



How to Search for Certified Vendors by Location while NOT Logged into the System

- 

[OUR MAIN SITE](#)[? CONTACT SUPPORT](#)



Supplier Diversity Management System

Log In

VENDOR CERTIFICATION

Search and/or join our database of certified vendors

Search Certified Directory

Apply for / Renew Certification

SYSTEM TRAINING

Learn how to fully utilize our system with a live trainer

Training

ABOUT THE SYSTEM

Learn more about this system and how it works today

Information for Vendors

UPCOMING EVENTS

View our upcoming events

Events

ACCOUNT ACCESS

Lookup Vendor accounts or reset user passwords

Account Lookup

Forgot Password

OUTREACH

Opportunities for vendor involvement

View Active Bid Opportunity Listings

View Outreach Opportunities

- Search by Certification Type**

Certifications

**City of Charlotte
Certified Directory**

 - ☒ Minority Business Enterprise (MBE)
 - ☒ Small Business Enterprise (SBE)
 - ☒ Women Business Enterprise (WBE)
 - ☐ Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)
 - ☐ Disadvantaged Business Enterprise (DBE)
 - ☐ Historically Underutilized Business (HUB)

Search by Business Name or DBA

Business Name/DBA

Tip: Try just a few letters of the firm's name.

Search by Business Description

Business Description

Tip: Try just a few letters of a keyword.

Search by Commodity Code

Commodity Codes

Search by Contact Person

Contact Person/Owner

First name Last name

Tip: Use the first letter. Tip: Try just the first few letters.

Search by Location

City

Zip Code

State

Phone Area Code

Tip: Search for multiple zip codes by separating with commas.

Search by Reference

Ethnicity

Gender

Select one or more Select one or more

4. Type the City that you want to search for available vendors and click “Search”

The screenshot shows a search interface with several sections: "Search by Certification Type" with checkboxes for Minority Business Enterprise (MBE), Small Business Enterprise (SBE), Women Business Enterprise (WBE), Airport Concessionaire Disadvantaged Business Enterprise (ACDBE), Disadvantaged Business Enterprise (DBE), and Historically Underutilized Business (HUB); "Search by Business Name or DBA" with a text input field; "Search by Business Description" with a text input field; "Search by Commodity Code" with a text input field and a "Click to Lookup Commodity Codes" button; "Search by Contact Person" with first and last name input fields; "Search by Location" with City, Zip Code, State, and Phone Area Code input fields; and "Search by Reference" with ethnicity and gender dropdown menus. A red arrow points to the "City" input field, which contains the text "Charlotte". Another red arrow points to the "Search" button at the bottom right of the form.

5. Click “Download Search Result”

The screenshot shows the search results page. At the top, there is a "Search Parameters" section with buttons for "Edit Parameters" and "Clear Parameters". Below this, the search criteria are listed: "Certifications" (Minority Business Enterprise (MBE), Small Business Enterprise (SBE), Women Business Enterprise (WBE)) and "City" (Charlotte). Below the criteria are buttons for "Search Again" and "Download Search Results". A red arrow points to the "Download Search Results" button. Below the buttons, there is a "Search Results" section with the text "597 firms with 734 certifications found" and a link to "Click the certification type for contact information and certification details". Below this is a table with three columns: "Vendor", "Location", and "Certification". The table contains one row: "25/27 Cleaning Services, LLC", "Charlotte, NC", and "MBE SBE".

| Vendor | Location | Certification |
|------------------------------|---------------|---------------|
| 25/27 Cleaning Services, LLC | Charlotte, NC | MBE SBE |

6. Check “ I’m not a robot” box

The screenshot shows the search results page with a red box highlighting the CAPTCHA area. The "Search Parameters" section is at the top, followed by the search criteria and buttons for "Search Again" and "Download Search Results". Below the buttons, there is a "Search Results" section with the text "597 firms with 734 certifications found" and a link to "Click the certification type for contact information and certification details". Below this is a table with three columns: "Vendor", "Location", and "Certification". The table contains one row: "25/27 Cleaning Services, LLC", "Charlotte, NC", and "MBE SBE". Below the table, there is a red box containing the following text: "You are about to export the search results. Depending upon the speed of your Internet connection and the size of the export file, it may take a few minutes to download the data." followed by an "ALERT: The information provided in the file is not to be used for unsolicited advertising, spam, or any other unauthorized use. Your activities from IP Number 205.141.0.1 on this website are tracked." and a CAPTCHA box with the text "I'm not a robot" and a "reCAPTCHA" logo.

