

# e Maryland M@rketplace

## Quick Reference Guide

### Forgot Password

If you have forgotten your eMaryland Marketplace password, please follow the instructions below.

Visit [www.emarylandmarketplace.com](http://www.emarylandmarketplace.com) and select the link for *Login*.



#### Quick Links

- > [DGS Preferred Provider Program](#)
- > [Debarments](#)
- > [Statewide Contracts](#)
- > [Bid Boards](#)
- > [Procurement Forecast Reports](#)
- > [Outreach Events](#)

#### eMaryland Links

- > [Login](#)
- > [Register](#)
- > [View Open Bids and Contracts](#)
- > [Search for Vendors](#)

#### eMaryland Help Desk

Weekdays 8:00 a.m.-4:00 p.m.  
Phone: 410-767-1492  
[dgs.emaryland@maryland.gov](mailto:dgs.emaryland@maryland.gov)



## Welcome to eMaryland Marketplace

#### SPECIAL ANNOUNCEMENT

Due to the recent update of the eMaryland Marketplace servers, you might experience difficulties accessing the eMaryland Marketplace system. To correct this issue, it might be necessary to update your browser. Please view these [instructions](#) on how to complete this task for the most common browsers.

If you have questions, please contact the eMaryland Marketplace Help Desk.

#### eMaryland Marketplace User Information

Maryland's online procurement system, eMaryland Marketplace, is a business tool that provides vendors with easy access to State procurement information. Potential bidders can find solicitations on eMaryland Marketplace and submit bids electronically. The system also allows vendors to obtain bid results online once the due date and time for bid submission have passed.

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

#### QUICK REFERENCE GUIDES AND INSTRUCTIONS

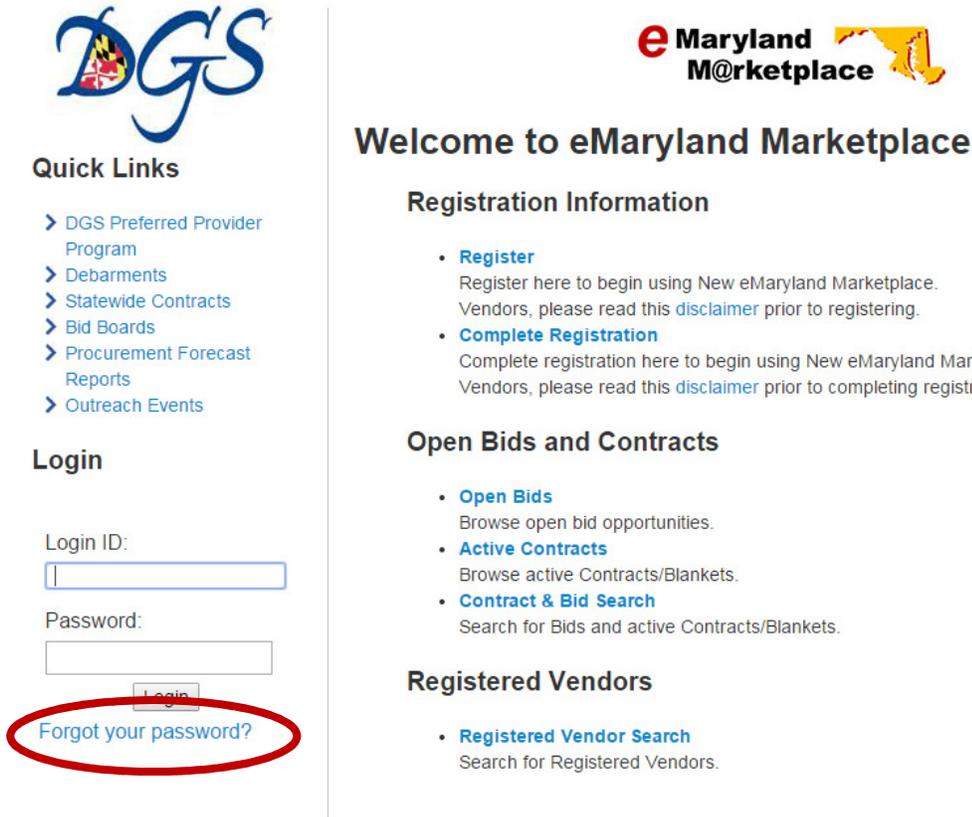
For further information, Quick Reference Guides are posted here – [eMaryland Marketplace Instructions](#), and Frequently Asked Questions (FAQs) are posted here - [FAQs](#) to provide you with step-by-step details on how to navigate the system and perform specific procedures with ease. Thank you for your time and interest in doing business with the State of Maryland.

