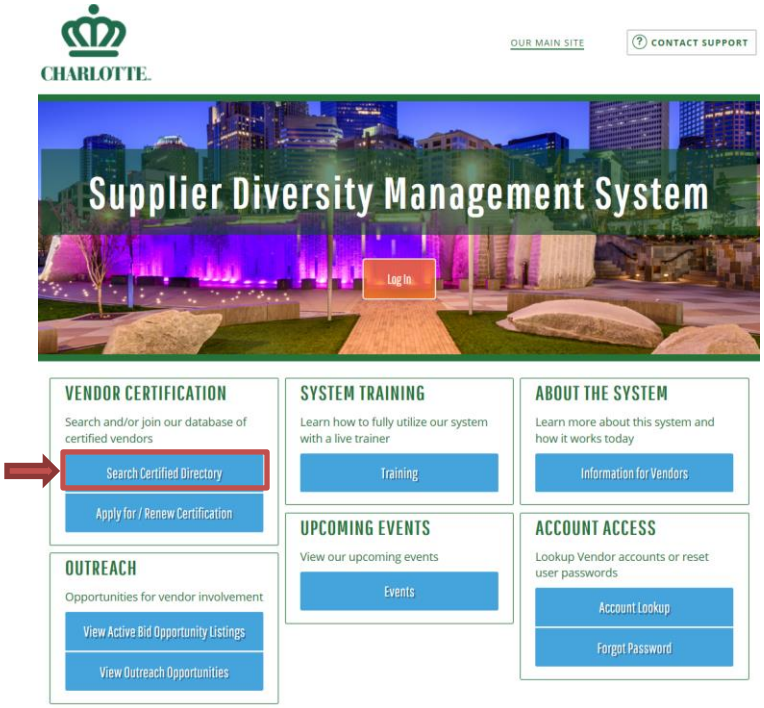
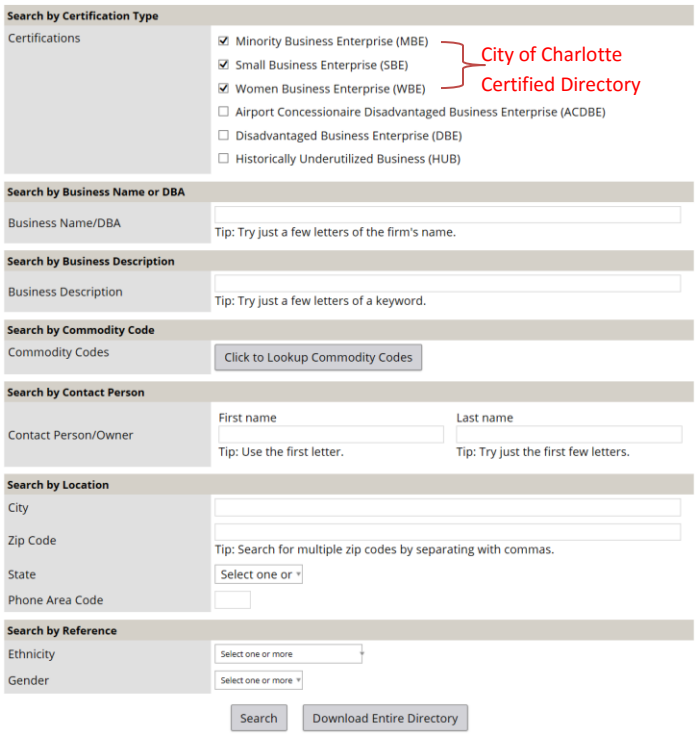
How to Search for a Vendor by Contact Name Not Logged into the System

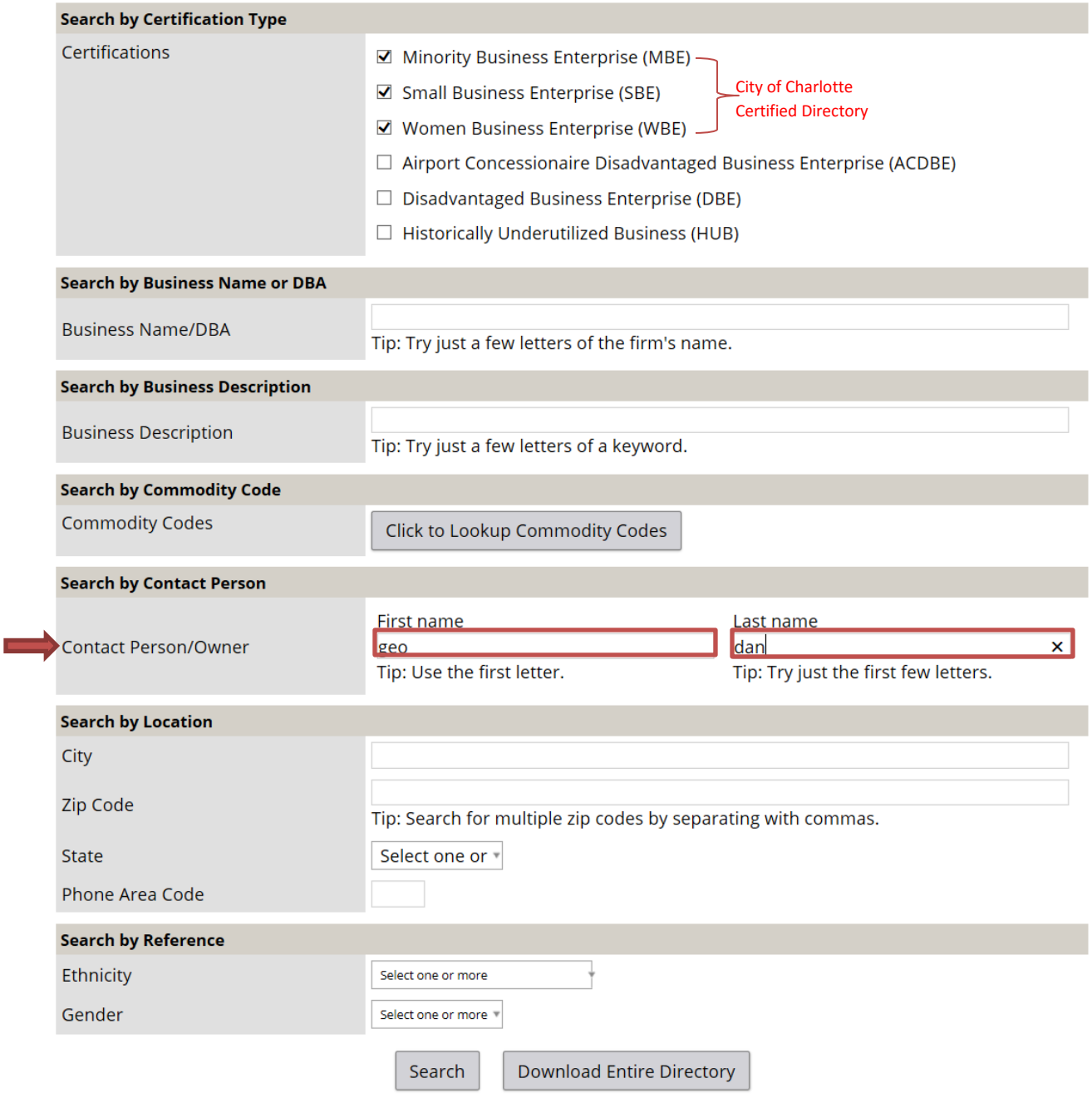
1. Go to https://charlotte.diversitycompliance.com/
2. Click on Search Certified Directory