7. Type the given code

Search Parameters

Edit Parameters

Clear Parameters

Certifications

Minority Business Enterprise (MBE)
Small Business Enterprise (SBE)
Women Business Enterprise (WBE)

City


Charlotte


Search Again

Download Search Results


You are about to export the search results. Depending upon the speed of your Internet connection and the size of the export file, it may take a few minutes to download the data.

ALERT: The information provided in the file is not to be used for unsolicited advertising, spam, or any other unauthorized use. Your activities from IP Number 205.141.0.1 on this website are tracked.

 I'm not a robot


reCAPTCHA
Privacy - Terms

To download this export you must enter the following code exactly as it appears:

Enter **EhU45GHC** here (case sensitive): 

☐ Include Commodity Codes in download

Download to Excel

Download to CSV

Cancel

8. Check "Include Commodity Code in download" box

Search Parameters

Edit Parameters

Clear Parameters

Certifications

Minority Business Enterprise (MBE)
Small Business Enterprise (SBE)
Women Business Enterprise (WBE)

City


Charlotte


Search Again

Download Search Results


You are about to export the search results. Depending upon the speed of your Internet connection and the size of the export file, it may take a few minutes to download the data.


ALERT: The information provided in the file is not to be used for unsolicited advertising, spam, or any other unauthorized use. Your activities from IP Number 205.141.0.1 on this website are tracked.

 I'm not a robot


reCAPTCHA
Privacy - Terms

To download this export you must enter the following code exactly as it appears:

Enter **EhU45GHC** here (case sensitive): 

 ☒ Include Commodity Codes in download

Download to Excel

Download to CSV

Cancel

9. Click “Download to Excel”

[Show directory information and instructions](#)

Search Parameters Edit Parameters Clear Parameters



Certifications: Minority Business Enterprise (MBE)
Small Business Enterprise (SBE)
Women Business Enterprise (WBE)

City: Charlotte

Search Again Download Search Results

You are about to export the search results. Depending upon the speed of your Internet connection and the size of the export file, it may take a few minutes to download the data.

ALERT: The information provided in the file is not to be used for unsolicited advertising, spam, or any other unauthorized use. Your activities from IP Number 205.141.0.1 on this website are tracked.

To download this export you must enter the following code exactly as it appears:
Enter **EHU45GHC** here (case sensitive):

☒ Include Commodity Codes in download

Download to Excel Download to CSV Cancel

10. Click “Open”

Do you want to open or save **Directory_2019-01-08.xls** from **charlotte.diversitycompliance.com**? Open Save Cancel

11. A Microsoft Excel Workbook will open, and click “Enable Editing”

Directory_2019-01-08 [Protected View] - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

12. Format file to your discretion and click “File”

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

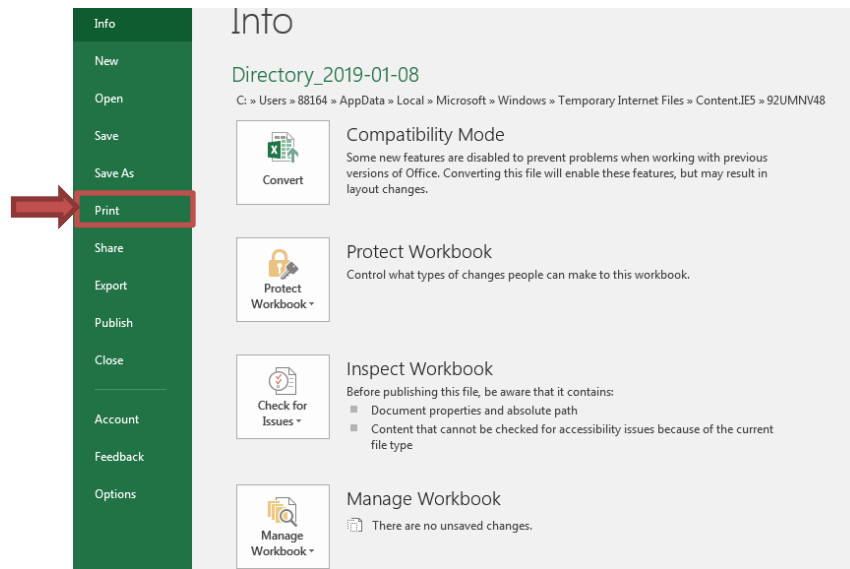
Paste Copy Cut Format Painter Clipboard Font Alignment Number Styles Cells Editing