#### eMARYLAND MARKETPLACE USER FEEDBACK

Please take some time to complete our [User Feedback Questionnaire](#). Your feedback is important and will enable us to better understand and meet our users' needs.

The eMaryland Marketplace Login screen will open.

Select the option for *Forgot your password?*



The Change Password screen will open.

Enter your Login ID and Email Address. Select *Continue*.



You selected a Login Question when you initially registered in eMaryland Marketplace. This question will appear. Please provide the answer to this question. Select *Continue*.



You will receive a message stating “Upon clicking the Continue button, a new password will be auto-generated and sent to the email address on file.” Select *Continue*.

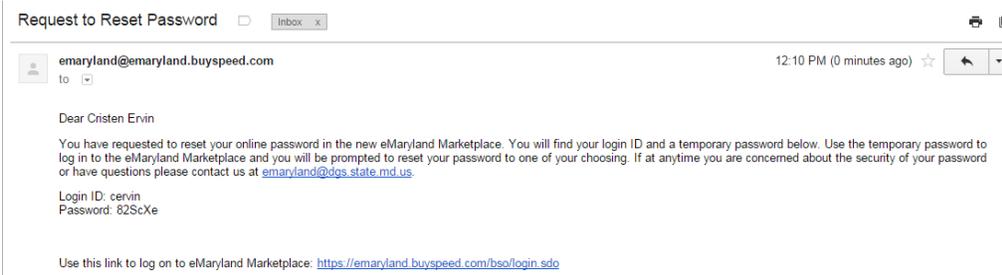


You will receive an email from sender: emaryland and address: [emaryland@emaryland.buyspeed.com](mailto:emaryland@emaryland.buyspeed.com) with the title “Request to Reset Password”.



Open the email and follow the instructions.

The email will contain a temporary password to be used to access your eMaryland Marketplace account.



Go back to the eMaryland Marketplace Login page and enter your Login ID and temporary password (from the email).

**DGS**

**Quick Links**

- > DGS Preferred Provider Program
- > Debarments
- > Statewide Contracts
- > Bid Boards
- > Procurement Forecast Reports
- > Outreach Events

**Login**

Login ID:

Password:

[Forgot your password?](#)

**e Maryland Marketplace**

## 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.

### Registered Vendors

- **Registered Vendor Search**  
Search for Registered Vendors.

You will be prompted to create a new password.

When creating a new password, please follow the password criteria:

Passwords must be a minimum of six (6) characters and a maximum of thirty (30) characters and **MUST** be Alphanumeric (combination of letters and at least 1 number, NO special characters can be used (i.e. ? " \ !)). **Passwords are case sensitive.**

Re-enter your current (temporary) password (from the email). Enter a NEW password. Re-enter the NEW password. Select *Submit*.

**Change Password**

Current Password\*

New Password\*

Confirm New Password\*

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You will then be logged into eMaryland Marketplace.



NECP Code Browse | My Account | Customer Service | About Seller Seller Administrator

April 22, 2015 12:14:08 PM EDT Cristen Ervin

Home POs Bids Contracts Quotes

Home - Welcome Back Cristen Ervin

News(4) Vendor Communication(0) Bids(13933) PO(0) Quotes(0)

News ID	Effective Date	Category	Title
25	02/26/2015	Procedures	eMaryland Marketplace Instructions (Quick Reference Guides and FAQs)
20	01/07/2013	Forms and Information	ALERT TAB (MISSING INFORMATION)
15	05/07/2012	Procedures	To Acknowledge Bid (ONLY CLICK ONCE)
4	01/03/2012	Procedures	Password Restrictions

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