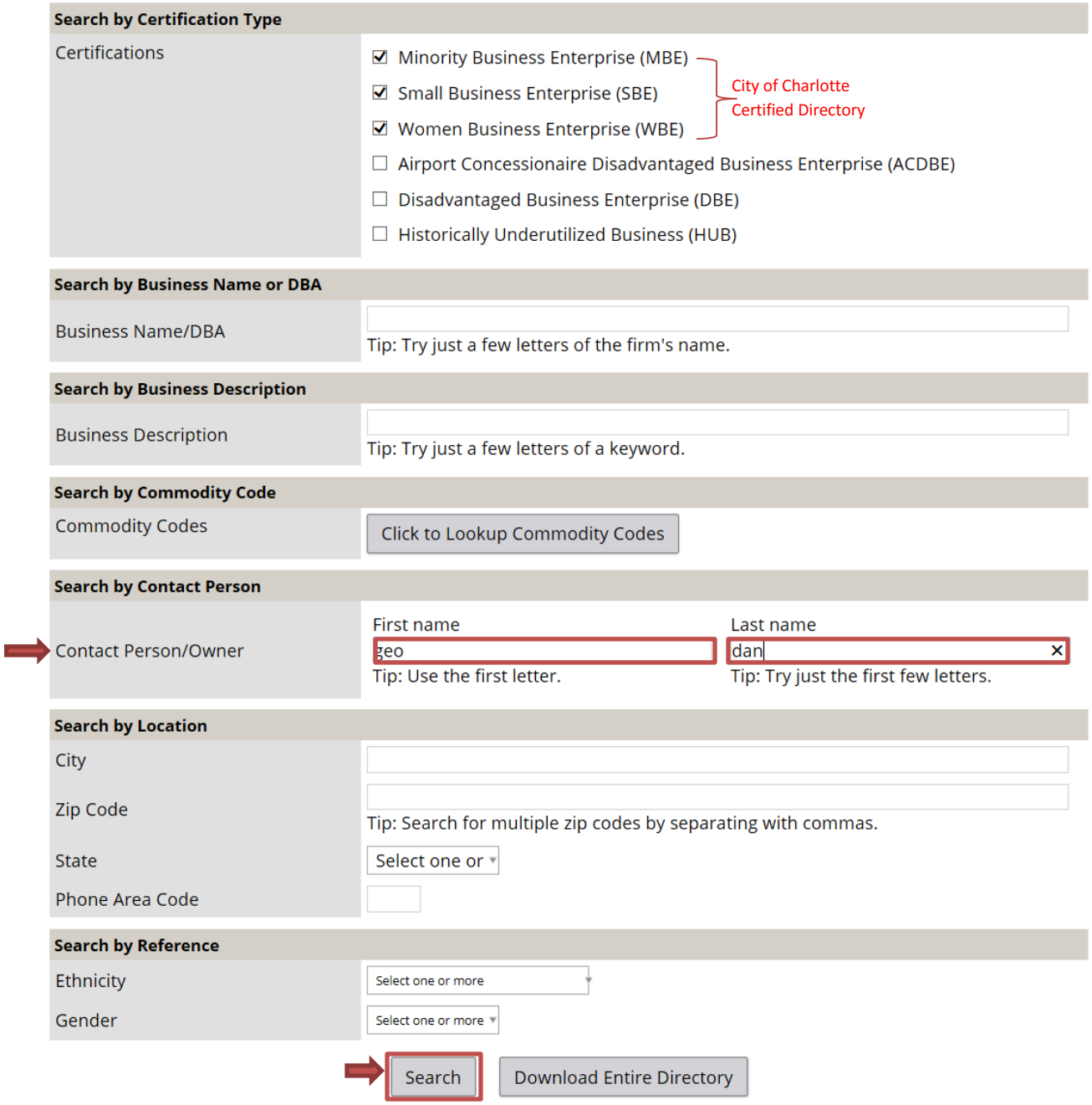
3. Under Certifications, place a check mark in Minority Business Enterprise (MBE), Small Business Enterprise (SBE), and Woman Business Enterprise (WBE) to search the City of Charlotte Certified Directory



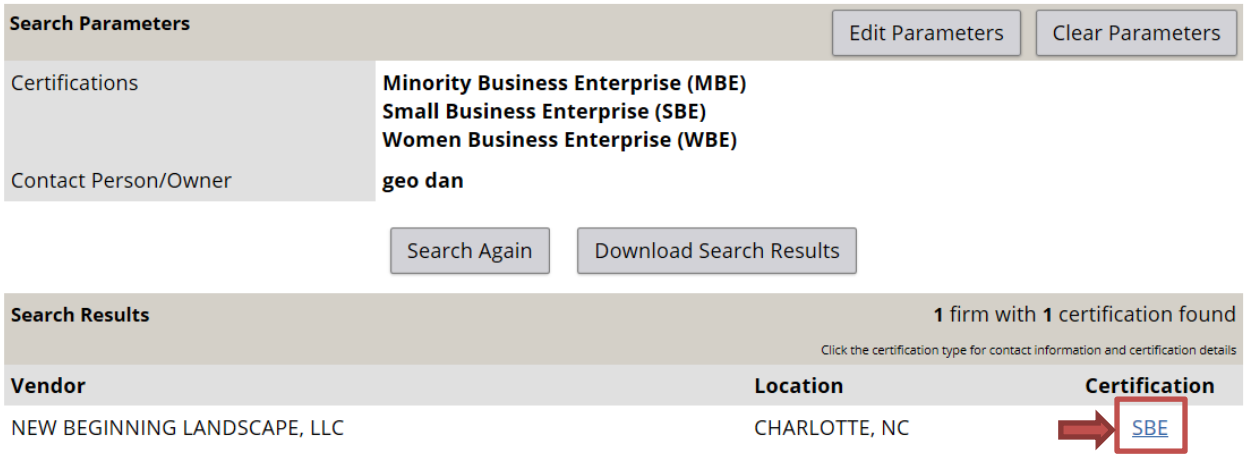
4. Under Search by Contact Person type the contact first name and/or last name in the appropriate field (Note: You do not have to type the entire name, it can be partial. If you only know the first name or last name you can search with one name listed)



