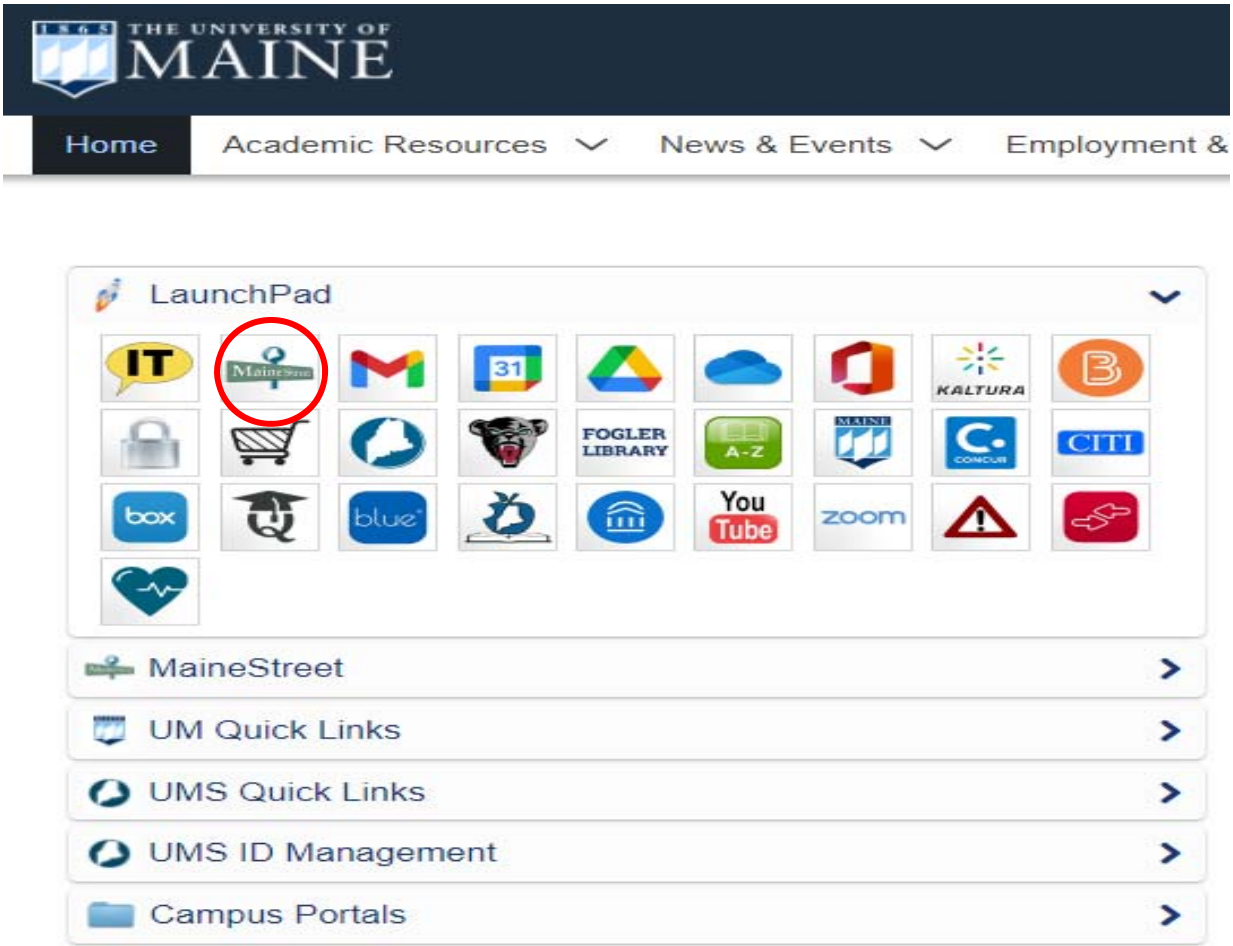
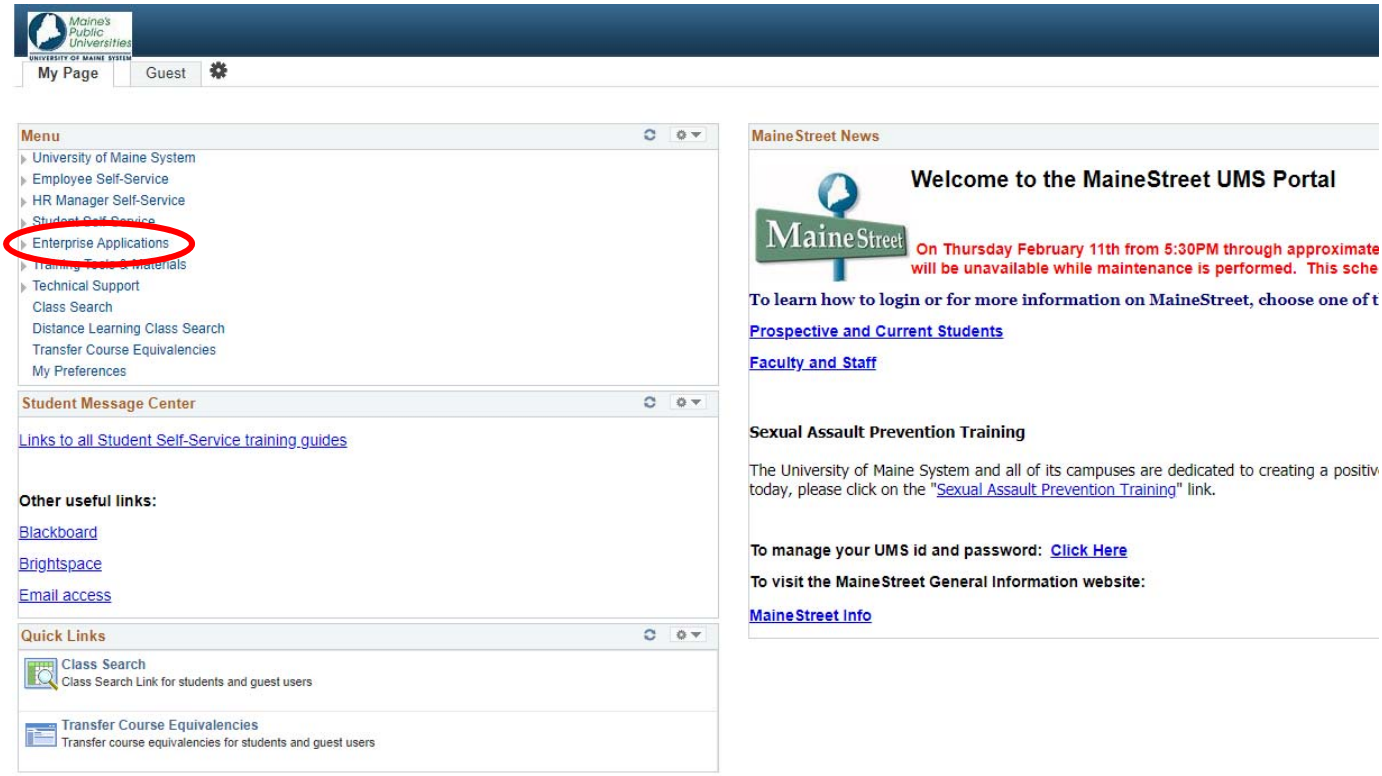
Active Vendors with designated Diversity Class codes

