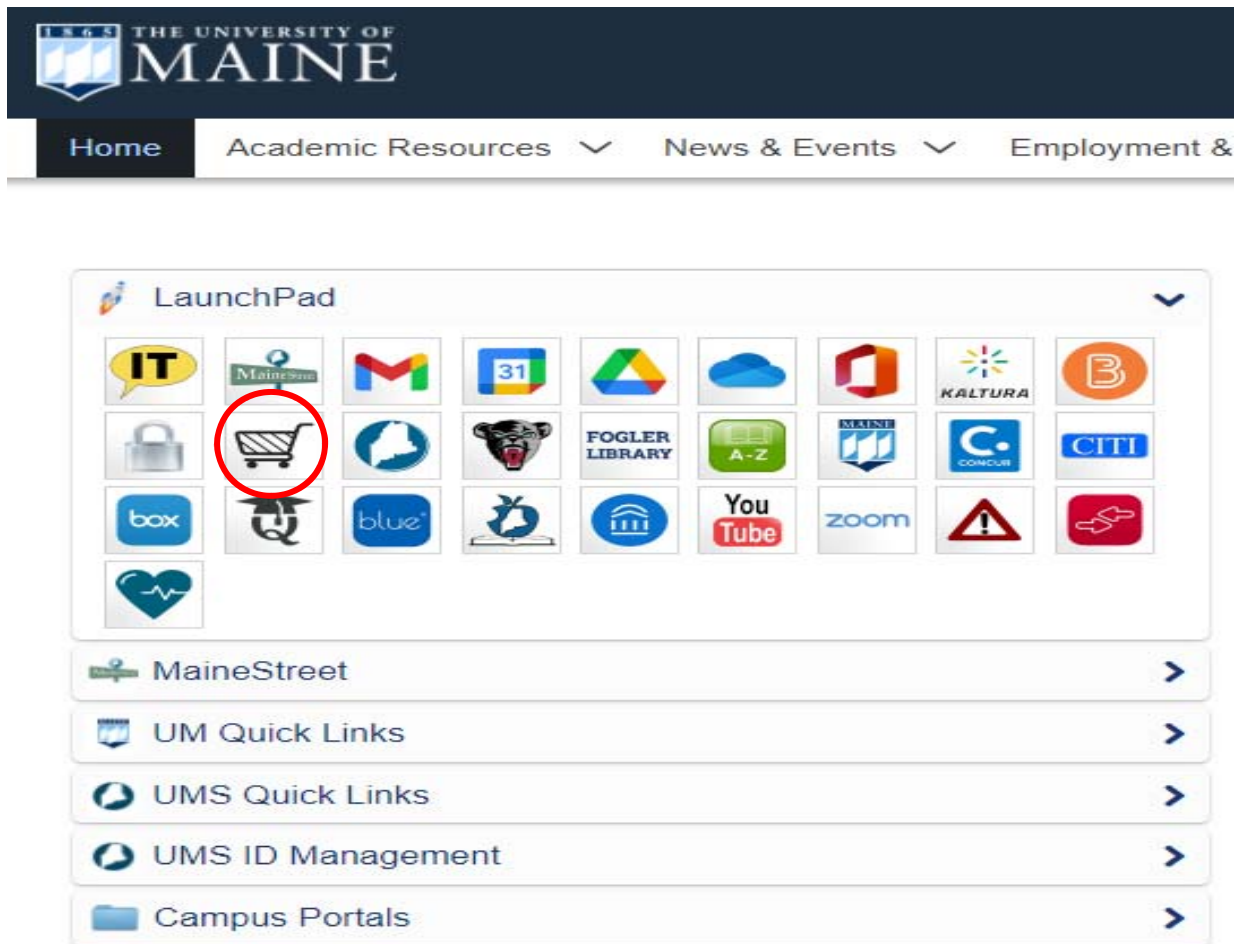
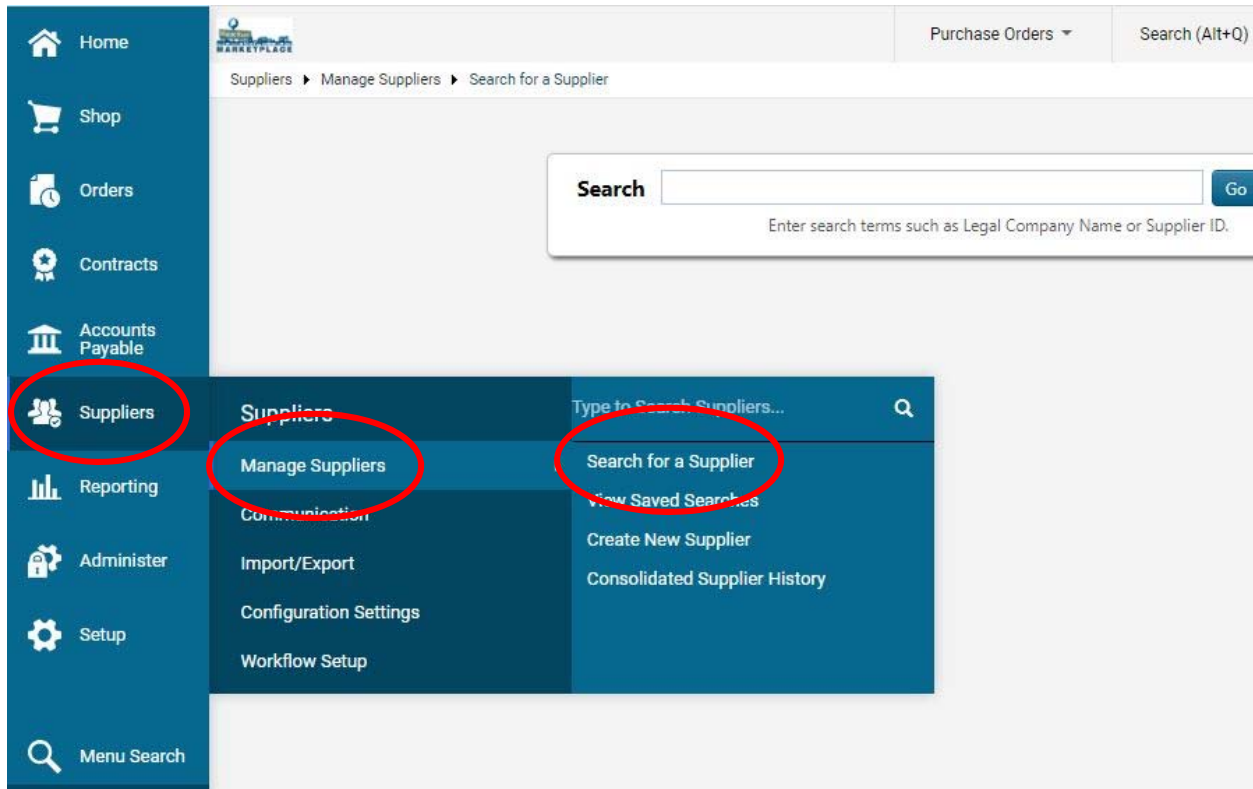


