

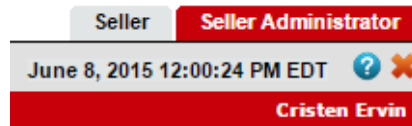
Vendor Quick Reference Guide

Vendor Maintenance Updating Organization Information

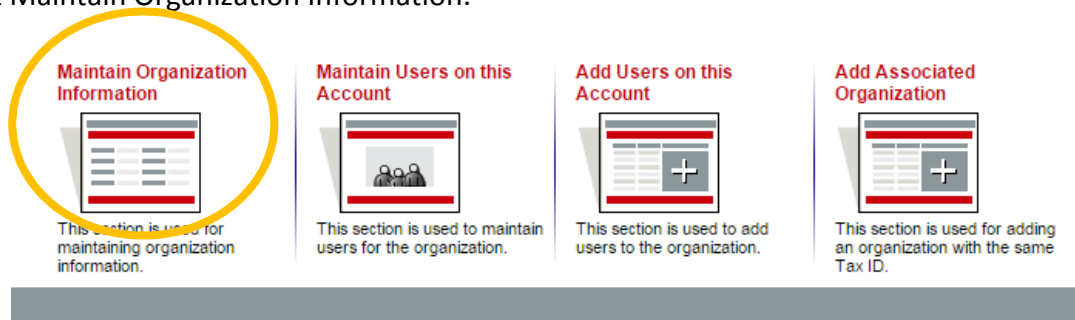
This quick reference guide will provide you with an overview of the Vendor Maintenance screens and functions.

A Seller Administrator may view and update the organization's profile at any time.

Log into eMaryland Marketplace and select the Seller Administrator tab.



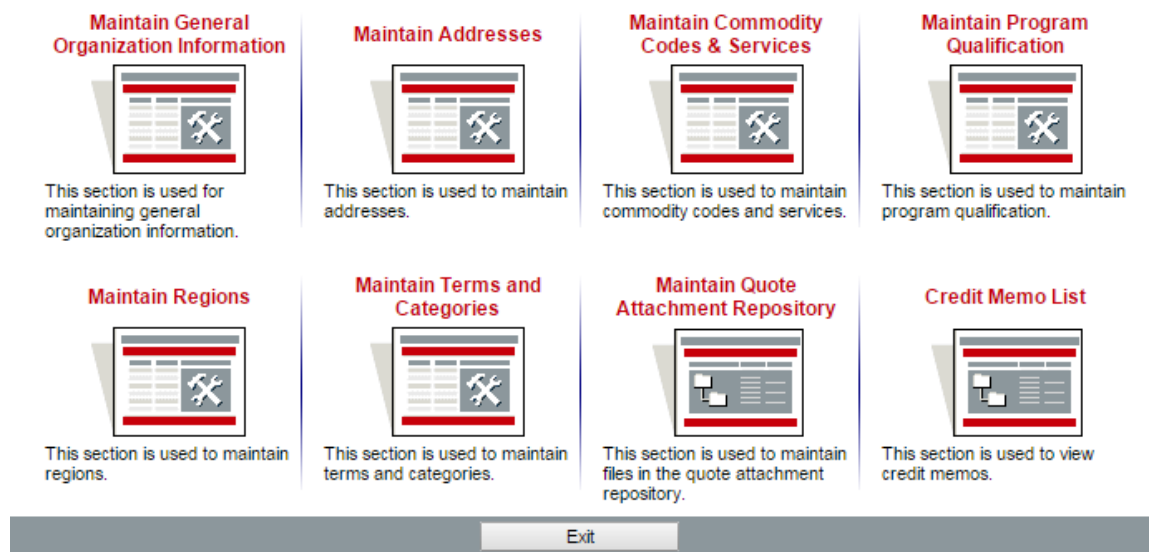
Select Maintain Organization Information.



The image displays four navigation options for organization management, each with a title, a representative icon, and a brief description:

- Maintain Organization Information**: This section is used for maintaining organization information. (This option is circled in yellow in the original image.)
- Maintain Users on this Account**: This section is used to maintain users for the organization.
- Add Users on this Account**: This section is used to add users to the organization.
- Add Associated Organization**: This section is used for adding an organization with the same Tax ID.

From the Maintain Organization Information selection, you have the ability to update a variety of information.



Maintain General Organization Information – View and update general information about your organization including the vendor email address. *Note: The vendor email address indicated under the General Organization Information is the address in which all eMM correspondence is sent, including bid notifications.*

Maintain Addresses – View and update the addresses associated with your company.

Maintain Commodity Codes & Services – View and update the commodity codes you are registered for. For more information on commodity codes, including how to add new codes, refer to the Understanding Commodity-Service Codes Quick Reference Guide.

Maintain Program Qualification – View and update Small Business Reserve (SBR) program information. For more information on SBR certification, refer to the Small Business Reserve Certification Quick Reference Guide.

Maintain Regions – This section is no longer in use.

Maintain Terms and Categories – Update responses to the Terms & Categories questions that were asked during the initial registration process.

Maintain Quote Attachment Repository – You may maintain attachments for quotes in the repository.

Credit Memo List – You can view your list of current credit memos. This option is currently not used by the State of Maryland.

Select the category for the information you would like to update.