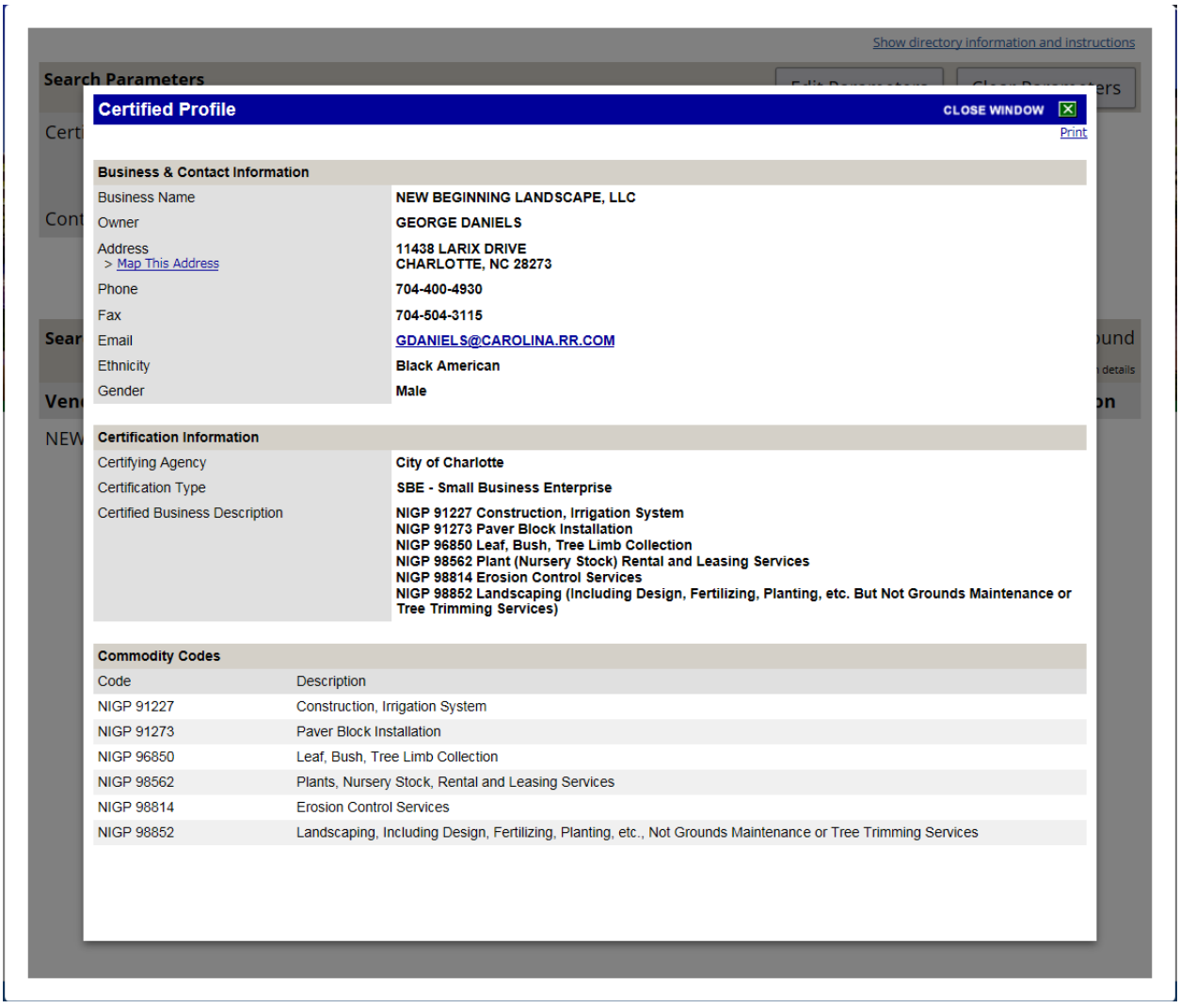
5. Click “Search”



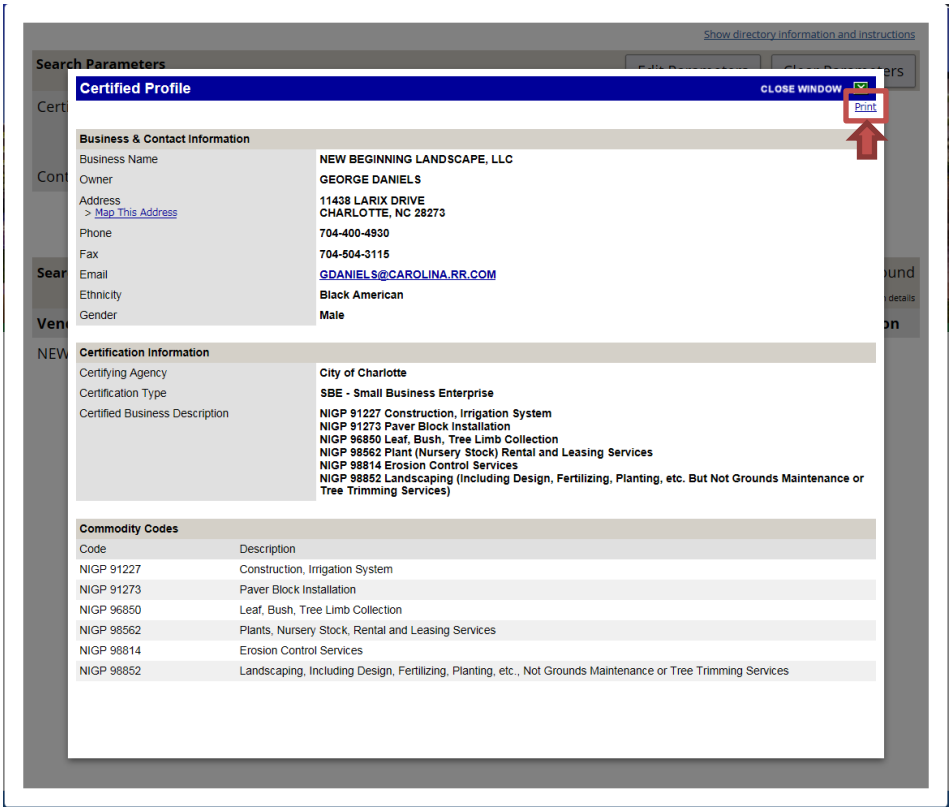
6. Click on the Certification that is highlighted to review the business name and basic contact information is displayed