Search within Marketplace for businesses with specific diversity classes:

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 adam.corrigan@maine.edu 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



2. Go to Suppliers

Manage Suppliers

Search for a Supplier



3. Click Advanced Search

Advanced search Simple Search ?

[Expand All](#) | [Collapse All](#)

| | |
|--------------------------------|--|
| Supplier | <input type="text"/> |
| Type | <input type="text" value="All"/> |
| Class | <input type="text" value="WOMEN BSN ENT"/> |
| Shopping/AP Status | <input type="text" value="Active"/> |
| Tax Identification Number | <input type="text"/> |
| Country Of Origin | <input type="text" value="Country of Origin"/> |
| Include Organizational Nodes | <input type="checkbox"/> |
| Zip Code | <input type="text"/> Within <input type="text" value="5 Miles"/> |
| Business Unit association | <input type="text"/> |
| Supplier Contact Email Address | <input type="text"/> |

> Registration Information

> Products / Services

> Company Classification

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

Suppliers • Manage Suppliers • Search for a Supplier

Showing 1 - 20 of 188 Results

Search Details

Filtered By

Supplier

Shopping/AP Status

Active

Class

WOMEN BSH ENT

Save New Search

Remove All

Refine Supplier Search

Registration Status

None (188)

Registration Date

Type

Non-Catalog (188)

Diversity Classification

None (188)

Results Per Page: 20

Sort by: Best Match

Page 1 of 10

Legend ?