A3 Results filtered by search parameters

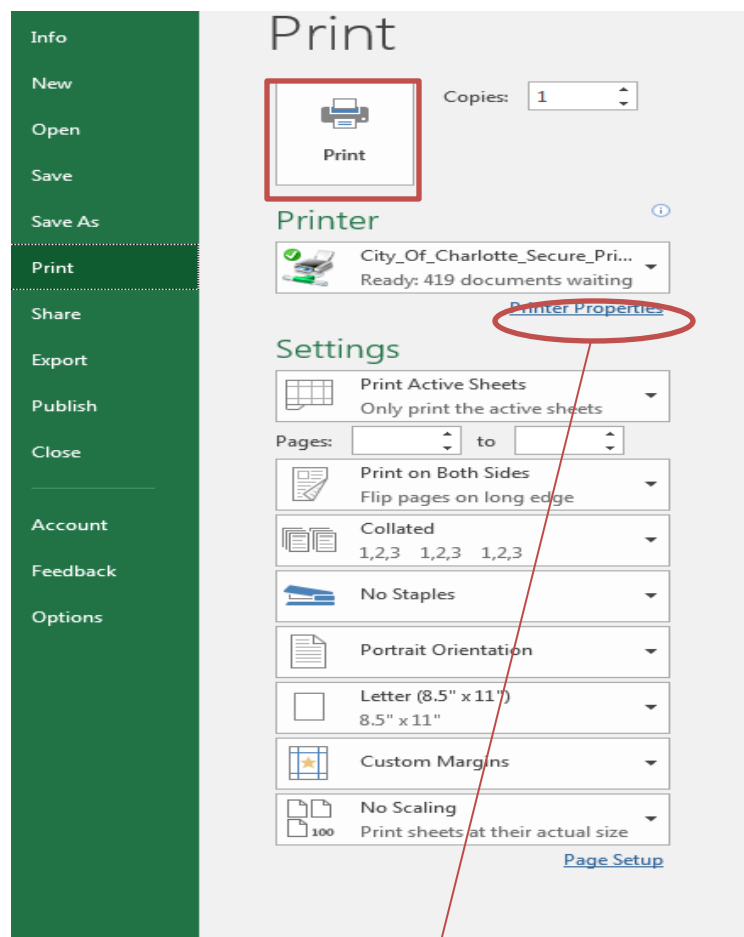
1 **Certified Directory**
2 As of 1/8/2019 10:58:24 AM
3 Results filtered by search parameters
4
5 The information provided in this file is not to be used for unsolicited advertising, spam, or any other unauthorized use.
6

| Company Name | DBA Name | Physical Address | City | State | Zip | Mailing Address | City | State | Zip | Phone | Agency |
|------------------------------|----------|----------------------------|-----------|-------|-------|-----------------|-----------|-------|-------|--------------|-----------|
| 25/27 Cleaning Services, LLC | | 1807 Griens Grove Apt D RD | Charlotte | NC | 28216 | 16705 PO Box | Charlotte | NC | 28297 | 704-999-0070 | Charlotte |
| 25/27 Cleaning Services, LLC | | 1807 Griens Grove Apt D RD | Charlotte | NC | 28216 | 16705 PO Box | Charlotte | NC | 28297 | 704-999-0070 | Charlotte |

