

New eMM Terminology & Concepts

This guide provides you with an overview of the terminology and concepts used within the new eMaryland Marketplace.

Terminology

eMaryland Marketplace uses different terminology than you may be used to. The table displays some common terms and what they are named within eMaryland Marketplace.

Term	The new eMaryland Marketplace Term
Solicitation (all types)	Bid
Responses (all types), including Proposals, Bids, Offers, etc	Quote
Solicitation Due Date	Bid Opening Date
Term Contract	Blanket Purchase Order

Roles

Every user with login access to eMaryland Marketplace must have at least one role. Roles determine the purchasing and administrative functions a user is able to access. The table displays the different roles available within eMaryland Marketplace, their functions and the personnel that generally hold them.

NOTE: Not all roles will be utilized by the State of Maryland.

eMMRole	Primary Functions	Personnel
Basic Purchasing (BP)	<ul style="list-style-type: none"> • Process requisitions • Conduct solicitations • Manage contracts • Cut purchase orders 	<ul style="list-style-type: none"> • Procurement
Department Access (DA)	<p>Optional</p> <ul style="list-style-type: none"> • Create requisitions • Approve documents • Receive items • Solicit and/or document informal price quotes • Cut limited dollar purchase orders 	<ul style="list-style-type: none"> • End-users (Customers) • Approvers • Business Managers
Inquiry	<ul style="list-style-type: none"> • Review procurement and system data • No ability to create or modify documents 	<ul style="list-style-type: none"> • Auditors • Management
Organization Administrator	<ul style="list-style-type: none"> • Manage agency users • Manage approvals • Manage agency business units and addresses • Manage procurement documents and workflow 	<ul style="list-style-type: none"> • Procurement Management
Internal Administrator	<ul style="list-style-type: none"> • Manage system settings • Manage vendor settings • Manage organization access 	<ul style="list-style-type: none"> • DGS
Seller	<ul style="list-style-type: none"> • Respond to solicitation opportunities • Acknowledge received purchase orders 	<ul style="list-style-type: none"> • Vendors
Seller Administrator	<ul style="list-style-type: none"> • Manage vendor users (Sellers) 	<ul style="list-style-type: none"> • Vendors

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Documents

The documents within eMaryland Marketplace are used to conduct procurement activity. Users must create and submit documents in order to request items, conduct solicitations, establish contracts and order and receive items. The table displays the various documents that will be used by the State of Maryland at this time and describes who can create them and what functions they support.

Document Type	Purpose	Created By
Bid	<ul style="list-style-type: none"> • Conduct formal and informal solicitations • Create and publish solicitation amendments • Close response period • Access the Bid Tabulation (Bid Tab) document 	• Basic Purchasing
Bid Tab	<ul style="list-style-type: none"> • View and evaluate solicitation responses • Request clarifications and revisions to responses • Recommend vendors for award • Convert awards to purchase orders and contracts 	• Basic Purchasing (automatically created by closing response period)
Quote	<ul style="list-style-type: none"> • Respond to a solicitation 	• Seller
Purchase Order (PO)	<ul style="list-style-type: none"> • Send orders to vendors • Setup and manage term contracts 	• Basic Purchasing
Change Order	<ul style="list-style-type: none"> • Manage change orders and contract amendments • Access via Purchase Order 	• Basic Purchasing

Document Statuses

As documents are processed to conduct procurement activity, their status changes in order to allow/disallow various functions associated with the document. Depending on the status of a document, it may become accessible and/or editable to only specific users. When documents require the action of a specific user, an email is automatically sent to that user to alert them. The table lists the statuses for eMaryland Marketplace Bid documents and describes what each means, what actions are permissible at that status and which users can perform those actions.

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Status Code	Status Name	Description
2BI	In Progress	The document is still being completed by the originator. It is still editable by the originator and any Basic Purchaser supervisor with rights over them.
2BRA	Ready for Approval	The document has been submitted and travelling down the approval path. The document cannot be edited.
2BRT	Returned	The document was returned to the originator by an approver prior to being published. The Bid can be "Re-Opened" to "In Progress" status, edited and re-routed for approval by the originator.
2BR	Ready to Send	The document has been approved and is awaiting the originator to send notification about the Bid to selected vendors and post on the eMaryland Marketplace login screen (if desired). The document can only be edited via an Amendment.
2BS	Sent	Notification regarding the Bid has been sent to selected vendors and posted on the eMaryland Marketplace login screen (if desired). Vendors are now able to submit electronic responses if enabled. The document can only be edited via an Amendment.
	Ready to Open	The Bid has reached its configured Opening date and time. Vendors can no longer submit electronic responses if enabled. The document can only be edited via an Amendment.
2BO	Opened	The vendor responses to the Bid can now be viewed or entered by the originator and any BP supervisor over them. The revision / evaluation process can occur on the Bid Tab at this status.
2BE	Evaluated	All Bid items have been recommended for award by the Basic Purchaser and are now awaiting approval.
2BA	Approved	The award recommendation of all Bid items has been approved. These items are now waiting for the Basic Purchaser to convert them into one or more Purchase Orders to post the award.
2BPO	Bid to PO	All Bid items have been awarded and transferred to a Purchase Order. The award(s) are posted on the eMaryland Marketplace login screen.
2BC	Cancelled	The Bid has been cancelled by the originator or an approver.