

# New Search for the MWBE Directory

June 2008

*Note: If you are familiar with the old MWBE Search Directory and the Download to Access option, you can still access these by clicking on the **Old MWBE Search** link and **Download to Access** link at the top of the page. We do hope you will find the new search more intuitive, and all search results can now be exported into Excel.*

There are three ways available now to search the MWBE Directory:

- Vendor Search
- Product Search
- Advanced Search

The screenshot shows the homepage of the New York State MWBE Search Directory. At the top, there is a navigation bar with the text "NEW YORK STATE" and a search box. Below this, the page features the names of Governor David A. Paterson and Executive Director Michael H. Jones-Bey, along with the "NY MWBE" logo and the text "Division of Minority and Women Business Development". A secondary navigation bar includes links for "Home", "Procurements", "MWBE Directory", and "NYS Certification Application", followed by another search box. The main content area is titled "Search Directory of Certified Minority and Women-Owned Businesses" with a note that the data is current as of 06/10/2008. Below the title are three search options: "Looking for a specific vendor?" with a "Vendor Search" button, "Looking for vendors who offer specific products & services?" with a "Product Search" button, and "Advanced search" with an "Advanced Search" button. Each option includes a brief description of the search criteria. At the bottom of the page, there are links for "Contact DMWBD", "Disclaimer", "Privacy Policy", and "Accessibility", along with a copyright notice for 2008.

## Vendor Search

Get details on a particular vendor or vendors if you know the company name, contact person, phone number, city, state, FEIN or zip code.

NEW YORK STATE

David A. Paterson  
Governor

NY MWBE  
Division of Minority and Women Business Development

Michael H. Jones-Bey  
Executive Director

Home Procurements MWBE Directory NYS Certification Application Search

Search Directory of  
Certified Minority and Women-Owned Businesses  
Data current as of: 06/10/2008

**Vendor Lookup**

This search can help you locate a particular certified vendor.

For example, if you selected *Company Name* from the **Search By** and typed XYZ in the **Search For** field, then selected **Match Any Part of Field**, you will get all certified vendors with XYZ anywhere in their company name.

Search By: Company Name Search For: Match:  Start of Field  Any Part of Field

Search Reset For State Agency Use

New Search

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1. Select your **Search By** criteria from the drop down.
2. Enter the **Search For** text that relates to the criteria selected.
3. Choose how you want to **Match** this info – at *Start of field*, or *Any part of field* (default).  
*Tip: If searching for a Company Name, you should enter the exact spelling of the full name or portion of the name – however, if searching for a company name that starts with “The”, do not use “The” in your search.*

When your results display, you can get details on any vendor in your results list by clicking the Company name. From the vendor detail screen, if you want to look at other vendors that met your criteria, click *Return to Results*.

Here on this Search Results page, you have **More Options** at the bottom of the screen:

- Export this data into Excel format by clicking **Produce Report in Microsoft Excel Format**
- Click **Product/SIC Report** to display all the products that the resulting vendors provide
- Choose **Print Report** to get details on all the resulting vendors, which you can then print
- Do a **New Search** to return to the initial Search Directory Page.

## Product Search

Find vendors who sell the product or services you need by doing a keyword search on the Product/SIC codes and then find vendors who market these products to the areas you are interested in. You can then further limit your results to vendors who are located in specific areas.

1. Enter a keyword into the box marked **Filter the Products/SIC Lists of Descriptions below on.**
2. Click the **Filter Products/SIC** button, and the Products and SIC Codes lists will only display entries containing your keyword somewhere in the description. *(Tip: If you don't get results from your keyword filter, try a portion of your keyword. For example, if you filter for "electricians", you will not get any results, but if you filter on "electric", you would find "electrical contractors").*

3. You can now click the codes for the products & services you are interested in (hold down the CTRL key to make multiple selections). *Note: If you do not select any codes from the filtered list, then there is no filter by Products/SIC, and by default all records will be returned.*
4. Select the business market areas to find vendors that will do business in the required area(s). *Note:*
  - *If you do not check any market areas, then the search will choose all market areas.*
  - *If you check off specific market areas, for example, Capital District and Finger Lakes, the search will find vendors who do business in those market areas plus those who do business statewide*
5. Click **Search** at the bottom of the page.