13. Click "Print"



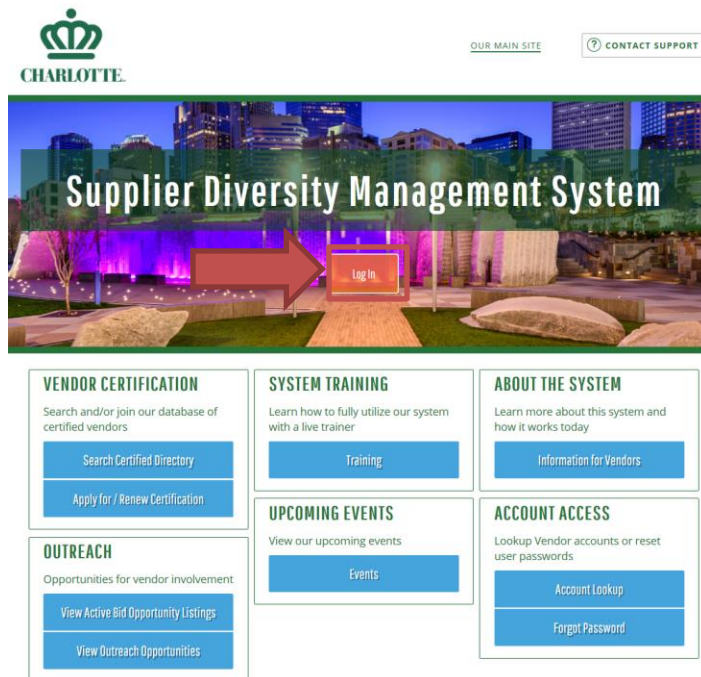
14. Click "Print"



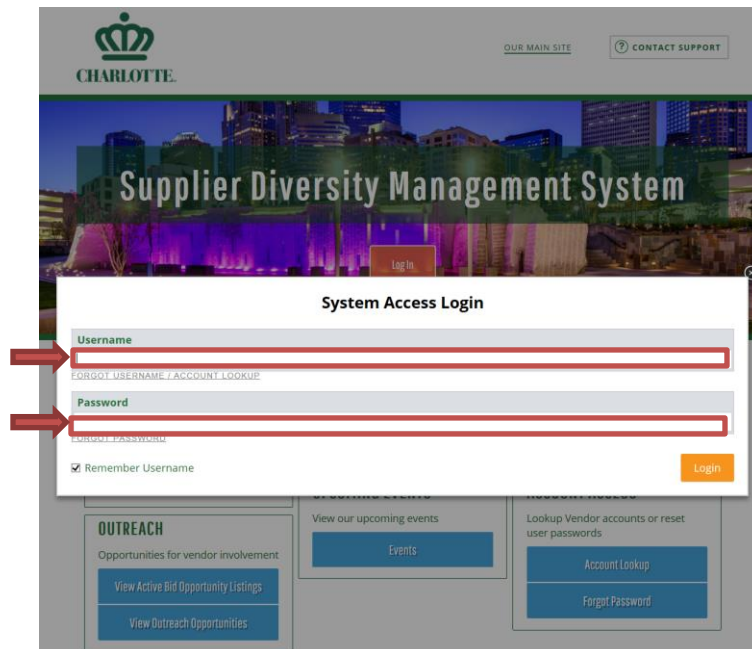
***Note: Printing options are available through the Print Properties Screen

How to Search for Certified Vendors by Location while Logged into the System

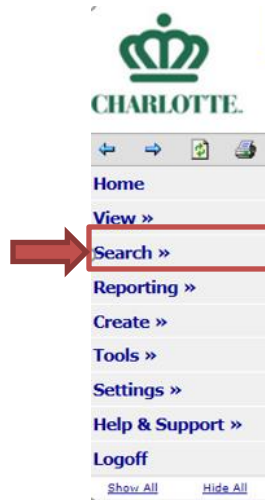
1. Go to <https://charlotte.diversitycompliance.com/>
2. Login to B2GNow



3. Type in "Username" and "Password" credentials to access the system



4. Click on "Search" located on the left side of the computer screen



5. Click on "Certified Vendors"



6. Click on the drop-down box under the Certification Parameters and select the City of Charlotte ONLY

Search First 20 Matches

Search All Matches

Clear Form

Quick Search Options

Click a button to initiate an immediate search:

Current Certified Directory

Certified Directory as of:

(mm/dd/yyyy)

Search Parameters

BUSINESS NAME/DBA

Enter business name, DBA name, Tax ID number, or System Vendor Number; all searches are wildcard (e.g. *text*).

CONTACT PERSON

First name

Last name

Contact Type

Users

CITY

STATE/PROVINCE

Select one or more

ZIP CODE/POSTAL CODE

Search for multiple zip codes and post codes by separating with commas.

PHONE AREA CODE

COMMODITY CODES

Click to Lookup Commodity Codes

BUSINESS DESCRIPTION

Certification Parameters

CERTIFICATIONS

Use the field below to identify organizations and certification types for this search. Click on organization name to select/unselect all of its types.

