Using eMaryland Marketplace Advantage (eMMA) to Search for and Verify Certification Status for SBRs and VSBEs

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How to use eMaryland Marketplace Advantage (eMMA) to search for and verify Small Business Reserve (SBR) and Veteran-owned Small Business Enterprise (VSBE) firms’ Certification Status during the Procurement Review Group (PRG) Process
These are two ways to search for SBR and VSBE certified vendors using eMMA during the PRG process

1. Internal vendor search while logged into eMMA
2. External “Public Vendor Search” (not logged into eMMA)
When searching for and verifying certification status of SBRs
Ways to identify **valid** and **invalid** SBR Certifications:

- SBR Certifications must be renewed annually
- The SBR Certification number must begin with SB
- The SB must be followed by the two-digit year
- The two-digit year is followed by a dash and five or six numbers
- An SBR Certification number must also have an expiration date
Examples of valid SBR Certifications:

- **SB20-010119** expiration date: 8/15/2021
- **SB20-007158** expiration date: 3/2/2021

Numbers begin with SB followed by the two-digit year is followed by a dash and five or six numbers. Valid SBR Certification numbers must also have an expiration date.
Examples of invalid SBR Certifications:

- **SB12-27592** - **Does not have** an expiration date
- **sb1228576** - **Does not have** a dash after the SB and two-digit year
  - **Does not have** an expiration date
Go to eMaryland Marketplace Advantage
**eMMA’s homepage**

https://procurement.maryland.gov/
Internal eMMA Search while logged in as administrator and procurement officer

1. After logging into eMMA as administrator or procurement officer

2. Go to the Vendors tab on the menu

3. Select the Vendor Search option at the bottom of the drop-down menu
1. Select UNSPSC (Commodities)
2. Filter for SBR vendors
3. Click the search button
Click the icon at the bottom right corner of the page to export search results to Excel Spreadsheet.
In viewing the Excel Spreadsheet of exported SBR vendor results, notice the missing expiration date for the vendor with SB12-27592.
An eMMA “Public Vendor Search” can also be used to look for SBRs during the PRG process
Use eMMA’s Quick Reference Guide (QRG)
eMMA Quick Reference Guides

Refer back to this web page frequently for updated versions.

Quick Reference Guides

NOTE: QRGs may not display properly unless opened in Adobe Reader. Please download the QRG from the links below and open it using Adobe Reader.
Scroll down to the “Buyer QRGs”

**Buyer QRGs**

1 - eMMA QRG General Navigation in eMMA

2a - eMMA QRG Creating Large Procurement IFB Sourcing Solicitations

2b - eMMA QRG Creating Large Procurement IFB Sourcing Solicitations
Public Vendor Search

eMMA Quick Reference Guide

OVERVIEW

This Quick Reference Guide (QRG) is designed to help you understand how to use the Public Vendor Search. This functionality allows for a public search of vendors currently registered in eMMA. This search will also filter on VSBE and SBR vendors. You do not need to be logged into eMMA, or even have registered in eMMA to view the information on this page.
1. Access the eMMA portal. (For best results, access eMMA via Google Chrome.)
2. Click Vendor Search on the right side of the screen.
3. Fill out the search fields to filter on vendors based on your needs. You can search Vendor Name, Commodities, Areas Served, Country, and State.
4. You can search VSBE and SBR vendors specifically by checking the appropriate boxes.
5. Please note that the page will automatically default to vendors in the United States, and the State fields will populate accordingly.
6. When you have filled out all fields, click “Search” to show results. Results cannot be saved, exported, or downloaded.
7. An example to search for SBR Vendors who have "Building and Construction" as a commodity would be:
   - Choose Building and Construction under Commodities
   - Check the SBR box to filter on SBR certified vendors
   - Click Search to show results

3.) Click Search to show results

1.) Choose the commodities you are looking for

2.) Click SBR Vendor to filter out all vendors in this category with SBR certification