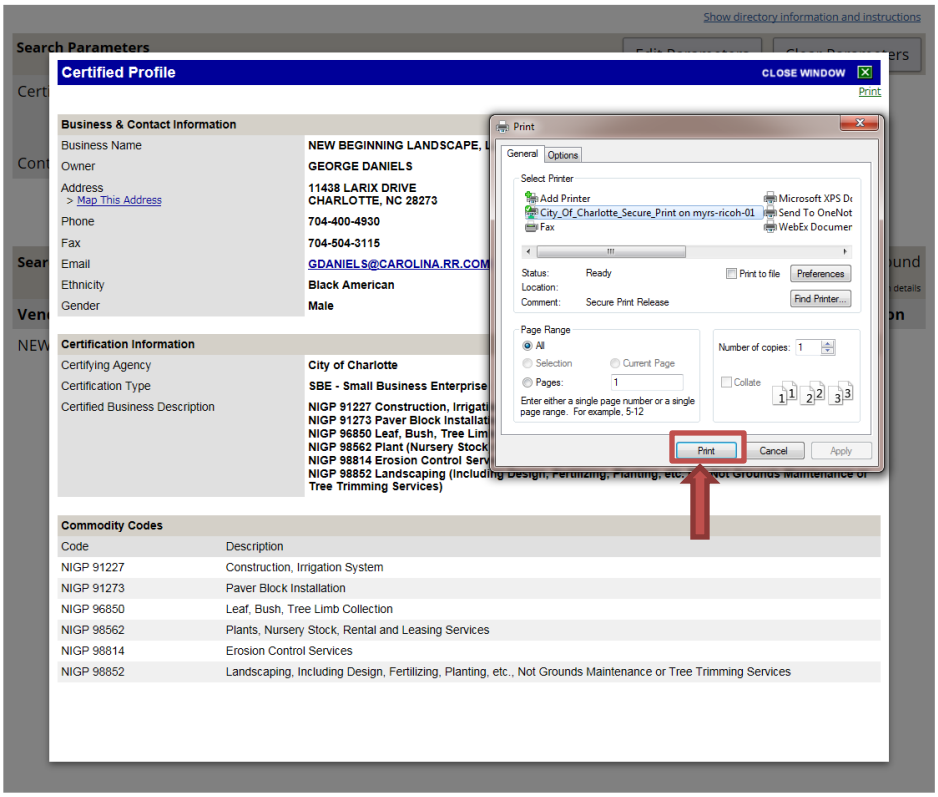
7. Business information displayed on the screen



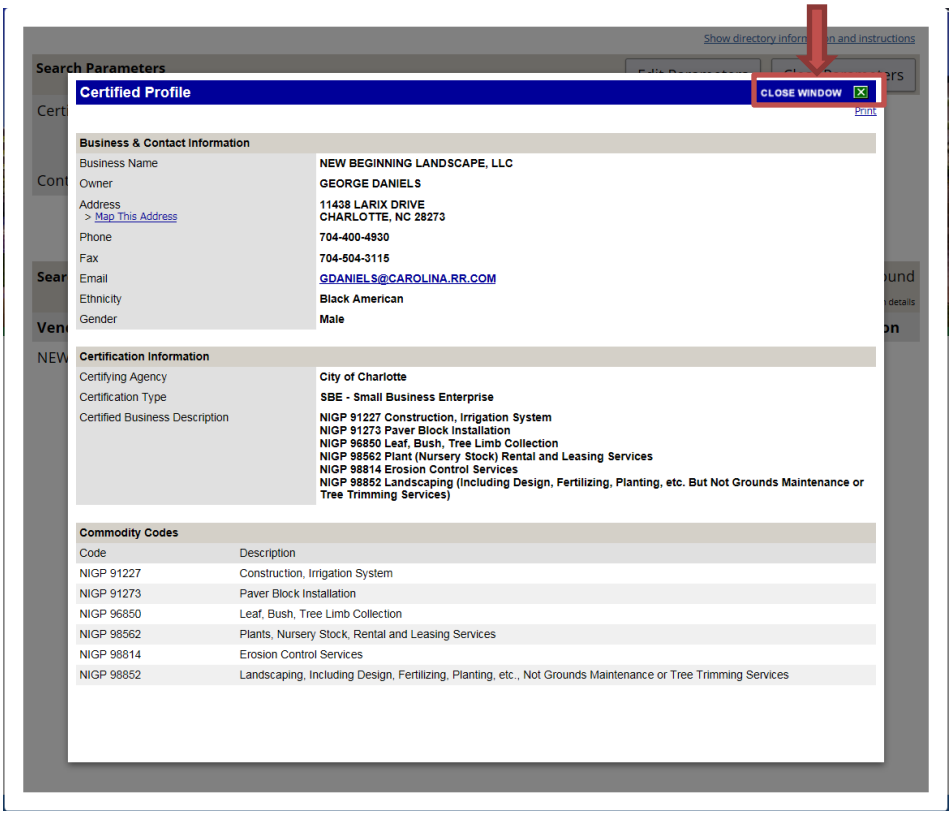
8. Click “Print” in the upper right corner



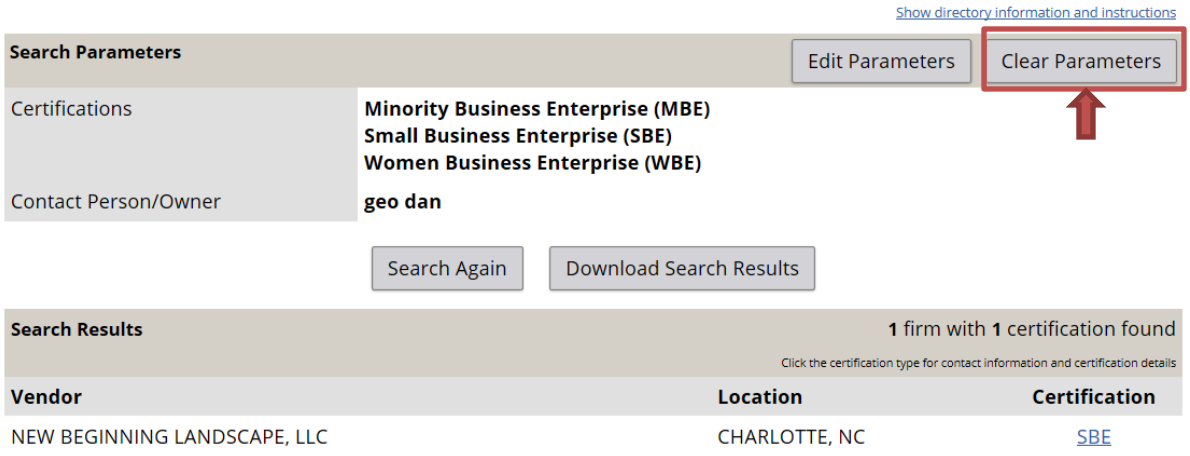
9. Highlight your printer and click “Print”