[City of Charlotte]

☐ [Select all]

City of Charlotte

☒ Minority Business Enterprise (MBE)

☒ Small Business Enterprise (SBE)

☒ Women Business Enterprise (WBE)

North Carolina Unified Certification Program

☐ Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)

☐ Disadvantaged Business Enterprise (DBE)

State of North Carolina

☐ Historically Underutilized Business (HUB)

CERTIFICATION ACTION

CERTIFICATION STATUS

City of
Charlotte
Certified
Vendor List

ASSIGNED CERTIFICATION OFFICER

Select one or more

INCLUDE EXPANSIONS

☐ Include expansion records in search results

7. Type Charlotte in the City field of the Search Parameters Click on “Search All Matches”

Search First 20 Matches

Search All Matches

Clear Form

Quick Search Options

Click a button to initiate an immediate search:

Current Certified Directory

Certified Directory as of:

(mm/dd/yyyy)

Search Parameters

BUSINESS NAME/DBA

Enter business name, DBA name, Tax ID number, or System Vendor Number; all searches are wildcard (e.g. *text*).

CONTACT PERSON

First name

Last name

Contact Type

Users



CITY

Charlotte

STATE/PROVINCE

Select one or more



ZIP CODE/POSTAL CODE

Search for multiple zip codes and post codes by separating with commas.

PHONE AREA CODE

COMMODITY CODES

Click to Lookup Commodity Codes

BUSINESS DESCRIPTION

Certification Parameters

CERTIFICATIONS

Use the field below to identify organizations and certification types for this search. Click an organization name to select/unselect all of its types.

[City of Charlotte]



Directory match option:

Match ANY certification type selected above



CERTIFICATION ACTION

Select one or more



CERTIFICATION STATUS

All (certified, pending, expired, other)



Optional Process Step:

All



Optional Date Range:

to

(mm/dd/yyyy)

☐ Limit renewing/expiring/renewed/expired (w/out pending or approved certification processing record) search filter to same certification type.

☐ Use ORIGINAL renewal/expiration date for renewing/expiring/renewed/expired search filter.

☐ Use Expiration Date instead of Renewal Date in search

ASSIGNED CERTIFICATION OFFICER

Select one or more



INCLUDE EXPANSIONS

☐ Include expansion records in search results

8. Click "Search All Matches"



Search First 20 Matches

Search All Matches

Clear Form

Quick Search Options

Click a button to initiate an immediate search:

Current Certified Directory

Certified Directory as of:

(mm/dd/yyyy)

Search Parameters

BUSINESS NAME/DBA

Enter business name, DBA name, Tax ID number, or System Vendor Number; all searches are wildcard (e.g. *text*).

CONTACT PERSON

First name Last name Contact Type **Users** ▼

CITY

Charlotte

STATE/PROVINCE

Select one or more ▼

ZIP CODE/POSTAL CODE

Search for multiple zip codes and post codes by separating with commas.

PHONE AREA CODE

COMMODITY CODES

Click to Lookup Commodity Codes

BUSINESS DESCRIPTION

Certification Parameters

CERTIFICATIONS

Use the field below to identify organizations and certification types for this search. Click an organization name to select/unselect all of its types.

[City of Charlotte] ▼

Directory match option:

Match ANY certification type selected above ▼

CERTIFICATION ACTION

Select one or more ▼

CERTIFICATION STATUS

All (certified, pending, expired, other) ▼

Optional Process Step: All ▼

Optional Date Range: to (mm/dd/yyyy)

☐ Limit renewing/expiring/renewed/expired (w/out pending or approved certification processing record) search filter to same certification type.

☐ Use ORIGINAL renewal/expiration date for renewing/expiring/renewed/expired search filter.