4.) Results and contact information shown here
A helpful workaround, since you cannot export or save “Public Vendor Search” results is to highlight all the fields and copy and paste them into an Excel Spreadsheet.
Paste the data into an Excel Spreadsheet and delete the VSBE Certification number and VSBE expiration date columns. The result will be a list of SBRs filtered by UNSPSC’s.
8. The search results yield basic vendor contact information based on your search. If you need more information on a vendor:
   - Log into eMMA
   - Go to “Browse Vendors”
   - Paste vendor name into keyword search
   - From there, you will find links to more information on that vendor
Please note: the screenshot below is after you have logged into eMMA. You may search for a vendor by name to get more information about them.
Notice, there are no SBR effective or expiration dates and there are “Missing Mandatory Credentials/Documents”
No SBR effective or expiration dates
Missing Mandatory Credentials/Documents
Contact the GOSBA SBR Compliance Managers at the Helpdesk if:

- You need further clarification as to a vendor’s SBR status
- A vendor needs assistance navigating the SBR certification process
- You want to request an SBR audit of a vendor that you believe may not be eligible for certification
Call GOSBA at 410-697-9600 and ask for the SBR Helpdesk

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For more details on the SBR Program go to:
https://gomdsmallbiz.maryland.gov/Pages/default.aspx
When searching for VSBE vendors during the PRG Process
Procurement Officers may enlist a variety of sources to identify potentially eligible VSBE vendors, i.e. VETBIZ, or other small business organizations.
Vendors must, however, be certified in Maryland’s Veteran-owned Small Business Enterprise (VSBE) Program before being named to fulfill a VSBE goal on a state contract.
Identifying valid and invalid VSBE Certification

- Certification must be renewed annually.
- A valid VSBE Certification number field may use the data universal numbering system (DUNS) number (9-digits, i.e. 685305913) or
Identifying **valid** and **invalid** VSBE Certification

- A valid VSBE Certification number may be assigned by the Maryland Department of Veterans Affairs (MDVA) consisting of (12 alphanumeric characters, i.e. MDVA2020-000)

- A valid VSBE Certification **must** have an expiration date that is current and **must** have “Approved” listed in the “VSBE status” section of the eEMMA account.
Procurement officers can verify if vendors are VSBE certified by conducting an internal eMMA search by:

1. Checking the “Company Info” section of the eMMA account for an "Approved" in the “VSBE Application Status” field and
2. Checking the "Credentials" section of the vendor account for a valid VSBE expiration date.
Internal eMMA Search while logged in as administrator and procurement officer

1. After logging into eMMA as administrator or procurement officer
2. Go to the Vendors tab on the menu
3. Select the Vendor Search option at the bottom of the drop-down menu
1. Select UNSPSC (Commodities)
2. Filter for VSBE vendors
3. Click the search button
Click the icon at the bottom right corner of the page to export search results to excel.
In viewing Excel of exported VSBE vendor results, notice no VSBE expiration listed for Carroll Contracting Solutions.
Examples of a valid VSBE Certification:

Dirt Plus, LLC - 837993922 expiration date: 2/27/2021

Roberts Transport - MDVA2019-082 expiration date: 12/11/2020
### Browse Vendors

**Keywords:** Dirt Plus, Inc.

<table>
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<th>Code</th>
<th>Company Name</th>
<th>Legal Name</th>
<th>Parent Company</th>
<th>Level</th>
<th>Web site</th>
<th>Status</th>
<th>SBR Certification #</th>
<th>VSBE Certification #</th>
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<td>Dirt Works Excavation &amp; Crane</td>
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<td>Registered</td>
<td>SB20-008724</td>
<td></td>
</tr>
</tbody>
</table>
Checking the “Company Info” section of the eMMA account to confirm that “Approved” is in the “VSBE Application Status” field.
Check the "Credentials" section of the vendor account for a valid VSBE expiration date.
Examples of invalid VSBE Certification:

Carroll Contracting Solutions, LLC - MDVA2020-064 - no expiration date:

Barnes-Magee Consulting, LLC - 0000000000 no expiration date:
Can Search for Vendor by Placing Vendor SUP or name in the Keyword search
“VSBE Application Status” lists vendor as Approval in progress, not Approved, which is necessary for certification.
If the effective and the expiration dates are listed as the same dates, this VSBE Certification application has not yet been approved.
For example:

If a vendor has two or more certification expiration dates, you should contact the GOSBA VSBE Helpdesk for clarification.
Contact the GOSBA VSBE Helpdesk if:

- You need further clarification as to a vendor’s VSBE status
- A vendor needs assistance navigating the VSBE certification process
Call GOSBA at 410-697-9600 and ask for the VSBE Helpdesk

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