Search within Marketplace for businesses with specific diversity classes:

Log into https://mycampus.maine.edu/ (single sign on required)



1. Select MaineStreet Marketplace icon from LaunchPad

2. Go to Suppliers

Manage Suppliers

Search for a Supplier

3. Click Advanced Search (If you cannot see "advanced search" then contact <u>adam.corrigan@maine.edu</u> to request permission for "Supplier Profile View Only.")

- 4. Search by "Class" (drop down menu)
- 5. Make sure Shopping/AP Status is active (drop down menu)
- 6. Click on Search button lower left
- 7. View Output: List of Women owned small business

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E	Shop				
í.	Orders		Search		Go
2	Contracts		Enter	search terms such as Legal Company N	ame or Supplier ID.
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	Suppliers	Suppliero	Type to Possible Suppliers	٩	
lih	Reporting	Manage Suppliers	Search for a Supplier		
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8	Setup	Configuration Settings			
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Q	Menu Search				

2. Go to Suppliers

Manage Suppliers

Search for a Supplier

Search	Go Advanced search
	Enter search terms such as Legal Company Name or Supplier ID.

3. Click Advanced Search

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Shopping/AP Status	Active 💙	
Tax Identification Number		
Country Of Origin	Country of Origin	٩
Include Organizational Nodes		
Zip Code	Within 5 Miles 💙	
Business Unit association	· · · ·	
Supplier Contact Email Address		
> Registration Information		
> Products / Services		
> Company Classification		
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		Q Search
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- 4. Search by "Class" (drop down menu) example: Women owned small business
- 5. Make sure Shopping/AP Status is active (drop down menu)
- 6. Click on Search button lower left

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Back to Search Start Over	Showing 1 - 20 of 188 Results		
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	DARLA E PHILLIPS Supplier Number: 0000195826 Registration Status: None	Type: D Preferences: 😸 🏧 🚟 🎬 Diversity Classifications: <u>None</u>	Manage 👻
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7. View Output: List of Women owned small business

Maine Street Marketplace to view diversity spending by supplier

Go to https://mycampus.maine.edu (single sign on required)



1. Go to Orders

Search

All Orders

- 2. Click on My Searches
- 3. Click on Manage Searches
- 4. Click on Diversity Supplier Spend

5. Click on Invoice Report Spend with Diversity Suppliers (Update Accounting Date and Add Project Codes)

6. Update with the Supplier Classes, Accounting Dates and Invoice Status selections that you want to view.

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灖		Invoices Receipts	Eived Contract Payment(r)	Sola Source	Construction		
	Register for upcoming WEBINARS - click here UMS Contract Templates - click here.		 ✓ Office, Publications, and General Suppliers 				
	University of Maine Syste click here (posted 3.20.19)	m Goods/Services Contract database -	Office Supplies & Furniture	sodexo CATERTRAX	Complete Books/ Periodicals/ Subs		
	Sales Representatives Con click <u>here</u> . (posted 5.13.19)	ntact Information (catalog suppliers) -	✓ Facilities & Maintenance Suppliers				
	New - Medline Catalog - Sodexo Catalog Update	Download information flyer here (posted 9.16.2020) • Download the new User Guide here (updated 3.26.2020)	GRAINGER Industrial/Facilities Supplies	Tours Industrial/ Facilities Supplies	Graybar Electric/ Datacom/ Sec		
	WB Mason Office Supply a tips - click here (posted 12.11.1	and Furniture PunchOut Catalog. For catalog search	Advantage Gas/ Valley Natl	Education Supplies	Manual Control		
	Agrient PunchOut Catalog 3.12.19) Lowe's - Enhanced Punch viewed here. (posted 4.25.19)	g (scientific suppliers) - click nere for an overview. (posted	Technology Suppliers				
	An overview of the Lowe's	catalog and contact information can be					