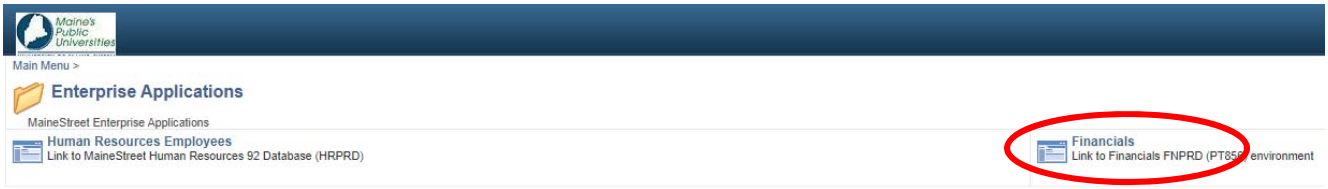
- Go to PeopleSoft Query Manager:
    1. Log into https://mycampus.maine.edu/ (single sign on required)
    2. Select MaineStreet from the LaunchPad
    3. Select Enterprise Applications
    4. Select Financials
    5. Click on the Nav icon in upper right
    6. Click on Navigator
    7. Click on Reporting Tools
    8. Click on Query
    9. Click on Query Manager
    10. Select UMS_VENDORS_MM_CLASS
    11. UMS_VENDORS_MM_CLASS
        Enter 01/01/1900 date the first time. Next time, run the query with the date that you wish to see any newly added vendors. If you wish to see a list of all vendors since implementation of PeopleSoft, use 01/01/1900 which should include all vendors in the system as of the date you run the query.
    12. Click on View Results
    13. Save output with date