As in the Vendor search, when your results display, you can get details on any vendor in your results list by clicking the Company name. From the vendor detail screen, if you want to look at other vendors that met your criteria, click *Return to Results*.

Here on the Search Results page, you also have **More Options** at the bottom of the screen.

More Options	
<ul style="list-style-type: none"> <li>• <a href="#">Produce Report in Microsoft Excel Format</a></li> <li>• <a href="#">Product / SIC Report</a></li> <li>• <a href="#">Print Report</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Further Refine Results by Business Location</a></li> <li>• <a href="#">New Search</a></li> </ul>

You can now:

- Export this data into Excel format by clicking **Produce Report in Microsoft Excel Format**
- Click **Product/SIC Report** to display all the products that the resulting vendors provide
- Choose **Print Report** to get details on all the resulting vendors, which you can then print
- Do a New Search to return to the initial Search Directory Page.
- **Further refine your results by Business Location**, if you want to do business with a vendor located in specific areas.

Search Directory of  
 Certified Minority-and Women-Owned Businesses  
*Data current as of: 06/10/2008*

Refine your current search by selecting one or more of the following major regions.

Downstate (includes 8 metropolitan New Jersey counties)

Upstate

Out of State

Refine Search
Reset

To further refine your results by Business Location:

1. Click on the major region to drill down to the economic development regions.
2. Click on a specific economic regions to drill down to counties
3. Click on specific counties, using the Ctrl key to select multiple counties in a region.
4. Once you have selected business locations, click on **Refine Search** for the new results.

Refine your current search by selecting one or more of the following major regions.

**Downstate (includes 8 metropolitan New Jersey counties)**

**Downstate Economic Development Regions**

**Long Island**       **New York City**

All  
Bronx  
Kings  
New York  
Queens

## Advanced Search

Similar to the Old MWBE Search, you can find vendors based upon a variety of criteria, such as their market areas, type of business, gross sales, industry type, specific products & services, or any combination of these. Once you have done your search, you can further limit your results to vendors located in specific areas, as in the Product search.

1. Click the various buttons to narrow your results by the following criteria:
  - **Market Areas** – check off the areas that the resulting vendors do business in (default is all).
  - **Certification M/W** – check off the certification type(s): All (default), Minority, Women, both Minority and Women
  - **Sales** – select one or more ranges of gross sales (default is all)
  - **Industry** – check off the products/services type: construction, commodities, construction consultants and services consultants (default is all)
  - **Product/SIC codes** – select the codes that relate to the products/services you are looking for. Use the CTRL key to select multiple codes.

Note: If you click on a button to close a criteria selection, the selection(s) for that area will be cleared.

2. Once you have made your selections, click the **Search** button located toward the bottom of the page.

As in the Vendor search, when your results display, you can get details on any vendor in your results list by clicking the Company name. From the vendor detail screen, if you want to look at other vendors that met your criteria, click **Return to Results**.

Here on this Search Results page, as in the Product Search, you also have **More Options** at the bottom of the screen:

- Export this data into Excel format by clicking **Produce Report in Microsoft Excel Format**
- Click **Product/SIC Report** to display all the products that the resulting vendors provide

- Choose **Print Report** to get details on all the resulting vendors, which you can then print
- Do a **New Search** to return to the initial Search Directory Page.
- **Further refine your results by Business Location** if you want to do business with a vendor located in a specific area.

***For State Agency Use:***

State Agencies that require FEIN numbers can use this field to get access to the FEIN numbers on their search results. (Note that you also can contact a vendor that you want to do business with and request their FEIN number.) State agencies who need assistance with this can contact DMWBE for more information on this feature.