1. Go to Orders

Search All Orders



2. Click on My Searches

3. Click on Manage Searches



4. Click on Diversity Supplier Spend



5. Click on Invoice Report Spend with Diversity Suppliers (Update Accounting Date and Add Project Codes)

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Orders + Search + Invoices								
Invoice Report for Spend with	h Diversity Suppliers (Update Accounting Date and Add Project Codes)				🔀 Save As 👻 🖈 Pin Filters 👻 💆 Export All 💌			
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Supplier	Suppler Classes: WOMEN 85N E * 🗶 Accounting Date: Facul Waar-To * 🗶 Invoice Status: Complete Pend * 🗙							
COMPLETEBOOK COM 140	Page 1 of 18	1-50 of 871 Results						🗘 50 Per Page 🕶
KARASCH & ASSOC	🗆 Nore Number 🕥	Supplier	Total Amount	ray Status	invoice Status	Paid Date 🔻 Department		Invoice Owner
SPRAQUE OPERATING RESOURCES	82156002	Mary Mary	1,000.00 USD	in Process	Pending	- UMS Finance		Gragg. Emily
SHI INTENTL CORP	#2155341	COMPLETEBOOK COM @	73.66 USD	Payable	Complete	- UMS Campus	Specific Services	Jacobson, Matthew
✓ See Mare C Show Mare	82154783	COMPLETEBOOK COM (0	27.39 USD	Payable	Complete	 UMS Organiza 	itional Effectiveness	Kramer, Samantha
Invoice Type	82154181	UNITEL INC ()	7,200.00 USD	Paid	Complete	2/9/2021 -		100
Non-PO Voucher	82154036	SHI INTRATL CORP 0	98.00 USD	in Process	Pending	- UMS Campus	Specific Services	Drake, Thomas
PO Credit Memo	82153201	COMPLETEBOOK COM ()	42.75 USD	Payable	Complete	- UMS Campus	Specific Services	Jacobson, Matthew
Non-PO Credit Memo	82153005	247 ACCESSIBLE DOCUMENTS PTE LTD 0	1,140.00 USD	In Process	Pending	- UMS Campus	Specific Services	Woodhouse, Nicole
Invoice Source 🗸	82152905	SHI INTRNTL CORP ()	98.00 USD	In Process	Pending	- UMS Campus	Specific Services	Drake, Thomas
Digital Mailroom Import 567	82152887	CASADY DESIGN ()	4,760.00 USD	In Process	Pending	 UMS Strategic 	Procurement	Campbell, Melissa
Supplier Portal	82152531	MN ASSOC INC ®	3,000.00 USD	Paid	Complete	2/5/2021 UMF Special S	lervices/Exchange	Hebert, Jennifer
Show More	82152516	CERTIFIED INTERPRETING LLC 0	366.00 USD	In Process	Pending	 UMS Human F 	Resources	Eddy, Lisa
Department 🗸	82149790	BRAILSFORD & DUNLAVEY INC 0	11,141.25 USD	Paid	Complete	2/9/2021 UMPI VP Adm	in & Finance	Pierce, Nancy
USM Muskie School (USM Muskie 62	82149627	SHI INTRNTL CORP 0	196.00 USD	In Process	Pending	- UMS Campus	Specific Services	Orake, Thomas
No Department 55	82146700	UNITEL INC O	11,600.00 USD	Paid	Complete	1/26/2021 -		
UMA Computer Services Augusta (UMA Computer Services Augusta)	02146261	SHI INTRNTL CORP ()	2,225.88 USD	In Process	Pending	- UMS Procurer	nent Operations	Noblet, Michael
UM Cooperative Extension Admin (UM Cooperative Extension Admin)	82146250	SHI INTRNTL CORP ()	2,205.68 USD	In Process	Pending	- UMS Procurer	nent Operations	Noblet, Michael
UM Vice Pres Student Affairs (UM 46) Vice Pres Student Affairs)	82145233	SHI INTRNTL CORP ()	7,532.00 USD	Paid	Complete	1/12/2021 UMS ITS Chief	Info Officer	Ferrante, Judith
✓ See More C Show More	82144826	KNOWLEDGE SVCS 0	1,138.24 USD	Paid	Complete	2/3/2021 UMS ITS Adm	in Systems Dev&Supp	ort Caron, Cathy

6. Update with the Supplier Classes, Accounting Dates and Invoice Status selections that you want to view.

Notes:

Add award project codes These are for Invoices not PO Accounting date and PO in fiscal year Created vs accounting invoices arrive end of June, more consistent with general ledger based on accounting date of invoice Enter only project codes needed Pay status = paid/payable Contact adam.corrigan@maine.edu for assistance