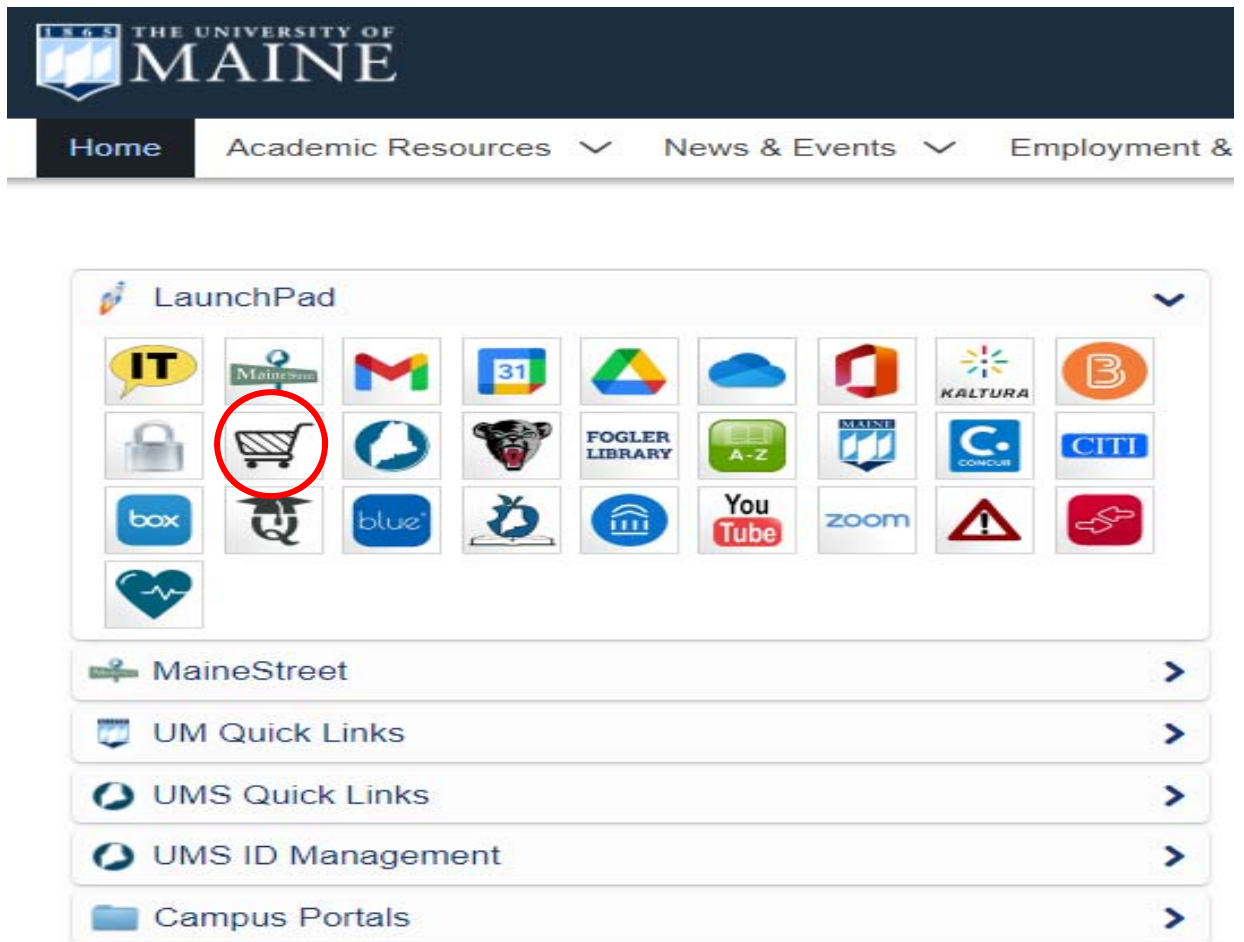
| | | | |
|-------------------------------------|--|--|------------------------|
| <input checked="" type="checkbox"/> | CEN MED ENTERPRISES INC Supplier Number: 0000191366 Registration Status: None | Type: <input checked="" type="checkbox"/> Preferences: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Diversity Classifications: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | Manage |
| <input checked="" type="checkbox"/> | CLEARMASK LLC Supplier Number: 0000196912 Registration Status: None | Type: <input checked="" type="checkbox"/> Preferences: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Diversity Classifications: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | Manage |
| <input checked="" type="checkbox"/> | CR ENVIRONMENTAL INC Supplier Number: 0000188297 Registration Status: None | Type: <input checked="" type="checkbox"/> Preferences: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Diversity Classifications: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | Manage |
| <input checked="" type="checkbox"/> | DESIGN GRP COLLABORATIVE Supplier Number: 0000174672 Registration Status: None | Type: <input checked="" type="checkbox"/> Preferences: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Diversity Classifications: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | Manage |
| <input checked="" type="checkbox"/> | EY LABS INC Supplier Number: 0000186769 Registration Status: None | Type: <input checked="" type="checkbox"/> Preferences: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Diversity Classifications: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | Manage |
| <input checked="" type="checkbox"/> | KMS ACTUARIES LLC Supplier Number: 0000182134 Registration Status: None | Type: <input checked="" type="checkbox"/> Preferences: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Diversity Classifications: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | Manage |
| <input checked="" type="checkbox"/> | L & D SAFETY MARKING CORP Supplier Number: 0000164386 Registration Status: None | Type: <input checked="" type="checkbox"/> Preferences: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Diversity Classifications: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | Manage |
| <input checked="" type="checkbox"/> | MN ASSOC INC Supplier Number: 0000197341 Registration Status: None | Type: <input checked="" type="checkbox"/> Preferences: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Diversity Classifications: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | Manage |
| <input checked="" type="checkbox"/> | POWERTECH CONTROLS CO INC Supplier Number: 0000183546 Registration Status: None | Type: <input checked="" type="checkbox"/> Preferences: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Diversity Classifications: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | Manage |
| <input checked="" type="checkbox"/> | WATHEN GRP LLC Supplier Number: 0000185833 Registration Status: None | Type: <input checked="" type="checkbox"/> Preferences: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Diversity Classifications: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | Manage |
| <input checked="" type="checkbox"/> | DARLA E PHILLIPS Supplier Number: 0000195826 Registration Status: None | Type: <input checked="" type="checkbox"/> Preferences: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Diversity Classifications: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | Manage |
| <input checked="" type="checkbox"/> | EAGLES MEDIA PRODUCTIONS Supplier Number: 0000172261 Registration Status: None | Type: <input checked="" type="checkbox"/> Preferences: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Diversity Classifications: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 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)