2. Select MaineStreet from the LaunchPad

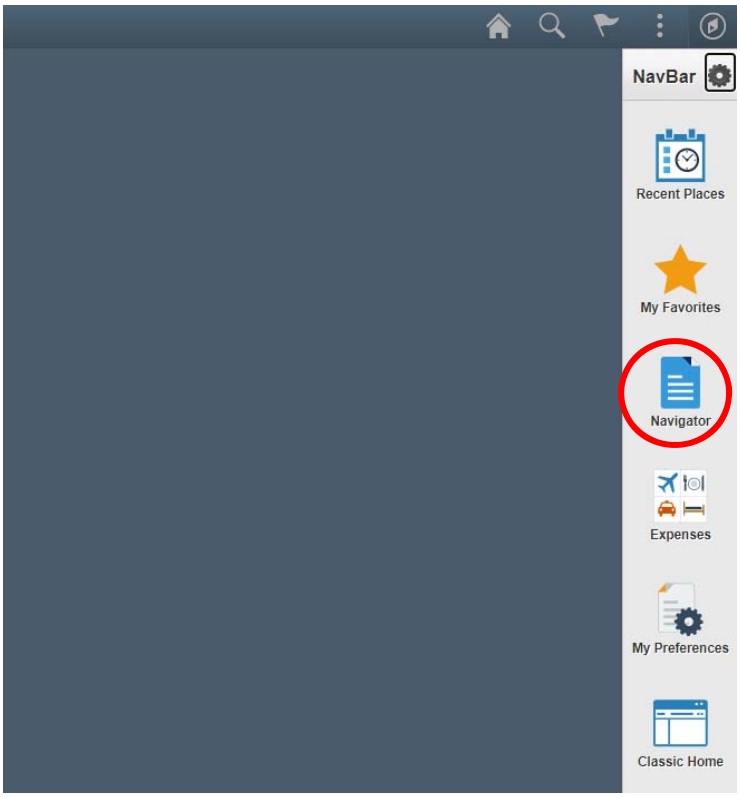


3. Select Enterprise Applications

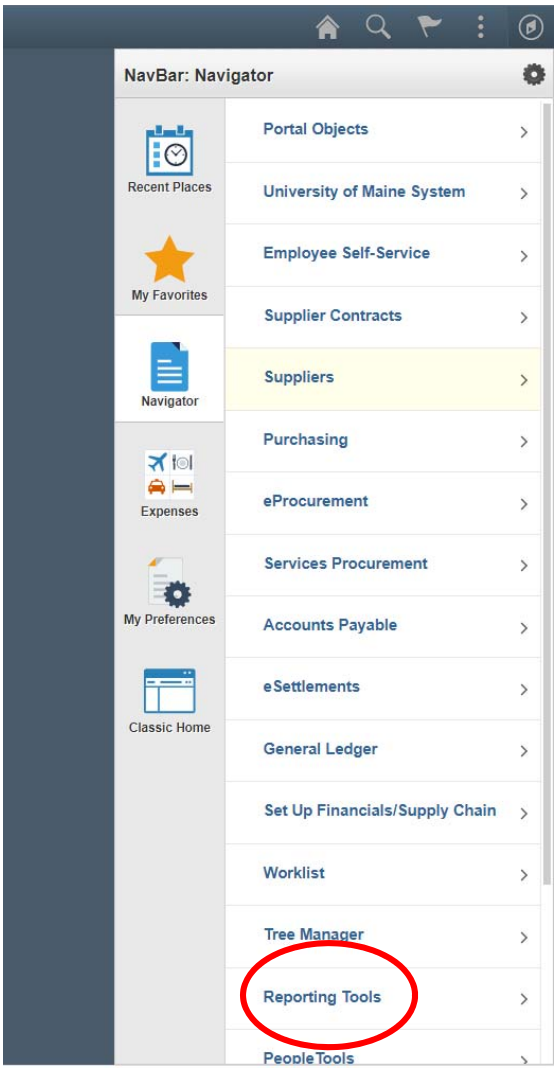


4. Select Financials

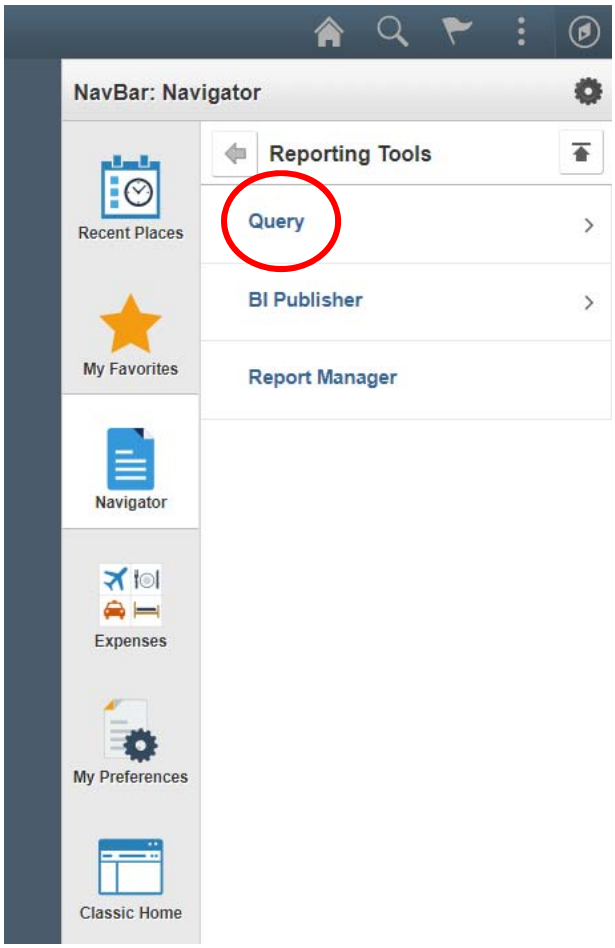
5. Click on the Nav icon in upper right



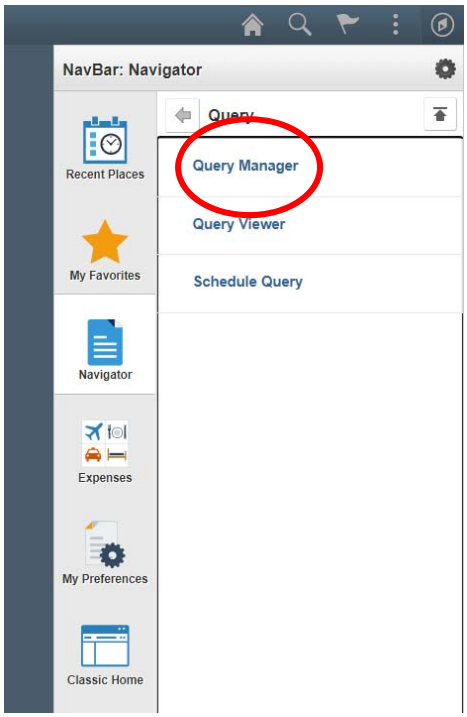
6. Click on Navigator



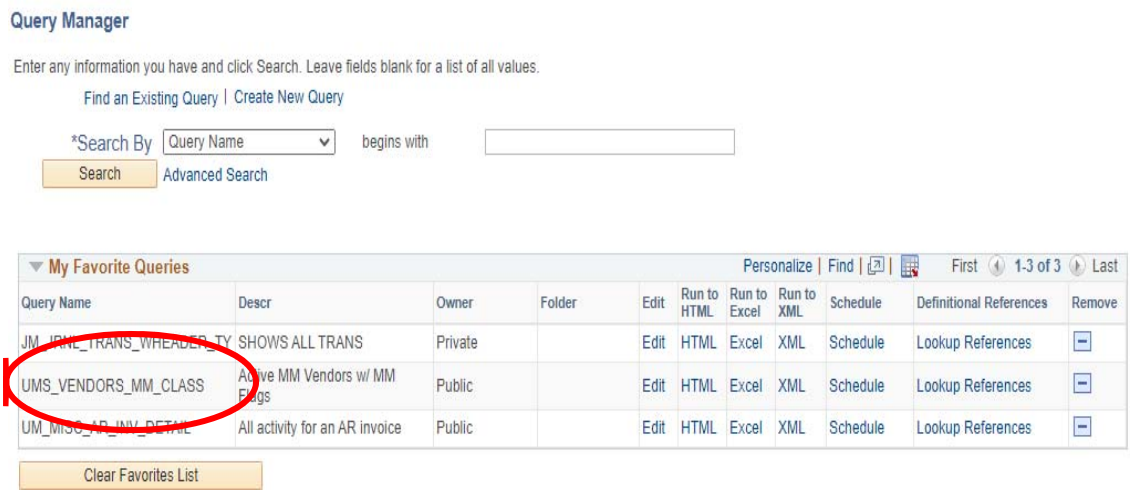
7.Click on Reporting Tools



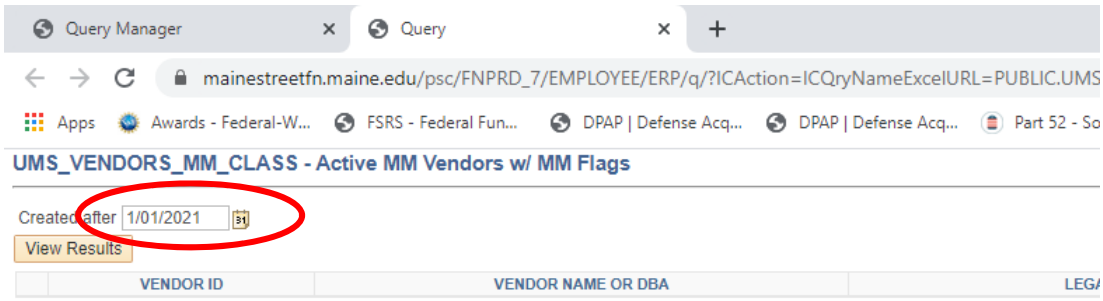
8. Click on Query



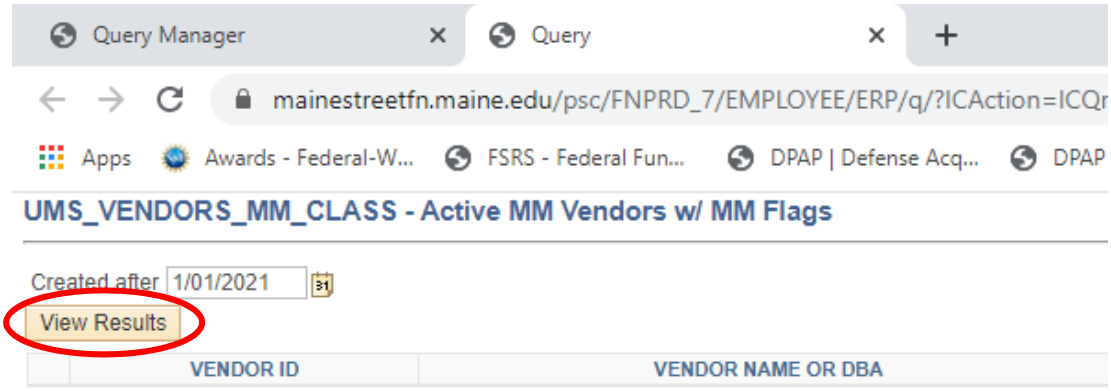
9. Click on Query Manager



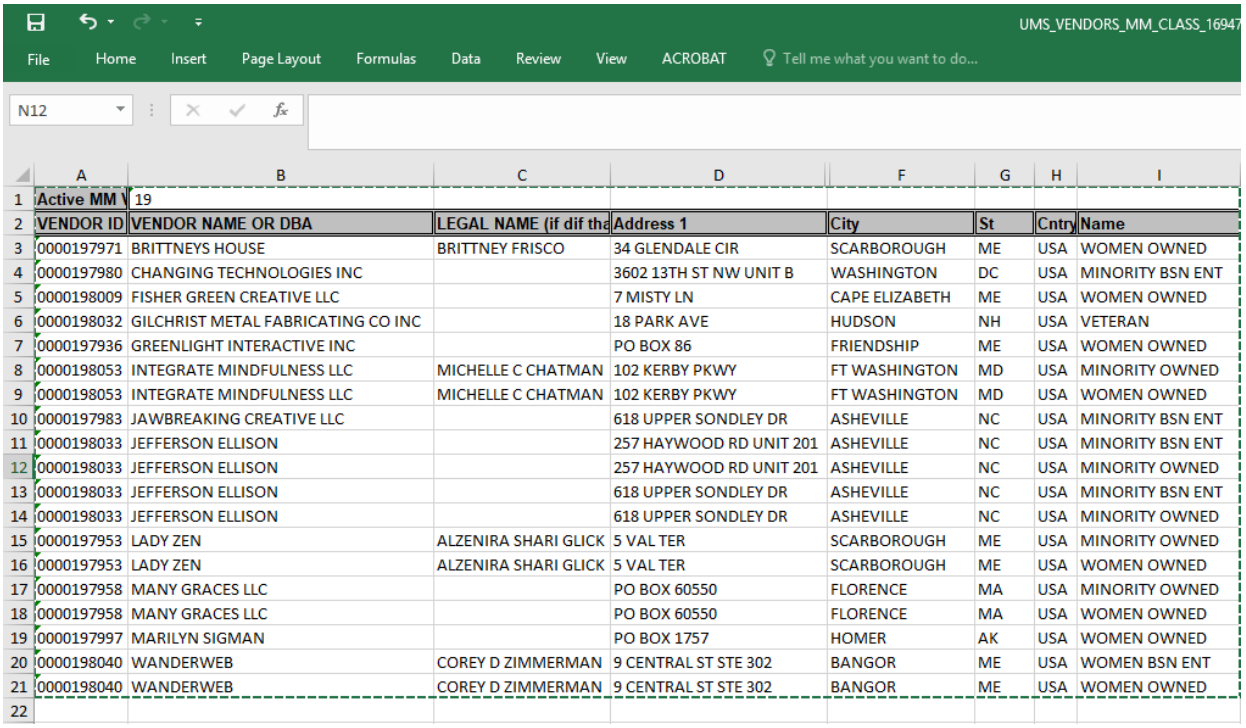
10. Select UMS_VENDORS_MM_CLASS



11. UMS_VENDORS_MM_CLASS
- Enter date you wish to see any newly added vendors