10. Click “Close Window”



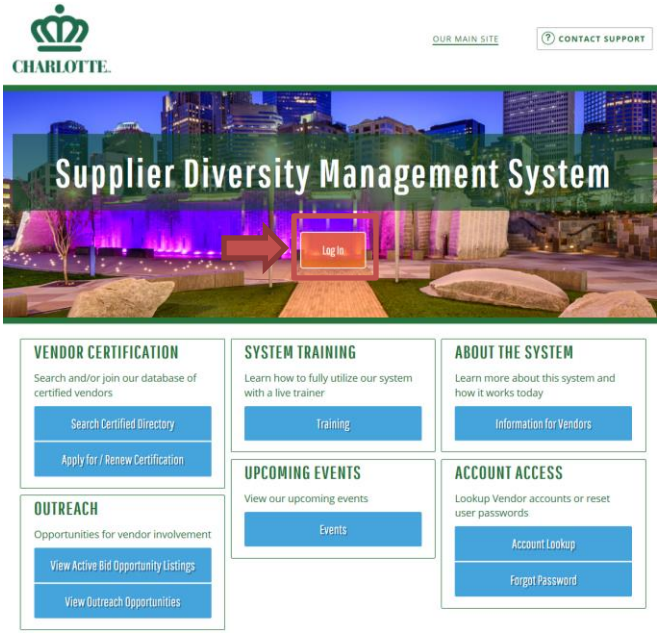
11. Click “Clear Parameters



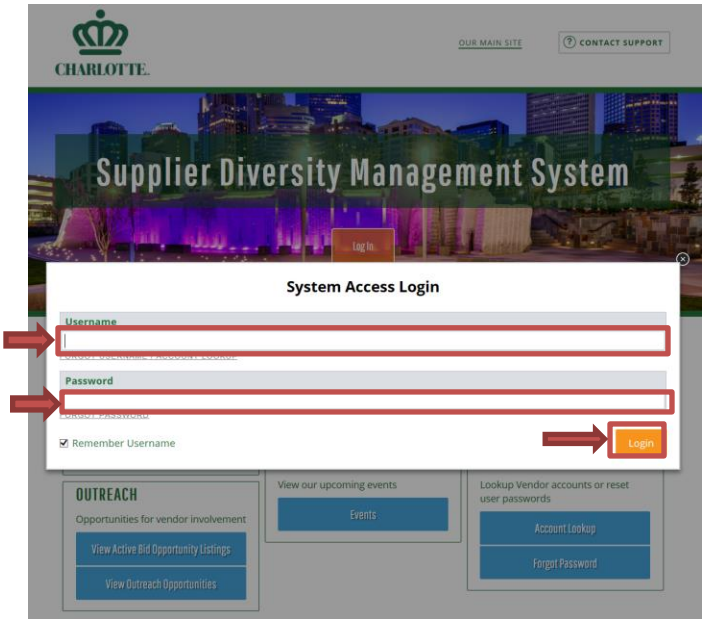
12. Conduct another search if needed, if no additional searches are needed close the program.

How to Search for a Vendor by Contact Name While Logged into the System

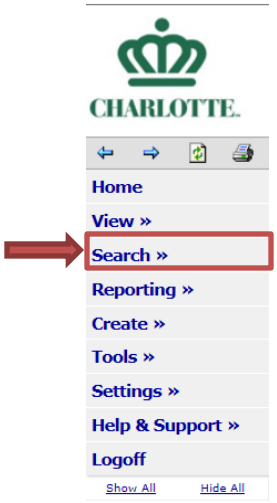
1. Go to https://charlotte.diversitycompliance.com/
2. Log In the system



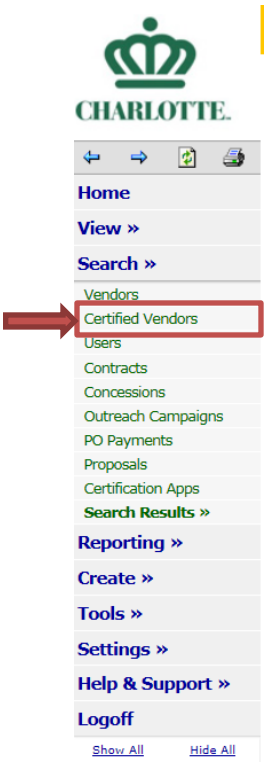
3. Type in username and password credentials to gain access to B2GNow and click Login



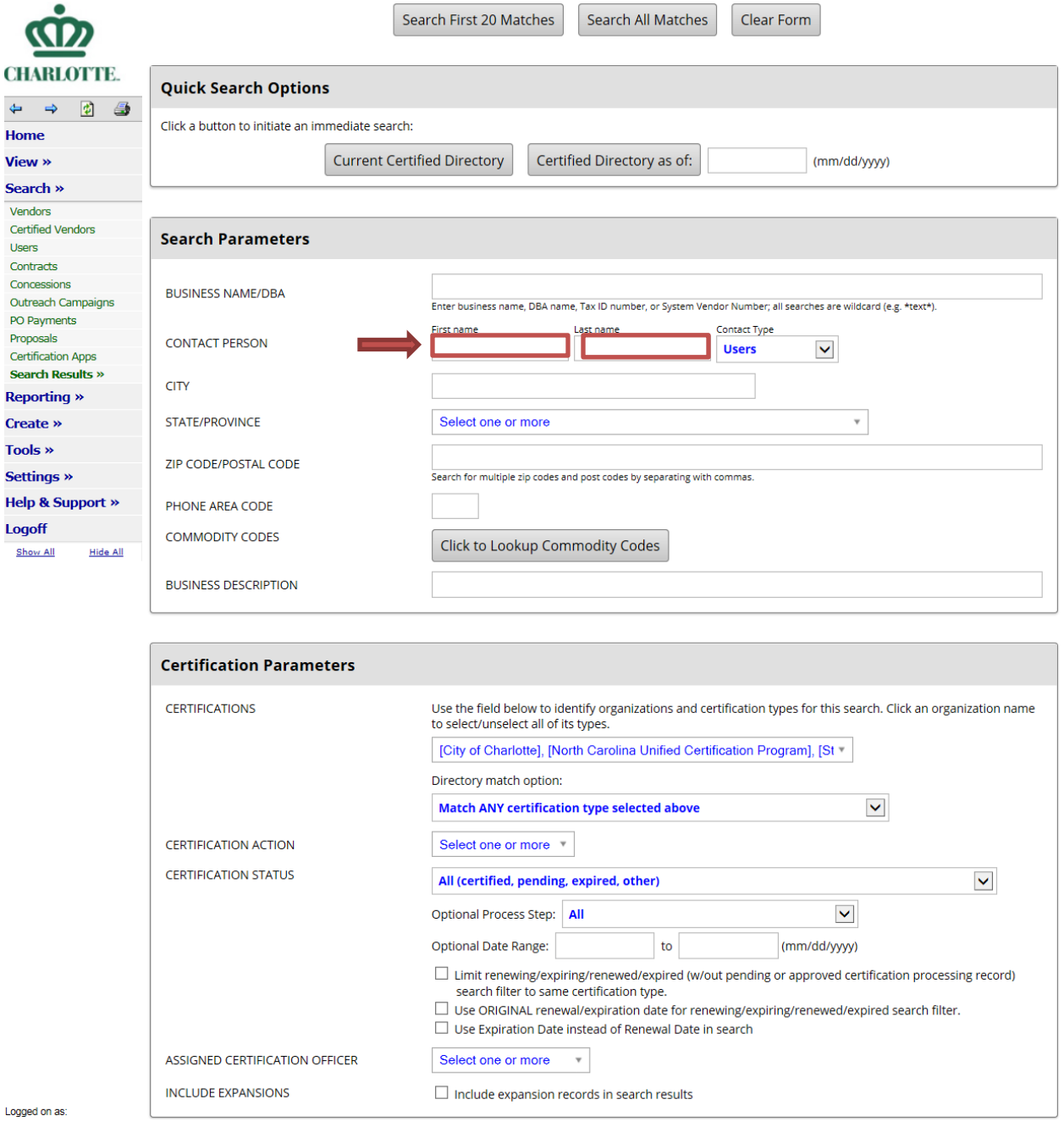
4. Click “Search” located on the left side of the screen



