



## Vendor Quick Reference Guide

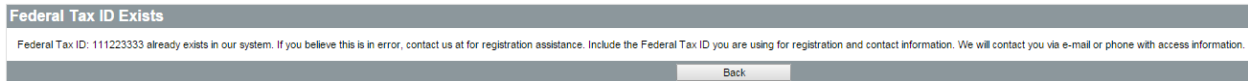
### Adding a DBA or Subsidiary

Each vendor that registers with eMaryland Marketplace must have a unique tax identification number. However, if your entity does business under multiple names, or has subsidiaries that utilize the same tax ID, you may register each of these DBAs or subsidiaries separately so that each can receive and manage solicitation opportunities that are specific to them.

In order to set up a DBA or subsidiary in eMaryland Marketplace, you must first have successfully registered one vendor within eMaryland Marketplace with the tax ID that these entities use. Once a vendor is registered in eMaryland Marketplace, that vendor can then allow other associated entities to register with the same tax ID as that original vendor.

#### **If you attempt to register and the tax ID is already in use:**

If you have attempted to register and seen the Federal Tax ID Exists message (example below), then another entity is already registered within eMaryland Marketplace with the same tax ID.



If you are unaware of who has registered within eMaryland Marketplace with your tax ID, contact the eMaryland Marketplace Help Desk for assistance. **Do not enter inaccurate tax ID information into eMaryland Marketplace.**

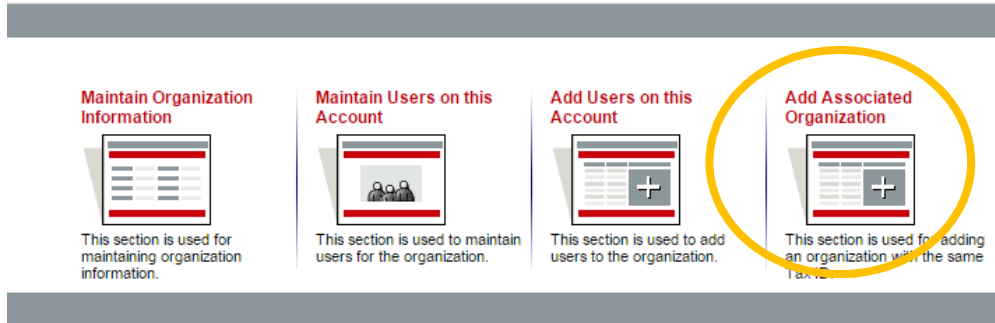
Contact the vendor who is currently registered with the tax ID you need to utilize and request to have them add your organization as a DBA or subsidiary.

If you are the registered entity, follow these steps to add a DBA/Subsidiary:

Select the Seller Administrator tab.



Select **Add Associated Organization**.



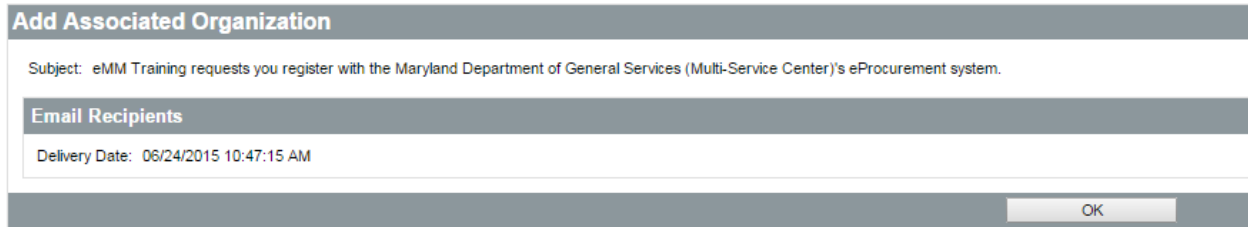
The Send Mail screen will open.

Enter the email address of the person you wish to send the invitation to. You may copy additional recipients on the email or add additional text to the email. Click **Send**.

A screenshot of a "Send Mail" form. At the top, there is a grey header with the text "Send Mail". Below the header, there is a blue information icon and a message: "Use the email form below to request that the associated organizations register in BSO. The link provided below must be used in order to register with the same tax ID." The form contains fields for "To\*", "CC:", "From:" (pre-filled with "cristen.ervin@maryland.gov"), "Subject\*" (pre-filled with "eMM Training requests you register with the Maryland Department of General Services (Multi-Service Center)'s e"), and "Text:". There is a checkbox labeled "Send confirmation email to cristen.ervin@maryland.gov". At the bottom right, there are two buttons: "Send" and "Cancel & Exit", with the "Send" button highlighted by a yellow box.

You will receive a confirmation that the email has been sent.

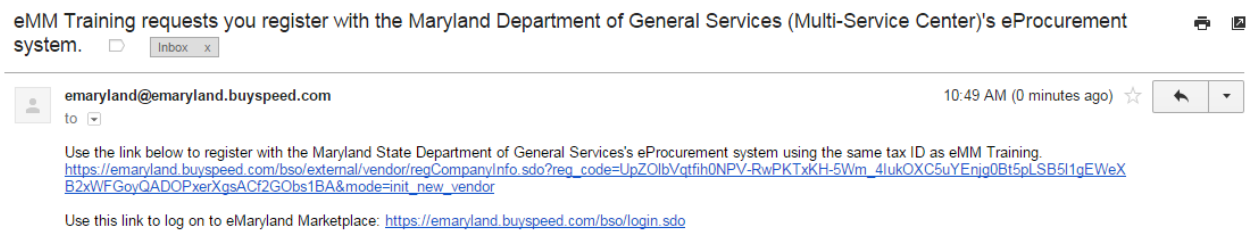
The recipient will receive an email that includes a link that will allow them to register.



They may follow the steps below to register their entity.

**If you have received an email to register your DBA/Subsidiary with eMaryland Marketplace, follow the instructions below:**

You will receive an email from eMaryland Marketplace (example below).



The eMaryland Marketplace registration screen will open.

Complete the registration tabs to complete the vendor registration process. For additional instructions on completing the registration process, refer to the Business Registration Quick Reference Guide.