12. Click view results



	A	B	C	D	F	G	H	I
1	Active MM V	19						
2	VENDOR ID	VENDOR NAME OR DBA	LEGAL NAME (if dif tha	Address 1	City	St	Cntry	Name
3	0000197971	BRITTNEYS HOUSE	BRITTNEY FRISCO	34 GLENDALE CIR	SCARBOROUGH	ME	USA	WOMEN OWNED
4	0000197980	CHANGING TECHNOLOGIES INC		3602 13TH ST NW UNIT B	WASHINGTON	DC	USA	MINORITY BSN ENT
5	0000198009	FISHER GREEN CREATIVE LLC		7 MISTY LN	CAPE ELIZABETH	ME	USA	WOMEN OWNED
6	0000198032	GILCHRIST METAL FABRICATING CO INC		18 PARK AVE	HUDSON	NH	USA	VETERAN
7	0000197936	GREENLIGHT INTERACTIVE INC		PO BOX 86	FRIENDSHIP	ME	USA	WOMEN OWNED
8	0000198053	INTEGRATE MINDFULNESS LLC	MICHELLE C CHATMAN	102 KERBY PKWY	FT WASHINGTON	MD	USA	MINORITY OWNED
9	0000198053	INTEGRATE MINDFULNESS LLC	MICHELLE C CHATMAN	102 KERBY PKWY	FT WASHINGTON	MD	USA	WOMEN OWNED
10	0000197983	JAWBREAKING CREATIVE LLC		618 UPPER SONDLEY DR	ASHEVILLE	NC	USA	MINORITY BSN ENT
11	0000198033	JEFFERSON ELLISON		257 HAYWOOD RD UNIT 201	ASHEVILLE	NC	USA	MINORITY BSN ENT
12	0000198033	JEFFERSON ELLISON		257 HAYWOOD RD UNIT 201	ASHEVILLE	NC	USA	MINORITY OWNED
13	0000198033	JEFFERSON ELLISON		618 UPPER SONDLEY DR	ASHEVILLE	NC	USA	MINORITY BSN ENT
14	0000198033	JEFFERSON ELLISON		618 UPPER SONDLEY DR	ASHEVILLE	NC	USA	MINORITY OWNED
15	0000197953	LADY ZEN	ALZENIRA SHARI GLICK	5 VAL TER	SCARBOROUGH	ME	USA	MINORITY OWNED
16	0000197953	LADY ZEN	ALZENIRA SHARI GLICK	5 VAL TER	SCARBOROUGH	ME	USA	WOMEN OWNED
17	0000197958	MANY GRACES LLC		PO BOX 60550	FLORENCE	MA	USA	MINORITY OWNED
18	0000197958	MANY GRACES LLC		PO BOX 60550	FLORENCE	MA	USA	WOMEN OWNED
19	0000197997	MARILYN SIGMAN		PO BOX 1757	HOMER	AK	USA	WOMEN OWNED
20	0000198040	WANDERWEB	COREY D ZIMMERMAN	9 CENTRAL ST STE 302	BANGOR	ME	USA	WOMEN BSN ENT
21	0000198040	WANDERWEB	COREY D ZIMMERMAN	9 CENTRAL ST STE 302	BANGOR	ME	USA	WOMEN OWNED
22								

- Save output with date
- Next time run query with original date or date that you wish to see any newly added vendors. If you wish to see a list of all vendors since implementation of PeopleSoft, use a date such as 01/01/1900 which should include all vendors in the system as of the date you run the query