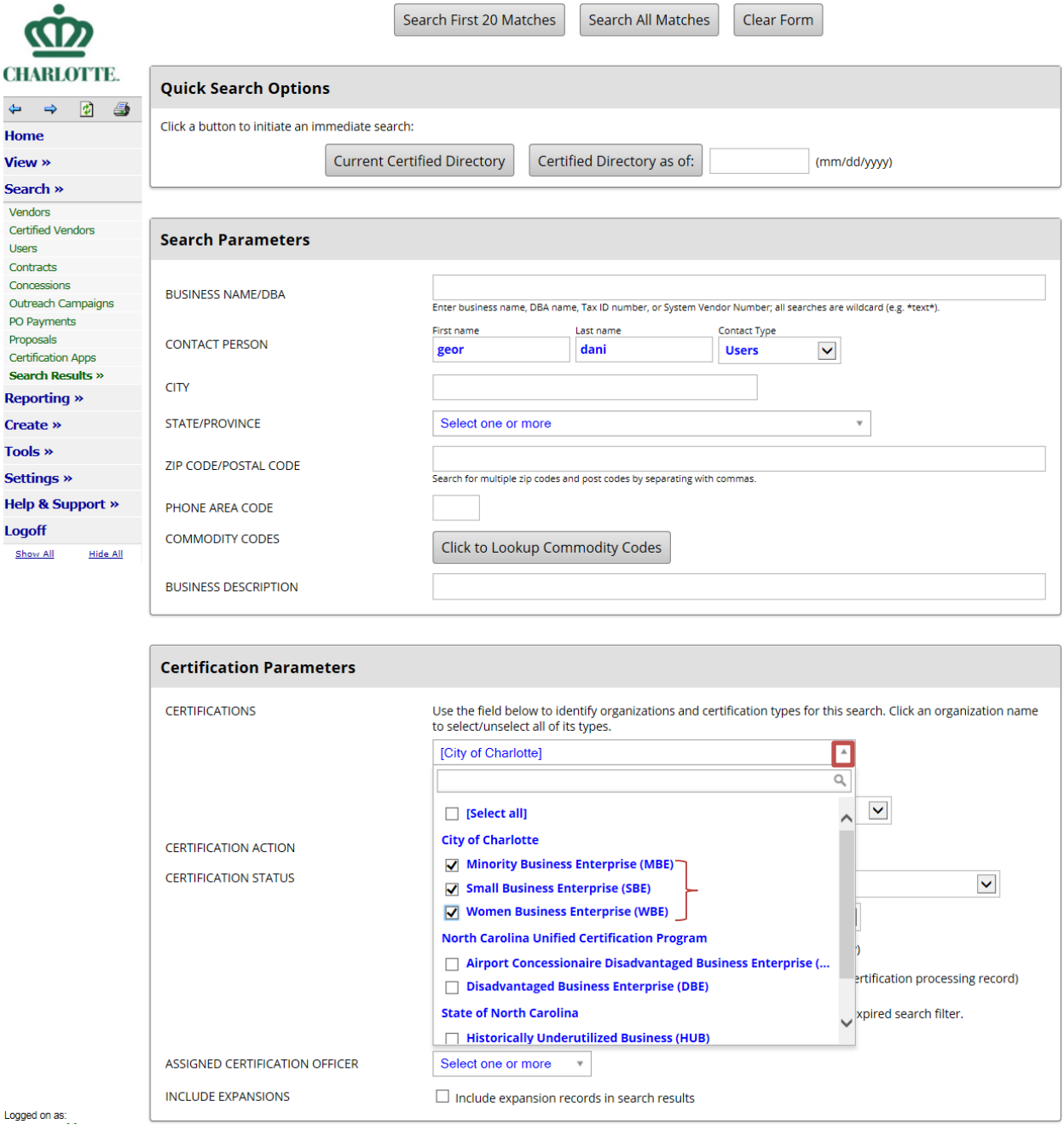
5. Click on Certified Vendors



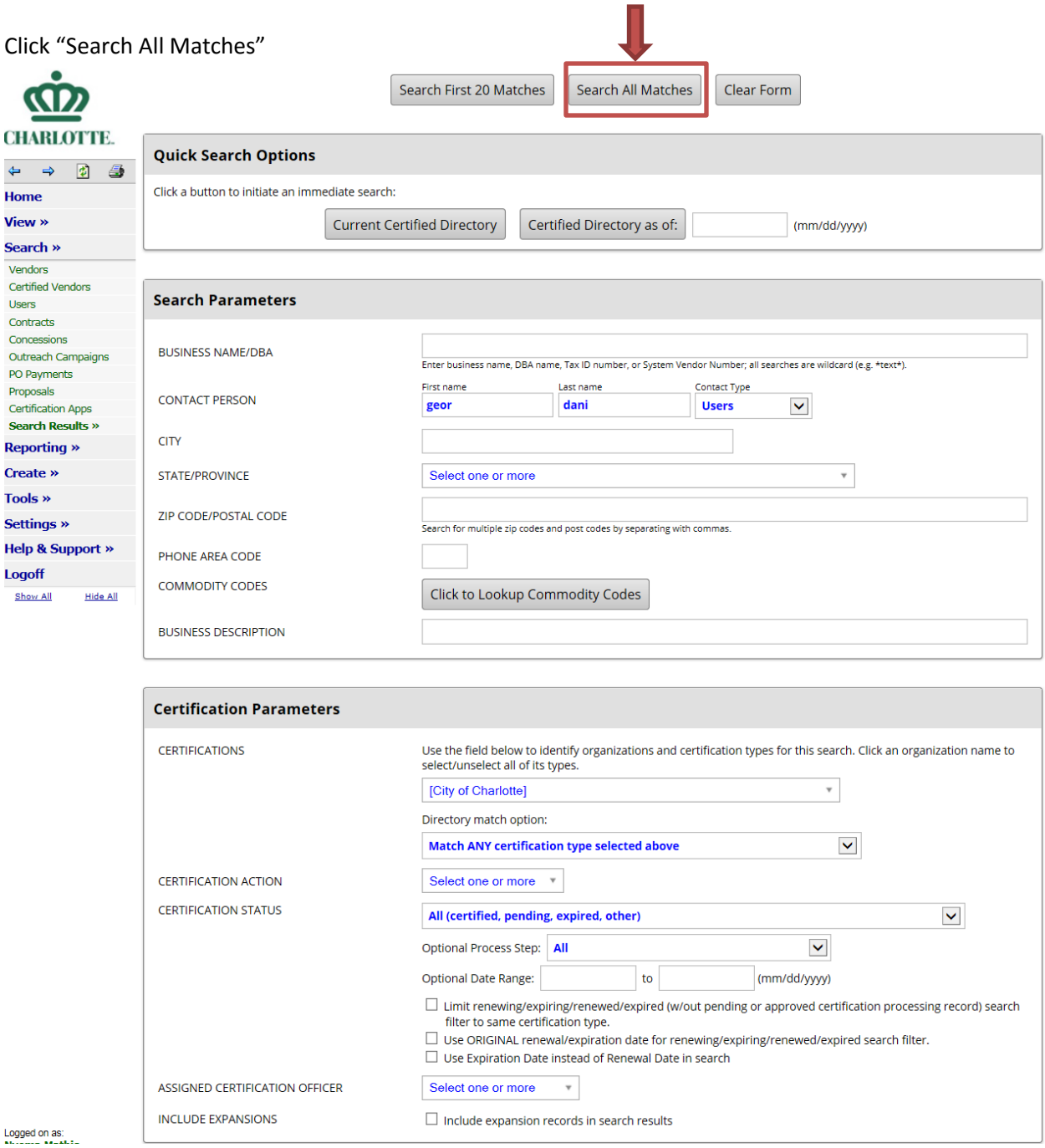
6. Type in the contact person first / last name (Note: partial name can be entered for the search)



