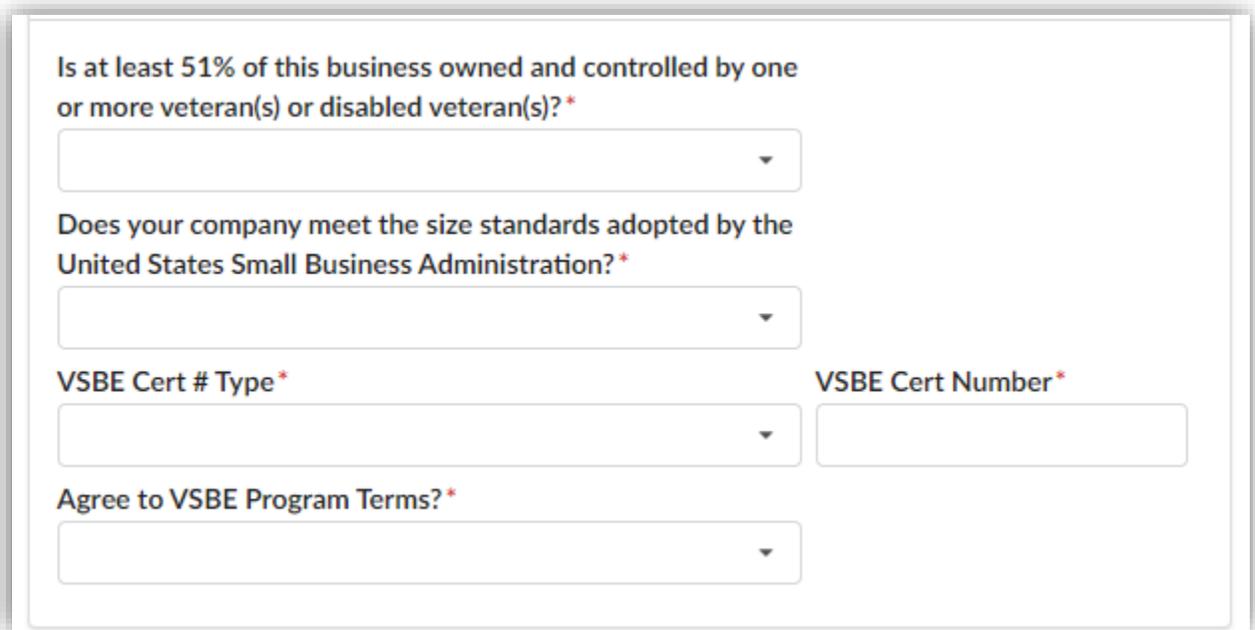


5) In the "Type" field, select the drop down icon to choose "Certifications/VSBE Application".



- 6) Complete the application. (Continue with this step, even if you do not have a VSBE Cert Number at this time. If so, select "Don't have a number yet" from the drop down box for VSBE Cert # Type.)

If you have already obtained your veteran verification, select the "Vetbiz #" option to include your DUNS# (i.e. 9-digit #, as listed in the Vetbiz Database) OR "Veteran Verification #" to enter your MDVA# (i.e. MDVA2020-000, as provided by the Maryland Department of Veterans Affairs) within the "VSBE Cert # Type" field.



The screenshot shows a web form for VSBE certification. It contains the following fields and questions:

- Question: "Is at least 51% of this business owned and controlled by one or more veteran(s) or disabled veteran(s)?" with a dropdown menu below it.
- Question: "Does your company meet the size standards adopted by the United States Small Business Administration?" with a dropdown menu below it.
- Field: "VSBE Cert # Type" with a dropdown menu.
- Field: "VSBE Cert Number" with a text input box.
- Question: "Agree to VSBE Program Terms?" with a dropdown menu.

- 7) "Save" and "Submit" the application.

If you did not provide a VSBE Cert Number at this time, you will need to return to your vendor account and add that information later. Visit this website for details on veteran verification:

<https://gomdsmallbiz.maryland.gov/Pages/VSBE-Program.aspx>.

VSBE certification is granted to eligible firms who complete the application and provide veteran verification. eMMA will send an email to the primary contact on the account once VSBE certification has been issued.

## Updating eMMA Profile with a Veteran Verification #

To add the “VSBE Certification #” within your eMMA account, follow these steps:

- 1) Log into your eMMA account (<https://emma.maryland.gov/>).

### Welcome to eMaryland Marketplace Advantage (eMMA)



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 vendors will receive notices of bid opportunities, can submit bid responses online, and may obtain bid results online.

Qualified vendors may also complete the self-certification process for the Small Business Reserve (SBR) Program and Veteran-owned Small Business Enterprise (VSBE) Program.

eMMA facilitates an open, transparent, and efficient procurement process. We look forward to doing business with you!