☐ Use Expiration Date instead of Renewal Date in search

ASSIGNED CERTIFICATION OFFICER

Select one or more ▼

INCLUDE EXPANSIONS

☐ Include expansion records in search results

9. Click “Export”

| Business Name | Location | Phone Number | Agency & Type | Status | Actions |
|--|---------------|--------------|---------------|-------------|--------------------------|
| 25/27 CLEANING SERVICES, LLC | CHARLOTTE, NC | 704-999-0070 | Charlotte MBE | Active | Go To... |
| 3DESIGNWORK LLC | CHARLOTTE, NC | 704-813-3688 | Charlotte SBE | Active | Go To... |
| A & J MASONRY, INC. | CHARLOTTE, NC | 704-400-9469 | Charlotte SBE | Active | Go To... |
| A & W ELECTRIC, INC. | CHARLOTTE, NC | 704-333-4986 | Charlotte SBE | Active | Go To... |
| A + POWER SWEEPERS & PRESSURE WASHING | CHARLOTTE, NC | 704-921-6732 | Charlotte SBE | Expired | Go To... |
| A DESIGN COMPANY | CHARLOTTE, NC | 704-910-0113 | Charlotte SBE | Active | Go To... |
| A PINCH OF SOUL | CHARLOTTE, NC | 704-481-1009 | Charlotte SBE | Active | Go To... |
| A SEED OF TRADES | CHARLOTTE, NC | 704-819-9736 | Charlotte SBE | Active | Go To... |
| A-1 QUALITY INSULATING SERVICE | CHARLOTTE, NC | 704-331-9294 | Charlotte MBE | Active | Go To... |
| A.L.R. ARCHITECTURE | CHARLOTTE, NC | 704-348-2699 | Charlotte MBE | Expired | Go To... |
| A1 GLASS & ALUMINUM | CHARLOTTE, NC | 704-528-0541 | Charlotte SBE | Active | Go To... |
| A1 PRECISION FENCE COMPANY, INC. | CHARLOTTE, NC | 704-588-4774 | Charlotte SBE | Active | Go To... |
| ABSOLUTE CLEANING & RESTORATION | CHARLOTTE, NC | 704-299-8706 | Charlotte MBE | Active | Go To... |
| ABUNDANT CLEANING | CHARLOTTE, NC | 502-719-2912 | Charlotte MBE | Deactivated | Go To... |
| AC PRO CLEANING & ENVIRONMENTAL SERVICES | CHARLOTTE, NC | 704-891-0300 | Charlotte SBE | Pending | Go To... |
| ACM GROUP LLC | CHARLOTTE, NC | 704-697-4000 | Charlotte SBE | Active | Go To... |
| ACCESS SERVICES INC | CHARLOTTE, NC | 704-560-9686 | Charlotte MBE | Active | Go To... |
| ACOP, LLC | CHARLOTTE, NC | 212-945-9167 | Charlotte SBE | Active | Go To... |
| ACTION PAINTING PROS | CHARLOTTE, NC | 800-333-4970 | Charlotte SBE | Active | Go To... |
| AD CONCEPTS, INC. | CHARLOTTE, NC | 704-566-1616 | Charlotte SBE | Active | Go To... |
| | | | Charlotte WBE | Active | Go To... |

1 - 28 of 181 records displayed Page 1 > Next Page

[Search Again](#)
[Add New Vendor](#)
[Add to Outreach](#)
[Add to Vendor List](#)
[Add to Proposal](#)
[Save Search Parameters](#)
[Export](#)

[Send Certification Letters](#)
[Message](#)
[- Select a vendor contact type -](#)
[Contacts](#)
[Go](#)

10. Place a check mark in all boxes that should be exported for your file

Vendor Fields

Business name always included in export. [Select All](#) [Unselect All](#)

☐ DBA Name
 ☐ General Business Description

☒ Phone
 ☐ Primary Owner

☒ Fax
 ☐ Date Established

☒ Email
 ☐ Date Incorporated

☐ Address
 ☐ Full Time Employees

☐ City
 ☐ Part Time Employees

☐ State/Province
 ☐ FEIN

☐ Zip Code/Postal Code
 ☐ System Vendor Number

☐ Website

Fields below will take longer to export. [Select All](#) [Unselect All](#)

☐ County
 ☐ Company Ethnicity

☐ Company Type
 ☐ Company Gender

☐ External Reference Numbers

Certification Fields

☐ One record per firm (certification fields below will **not** be included in export) [Select All](#) [Unselect All](#)
☒ One record per certification

☒ Certifying Agency
 ☒ Certification Date

☒ Certification Type
 ☒ Certification Renewal

☒ Certification Action
 ☒ Certification Expiration

☒ Certification Status
 ☐ Certification Number

☐ Approval Date
 ☐ Certified Description

Advanced Fields - included only for certifications processed by this organization. [Select All](#) [Unselect All](#)