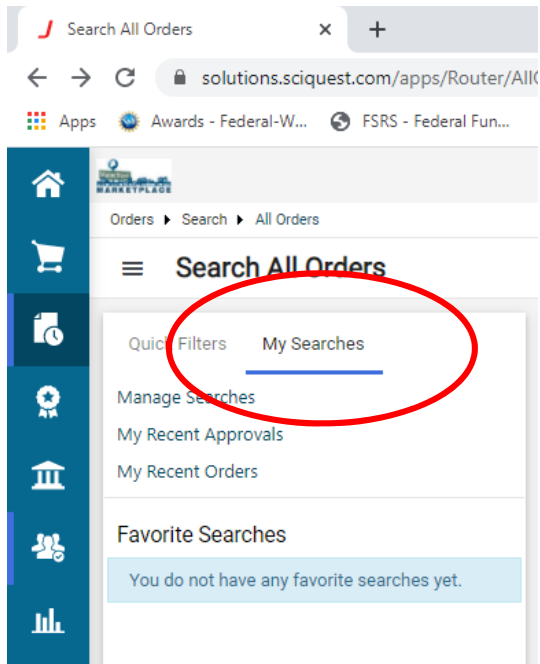


The screenshot shows the top navigation bar of the University of Maine website. The header includes the university's name and logo, and a navigation menu with items: Home, Academic Resources, News & Events, and Employment &. Below the navigation is a 'LaunchPad' section containing a grid of application icons. A red circle highlights the shopping cart icon in the second row, second column. Below the grid are several quick links: MaineStreet, UM Quick Links, UMS Quick Links, UMS ID Management, and Campus Portals.