Additional information can be found in the [Frequently Asked Questions](#) and [Quick Reference Guides](#). Any questions please contact the eMMA Help Desk at [eMMA.helpdesk@maryland.gov](mailto:eMMA.helpdesk@maryland.gov).

#### LOGIN

Login\*

Password\*

[Lost your password?](#)



New Vendor? Register Now



Public Solicitations

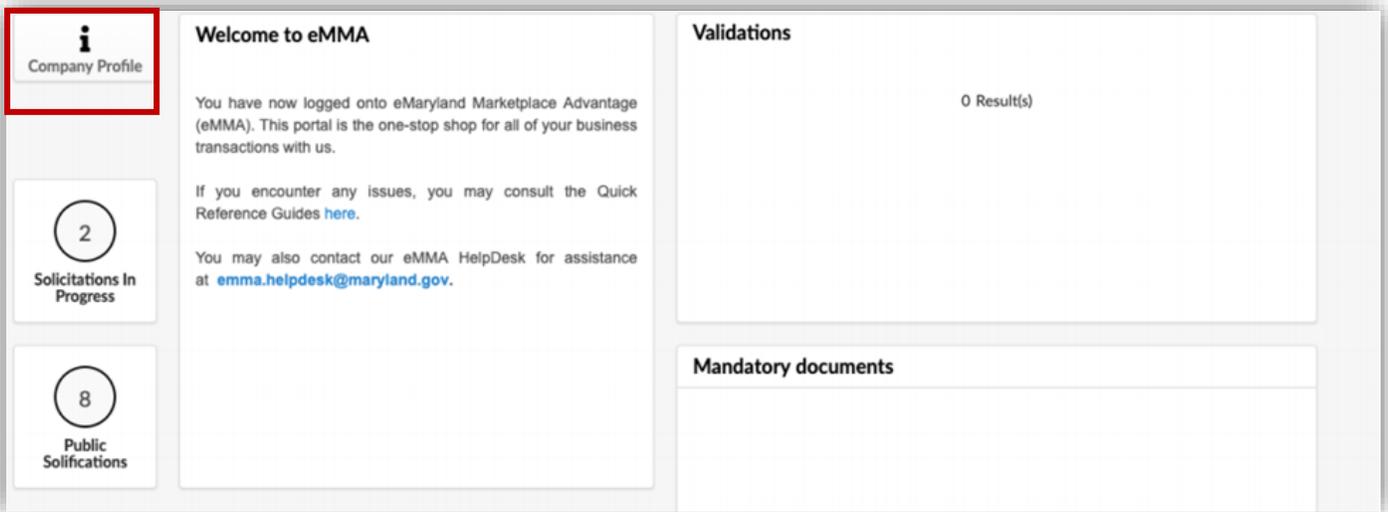


Public Contracts

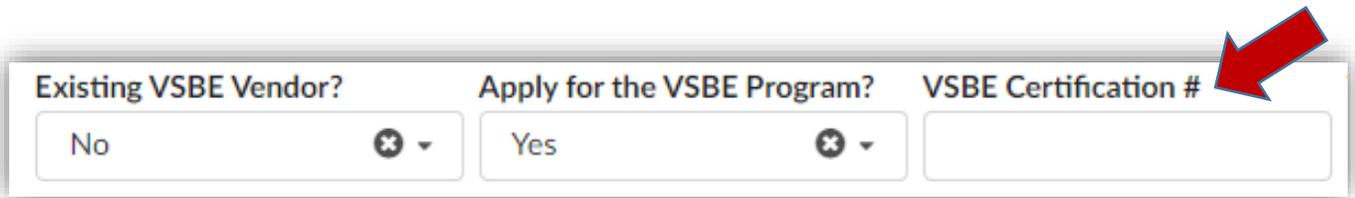


Vendor Search

2) Select “Company Profile”.



3) Scroll down to the “Procurement Programs” section to locate the “VSBE Certification #” field.



4) Add the VSBE Certification #.

The number will be the MDVA# (i.e. MDVA2020-000, as provided by the Maryland Department of Veterans Affairs) **OR** DUNS# (i.e. 9-digit #, as listed in the Vetbiz Database).

5) Select “Save”, which is located at the top of the page.

VSBE certification is granted to eligible firms who complete the application and provide veteran verification. eMMA will send an email to the primary contact on the account once VSBE certification has been issued.

VSBE certification status is identified in eMMA. To see your status or search for other VSBE firms, visit the eMMA website (<https://emma.maryland.gov/>) and select the “Vendor Search” option. To perform your search, enter the name of your company or select the “VSBE Vendor” box.

If you have questions or need further assistance, contact the Governor’s Office of Small, Minority & Women Business Affairs at 410-697-9600.