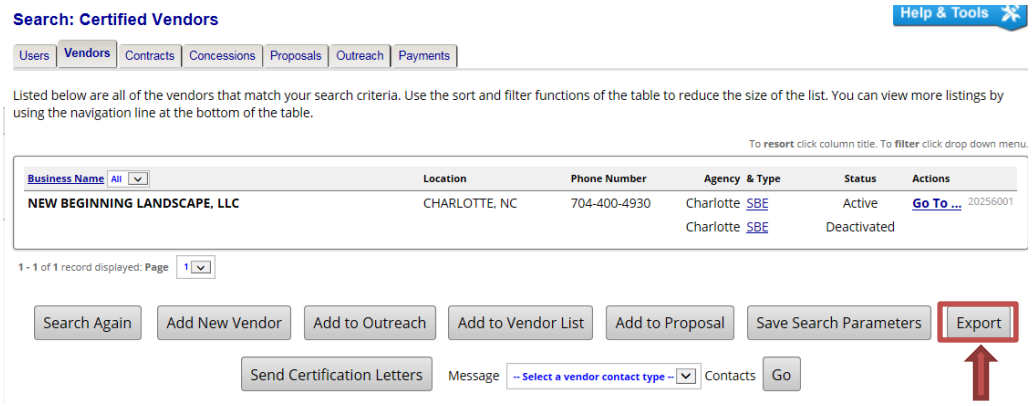
7. Click the drop-down box under the Certification Parameters and select only City of Charlotte to view certified firms for the City of Charlotte



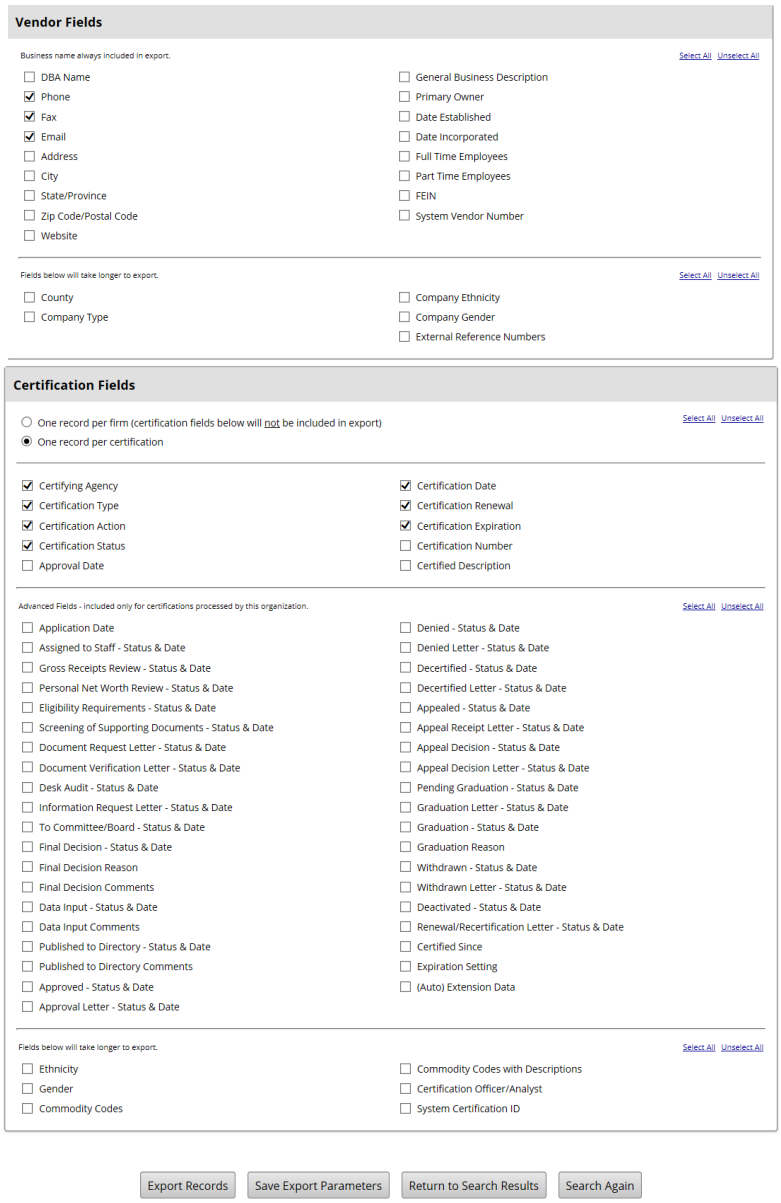
8. Click “Search All Matches”



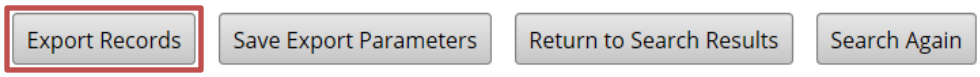
9. Click “Export”