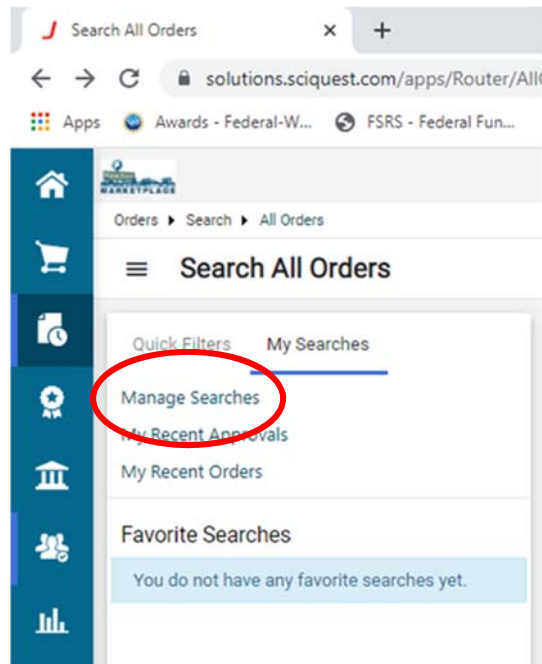
1. Go to Orders
 - Search
 - All Orders
2. Click on My Searches
3. Click on Manage Searches
4. Click on Diversity Supplier Spend
5. Click on Invoice Report Spend with Diversity Suppliers (Update Accounting Date and Add Project Codes)
6. Update with the Supplier Classes, Accounting Dates and Invoice Status selections that you want to view.

The screenshot shows a web browser window with the URL `solutions.sciquest.com/apps/Router/Home?tmstmp=1611824337468`. The page features a dark blue sidebar on the left with a navigation menu. A red circle highlights the 'Orders' menu item, which has a dropdown menu open. The dropdown menu contains the following items: 'Quick search', 'All Orders', 'Requisitions', 'Purchase Orders', 'Procurement Requests', 'Invoices', and 'Receipts'. Below the sidebar, there are several text-based announcements and links, such as 'Register for upcoming WEBINARS - click here', 'UMS Contract Templates - click here', and 'University of Maine System Goods/Services Contract database - click here'. The main content area on the right is titled 'Shop' and includes a search bar with 'Everything' selected. Below the search bar, there are sections for 'Frequently Used Forms' (including Check Request, After The Fact, Non-Catalog, Fixed Contract Payment(s), Sole Source, and Construction), 'Office, Publications, and General Suppliers' (including W.B. MASON, sodexo, and Complete Book), 'Facilities & Maintenance Suppliers' (including GRAINGER, Lowe's, Graybar, MATHESON TRIGAS, American Education Supplies, and MSC), and 'Technology Suppliers'.

