

From: Mary Nwaogwugwu - Enabled Business Solutions <mary@enabledgroup.net>
Sent: Tuesday, 24 November 2020 14:03
To: 'EnabledGroup'
Cc: mary@enabledgroup.net
Subject: RE: _____eMaryland_Marketplace_-_Maryland's_Online_Procurement_System

Dear Sir,

The login URL is <https://emma.maryland.gov>.

Best Regards,

Mary NWAOGWUGWU,
SCM Lead
mary@enabledgroup.net 0906 243 5410



From: EnabledGroup [<mailto:hq@enabledgroup.net>]
Sent: Tuesday, 24 November 2020 13:17
To: Mary Nwaogwugwu - Enabled Business Solutions <mary@enabledgroup.net>
Subject: Re: _____eMaryland_Marketplace_-_Maryland's_Online_Procurement_System

Ok, send the login url.

Sent from my BlackBerry — the most secure mobile device

From: mary@enabledgroup.net
Sent: 24 November 2020 04:24
To: hq@enabledgroup.net
Cc: mary@enabledgroup.net
Subject: RE: _____eMaryland_Marketplace_-_Maryland's_Online_Procurement_System

Good Morning Sir,

Apologies for the delay. UID is hq@enabledgroup.net.

Thank you.

Best Regards,

Mary NWAOGWUGWU,
SCM Lead
mary@enabledgroup.net 0906 243 5410



From: EnabledGroup [mailto:hq@enabledgroup.net]
Sent: Monday, 23 November 2020 22:22
To: 'Mary NWAOGWUGWU' <mary@enabledgroup.net>
Cc: EnabledGroup <hq@enabledgroup.net>
Subject: Re: ___eMaryland_Marketplace_-_Maryland's_Online_Procurement_System

What's the uid?

Sent from my BlackBerry — the most secure mobile device

From: mary@enabledgroup.net
Sent: 23 November 2020 07:43
To: hq@enabledgroup.net
Cc: mary@enabledgroup.net
Subject: RE: ___eMaryland_Marketplace_-_Maryland's_Online_Procurement_System

Good Afternoon Sir,

I trust your day is going as planned.

Please note that Vendor registration has been done (see attached Screenshot of registration).

Kindly note that updated password is **Anne\$2002201** as password must contain 12 characters.

Thank you.

Best Regards,

Mary NWAOGWUGWU,
SCM Lead
mary@enabledgroup.net 0906 243 5410



From: Mary Nwaogwugwu - Enabled Business Solutions [mailto:mary@enabledgroup.net]
Sent: Friday, 20 November 2020 15:59
To: 'EnabledGroup' <hq@enabledgroup.net>
Cc: 'mary@enabledgroup.net' <mary@enabledgroup.net>
Subject: RE: __eMaryland_Marketplace_-_Maryland's_Online_Procurement_System

Dear Sir,

Mail acknowledged.

Best Regards,

Mary NWAOGWUGWU,
 SCM Lead
mary@enabledgroup.net 0906 243 5410



From: EnabledGroup [mailto:hq@enabledgroup.net]
Sent: Friday, 20 November 2020 15:52
To: Mary Nwaogwugwu - Enabled Business Solutions <mary@enabledgroup.net>
Cc: 'EnabledGroup' <hq@enabledgroup.net>
Subject: Re: __eMaryland_Marketplace_-_Maryland's_Online_Procurement_System

Ok, go ahead and register new vendor

Enabled Business Solutions LLC
 EIN 844645765

6317 Brightlea drv. Suite 101
Lanham, MD 20706

Main contact
Anne Gbadamosi
Hq@enabledgroup.net
Anne\$2002
7039359284

Sent from my BlackBerry — the most secure mobile device

From: mary@enabledgroup.net
Sent: 20 November 2020 05:17
To: yemi@enablesolutions.net
Cc: hq@enabledgroup.net; mary@enabledgroup.net
Subject: RE: __eMaryland_Marketplace_-_Maryland's_Online_Procurement_System

Dear Sir,

Please see below vendor registration process as requested. Also see attached eMMA Quick Reference Guide for your attention.

