

School District of Philadelphia MWBE Supplier Search

Guidelines

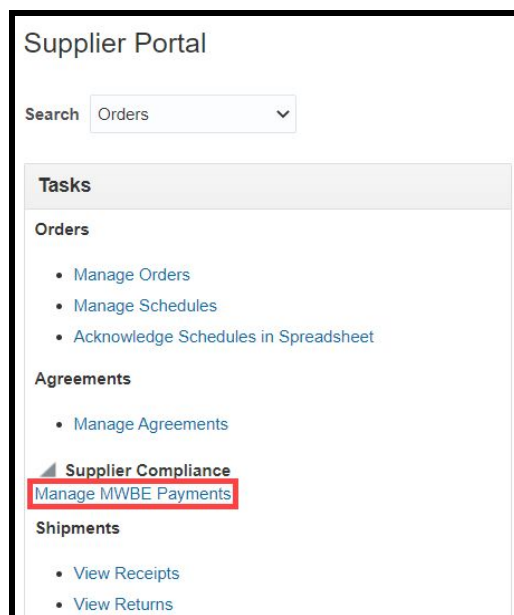
Searching for a Supplier is an integral part of the MWBE Interface. Doing so will allow you to more easily keep track of your Hierarchy Tree and find potential partners with whom to work to fulfill the MWBE commitment of your organization.

Navigation

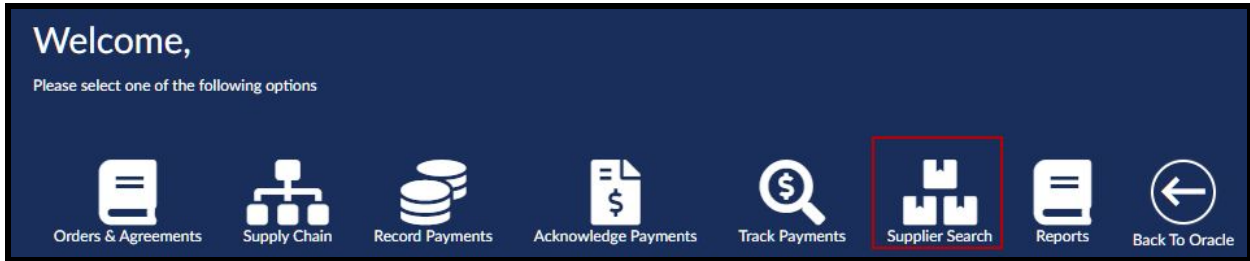
1. While on the Springboard, click the **Supplier Portal** icon.



2. When the Supplier Portal has loaded, click on the **Manage MWBE Payments** Link in the Tasks Pane on the left hand side of the screen.



3. The MWBE Homepage will load. From here you can access the Supplier Search by clicking the **Supplier Search icon**.



4. Enter the Search Criteria necessary to find the Supplier for whom you would like to search.

- Supplier Name** - Name of the Supplier
- Alternate Name** - Alternative Name of the Supplier
- Chief Executive Name** - Name of the person listed in Oracle as the Chief Executive
- Business Classifications** - types of special classification the Supplier falls under, if any
 - Disabled Business Enterprise
 - Woman Owned
 - Minority Owned
 - Small Business
 - Veteran Owned
 - Local Business Enterprise
 - LGBTQ Owned
 - Disadvantaged Business Enterprise
- Products and Services Category** - types of Products and Services that the Supplier offers
 - Academic and Education Materials
 - Academic and Education Materials (A)
 - Facilities and Maintenance
 - Furniture and Furnishings
 - Office Supplies
 - Other
 - Technology
 - Technology (A)

- f. **Products and Services Sub-Category** - Sub-Categories of the Products and Services offered by the Supplier
 - g. **City** - City where the Supplier is located.
5. The Search Results display based on the Search Criteria entered.