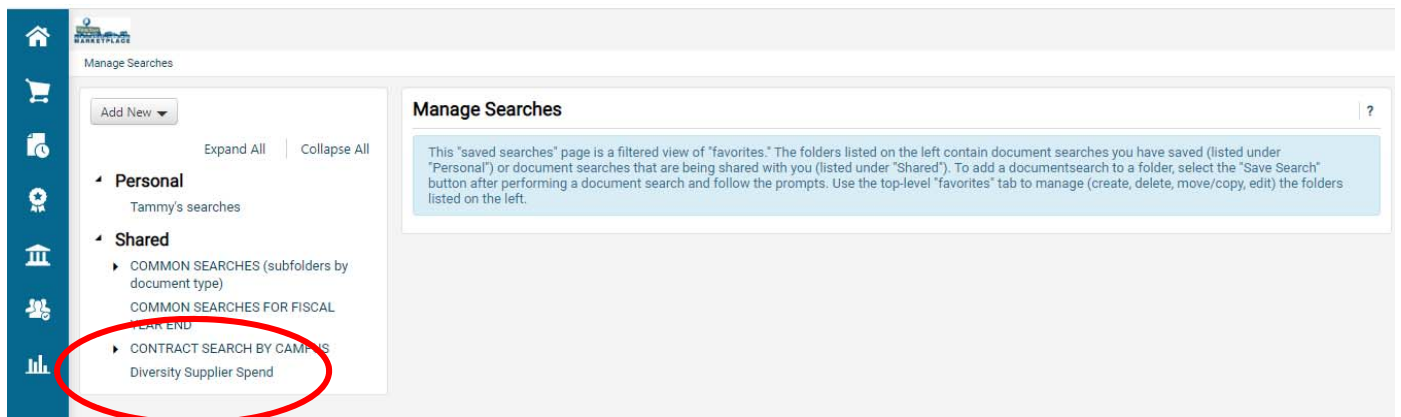
1. Go to Orders
Search
All Orders



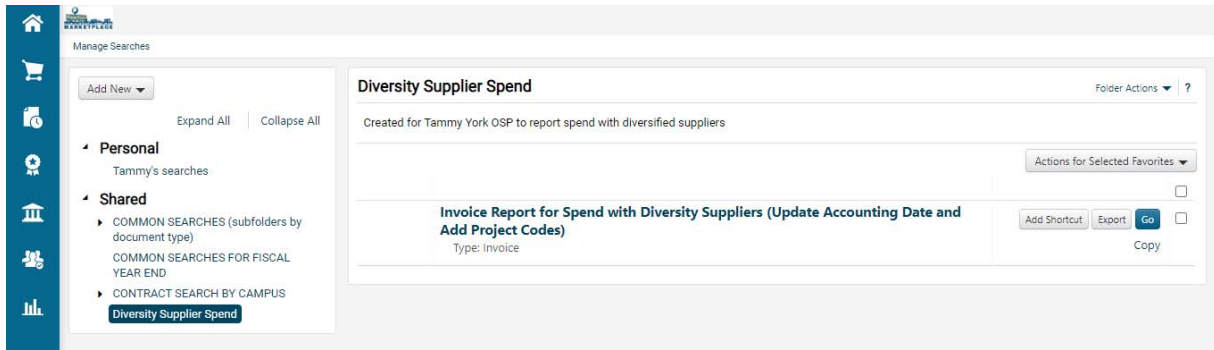
2. Click on My Searches



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)

| Invoice Number | Supplier | Total Amount | Pay Status | Invoice Status | Paid Date | Department | Invoice Owner |
|----------------|----------------------------------|---------------|------------|----------------|-----------|-----------------------------------|-------------------|
| 82156002 | COMPLETEBOOK COM | 1,000.00 USD | In Process | Pending | - | UMS Finance | Bragg, Emily |
| 82155341 | COMPLETEBOOK COM | 73.66 USD | Payable | Complete | - | UMS Campus Specific Services | Jacobson, Matthew |
| 82154783 | COMPLETEBOOK COM | 27.39 USD | Payable | Complete | - | UMS Organizational Effectiveness | Kamer, Samantha |
| 82154181 | UNITEL INC | 7,200.00 USD | Paid | Complete | 2/9/2021 | - | - |
| 82154036 | SHI INTRNTL CORP | 98.00 USD | In Process | Pending | - | UMS Campus Specific Services | Drake, Thomas |
| 82153201 | COMPLETEBOOK COM | 42.75 USD | Payable | Complete | - | UMS Campus Specific Services | Jacobson, Matthew |
| 82153005 | 247 ACCESSIBLE DOCUMENTS PTE LTD | 1,140.00 USD | In Process | Pending | - | UMS Campus Specific Services | Woodhouse, Nicole |
| 82152905 | SHI INTRNTL CORP | 98.00 USD | In Process | Pending | - | UMS Campus Specific Services | Drake, Thomas |
| 82152887 | CASADY DESIGN | 4,760.00 USD | In Process | Pending | - | UMS Strategic Procurement | Campbell, Melissa |
| 82152531 | MN ASSOC INC | 3,000.00 USD | Paid | Complete | 2/5/2021 | UMF Special Services/Exchange | Hiebert, Jennifer |
| 82152516 | CERTIFIED INTERPRETING LLC | 366.00 USD | In Process | Pending | - | UMS Human Resources | Eddy, Lisa |
| 82149790 | BRALSFORD & DUNLAVY INC | 11,141.23 USD | Paid | Complete | 2/9/2021 | UMS VP Admin & Finance | Pierce, Nancy |
| 82149627 | SHI INTRNTL CORP | 196.00 USD | In Process | Pending | - | UMS Campus Specific Services | Drake, Thomas |
| 82146700 | UNITEL INC | 11,600.00 USD | Paid | Complete | 1/26/2021 | - | - |
| 82146261 | SHI INTRNTL CORP | 2,225.88 USD | In Process | Pending | - | UMS Procurement Operations | Noblet, Michael |
| 82146250 | SHI INTRNTL CORP | 2,205.68 USD | In Process | Pending | - | UMS Procurement Operations | Noblet, Michael |
| 82145233 | SHI INTRNTL CORP | 7,532.00 USD | Paid | Complete | 1/12/2021 | UMS ITS Chief Info Officer | Ferrante, Judith |
| 82144826 | KNOWLEDGE SVCS | 1,138.24 USD | Paid | Complete | 2/3/2021 | UMS ITS Admin Systems Dev&Support | 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