- 1 Log onto the eMMA website: eMaryland Marketplace Advantage at <https://emma.maryland.gov>
- 2 Click on "New Vendor? Register Now" on right hand side.
- 3 Fill out all Company Information.
- 4 To enter required Tax ID, click **Type of Tax ID** used by your organization and type the number below.
- 5 All required information fields are marked with an asterisk (*). NOTE: You can't complete your registration until all required information fields are completed.
- 6 Optional information can be added at a later time.
- 7 All registrations can be updated at any time after your initial registration is completed.
- 8 Scroll down the page to continue registration process.
- 9 Under **Procurement Programs**, select any and all applicable State programs by clicking the drop down arrow and selecting **Yes or No**. You must select either "Yes" or "No" for each program to move forward.

NOTE: Additional fields to complete may appear based on your selections.

10. If you are part of a State program (SBR, VSBE, or MBE) you should click "**Yes**" and add your certification. NOTE: If you do not have your certification number available, leave the field blank and continue with registration. You can update the certification number at a later time.

11. **Indicate** certifications for Federal programs (DBE, SBE, ACDBE), as applicable. You must select either "Yes" or "No" for each program to move forward.

12. Under **Contact information**, enter your information for setting up your account login.

NOTE: Your password has a minimum of 12 characters and has other requirements as stated in eMMA.

13. Please write down your password as you will need to login immediately after completing this page to finish your organization's registration.

14. Scroll down the page to complete the initial registration form.

15. Choose “Product & Service Offerings” by clicking the drop-down box. Expand the list by clicking the “See All” button at the bottom of the box.

16. In the Commodity Selector box, use the small plus “+” symbols to drill down and open the lists below each topic for the commodities or services your organization provides. Be sure to click a check in the empty box next to EVERY code that applies to your organization, even codes that could only apply as a subcontractor.

NOTE: Only checked codes will receive notifications of bid opportunities.

17. Click the **down arrow** under States and Counties in the “Areas Servicing” screen.

NOTE: You can choose the entire State of Maryland or you can choose one or several specific counties.

18. Select the area(s) your organization is willing to service.

19. Scroll to the top of the page and click the black “**Register**” button.

20. You will see the below confirmation box and be sent an email.

21. Click the **Go back to login page** button, and **login to eMMA!**

22. There are two resources to choose to walk you through completing your organization’s registration.

- **2 - eMMA QRG Managing Vendor Profile.** This is located on the QRG webpage,

<https://procurement.maryland.gov/emma-qrgs/> . (Other QRGs are located there also.)

- **eMMA Video Help Desk (VHD) – Episode 2, Not Receiving Email Notifications.** This is located on the Training webpage, <https://procurement.maryland.gov/training> , under the link to “Vendor Training and Support”. (There is other training and information there for vendors also.)

Thank you.

Best Regards,

Mary NWAOGWUGWU,
SCM Lead
mary@enabledgroup.net 0906 243 5410



From: Mary Nwaogwugwu - Enabled Business Solutions [mailto:mary@enabledgroup.net]
Sent: Friday, 20 November 2020 10:16
To: 'Yemi Gbadamosi' <yemi@enabledsolutions.net>
Cc: 'EnabledGroup' <hq@enabledgroup.net>; mary@enabledgroup.net
Subject: RE: _eMaryland_Marketplace_-_Maryland's_Online_Procurement_System

Good Morning Sir,

Mail acknowledged.

Best Regards,

Mary NWAOGWUGWU,
SCM Lead
mary@enabledgroup.net 0906 243 5410



From: Yemi Gbadamosi [mailto:yemi@enabledsolutions.net]
Sent: Friday, 20 November 2020 09:37
To: 'Mary Nwaogwugwu - Enabled Business Solutions' <mary@enabledgroup.net>
Cc: EnabledGroup <hq@enabledgroup.net>
Subject: eMaryland Marketplace - Maryland's Online Procurement System

Mary,
Please revert with vendor registration process for ...
<https://procurement.maryland.gov/office-of-state-procurement/>

Let's me know what you find
YG

Sent from my BlackBerry — the most secure mobile device