10. Place a check mark in all boxes that you want exported

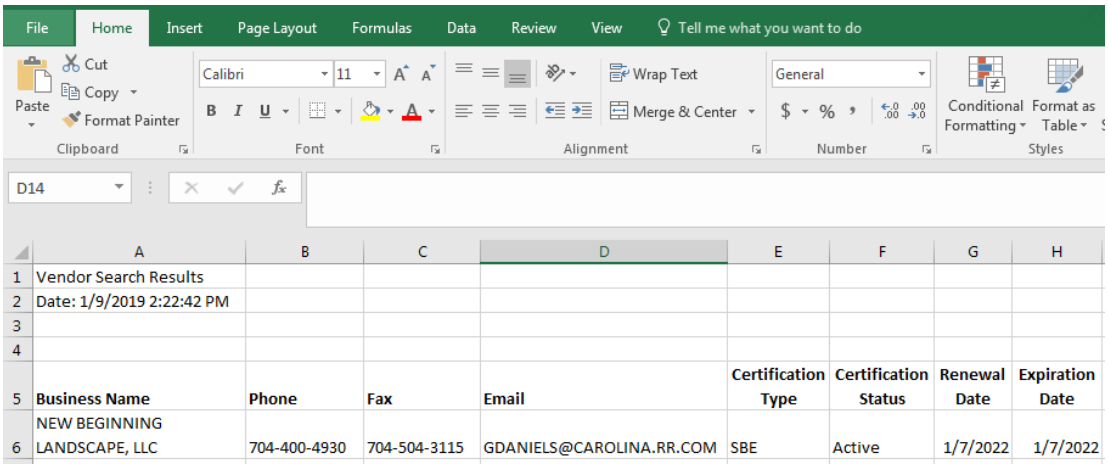


11. Click Export Records



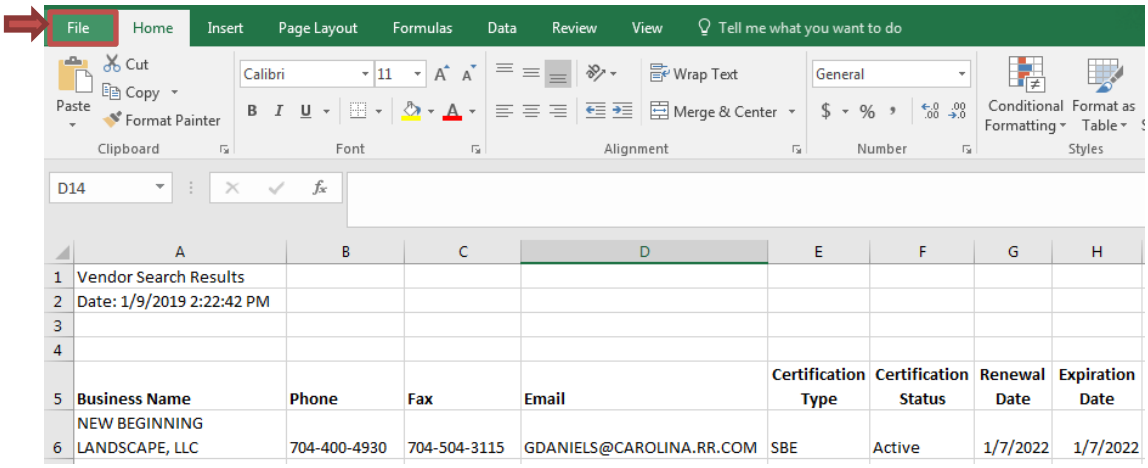
12. Click “Open”

13. Excel file will open. Format the results for view



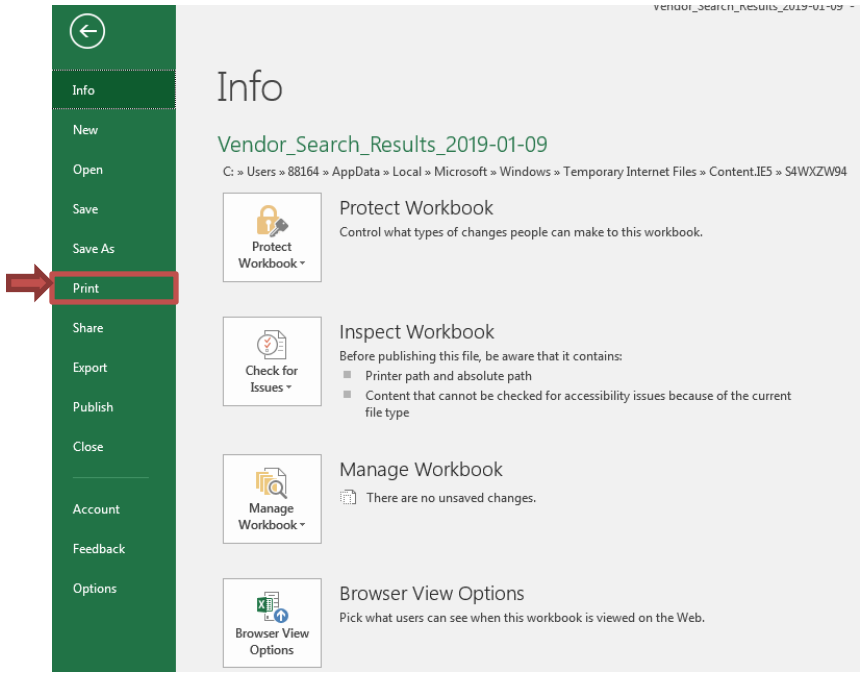
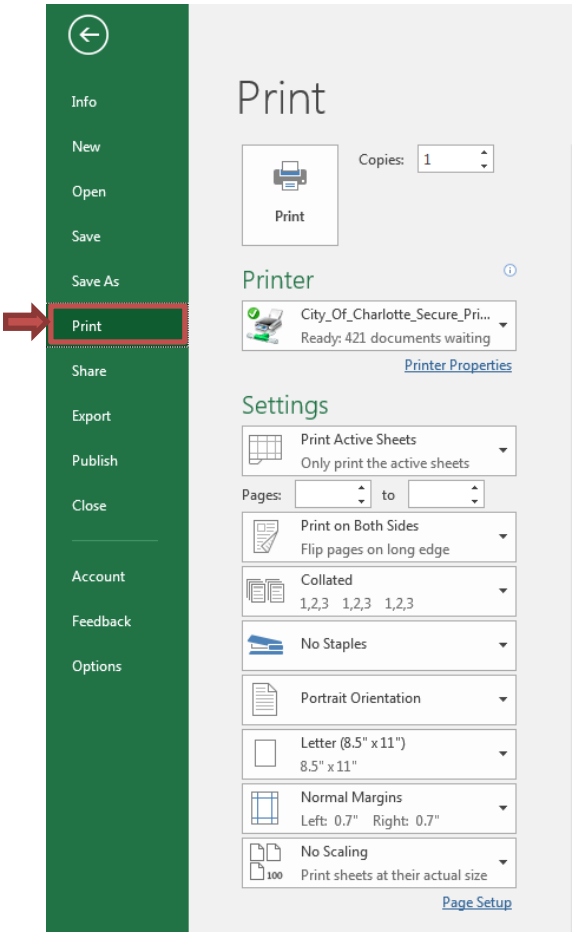
	A	B	C	D	E	F	G	H
1	Vendor Search Results							
2	Date: 1/9/2019 2:22:42 PM							
3								
4								
5	**Business Name**	**Phone**	**Fax**	**Email**	**Certification Type**	**Certification Status**	**Renewal Date**	**Expiration Date**
6	NEW BEGINNING LANDSCAPE, LLC	704-400-4930	704-504-3115	GDANIELS@CAROLINA.RR.COM	SBE	Active	1/7/2022	1/7/2022

14. Click “File” in the upper left corner



	A	B	C	D	E	F	G	H
1	Vendor Search Results							
2	Date: 1/9/2019 2:22:42 PM							
3								
4								
5	**Business Name**	**Phone**	**Fax**	**Email**	**Certification Type**	**Certification Status**	**Renewal Date**	**Expiration Date**
6	NEW BEGINNING LANDSCAPE, LLC	704-400-4930	704-504-3115	GDANIELS@CAROLINA.RR.COM	SBE	Active	1/7/2022	1/7/2022

15. Click “Print” on the left side of the screen



16. Click “Print”