☐ Application Date
 ☐ Denied - Status & Date

☐ Assigned to Staff - Status & Date
 ☐ Denied Letter - Status & Date

☐ Gross Receipts Review - Status & Date
 ☐ Decertified - Status & Date

☐ Personal Net Worth Review - Status & Date
 ☐ Decertified Letter - Status & Date

☐ Eligibility Requirements - Status & Date
 ☐ Appealed - Status & Date

☐ Screening of Supporting Documents - Status & Date
 ☐ Appeal Receipt Letter - Status & Date

☐ Document Request Letter - Status & Date
 ☐ Appeal Decision - Status & Date

☐ Document Verification Letter - Status & Date
 ☐ Appeal Decision Letter - Status & Date

☐ Desk Audit - Status & Date
 ☐ Pending Graduation - Status & Date

☐ Information Request Letter - Status & Date
 ☐ Graduation Letter - Status & Date

☐ To Committee/Board - Status & Date
 ☐ Graduation - Status & Date

☐ Final Decision - Status & Date
 ☐ Graduation Reason

☐ Final Decision Reason
 ☐ Withdrawn - Status & Date

☐ Final Decision Comments
 ☐ Withdrawn Letter - Status & Date

☐ Data Input - Status & Date
 ☐ Deactivated - Status & Date

☐ Data Input Comments
 ☐ Renewal/Recertification Letter - Status & Date

☐ Published to Directory - Status & Date
 ☐ Certified Since

☐ Published to Directory Comments
 ☐ Expiration Setting

☐ Approved - Status & Date
 ☐ (Auto) Extension Data

☐ Approval Letter - Status & Date

Fields below will take longer to export. [Select All](#) [Unselect All](#)

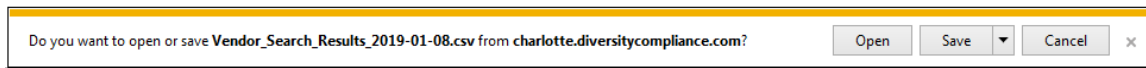
☐ Ethnicity
 ☐ Commodity Codes with Descriptions

☐ Gender
 ☐ Certification Officer/Analyst

☐ Commodity Codes
 ☐ System Certification ID

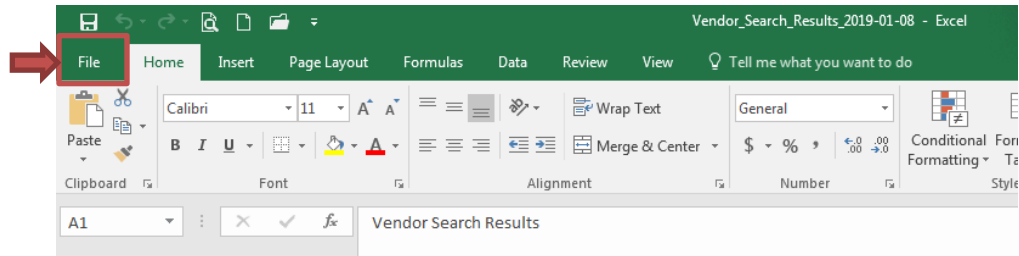
[Export Records](#)
[Save Export Parameters](#)
[Return to Search Results](#)
[Search Again](#)

11. Click “Open”

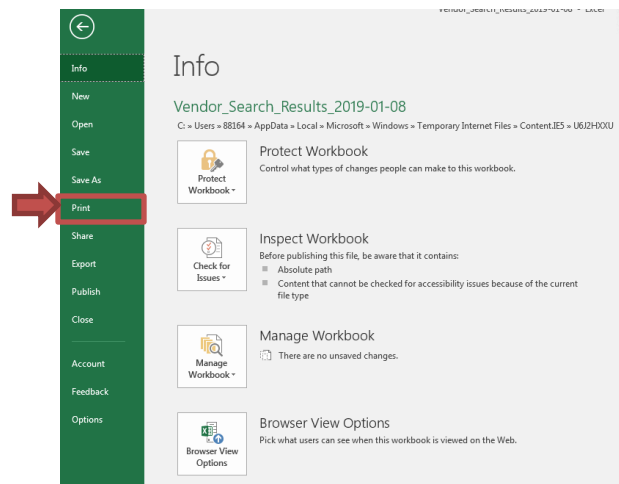


12. Format worksheet that best fits your needs

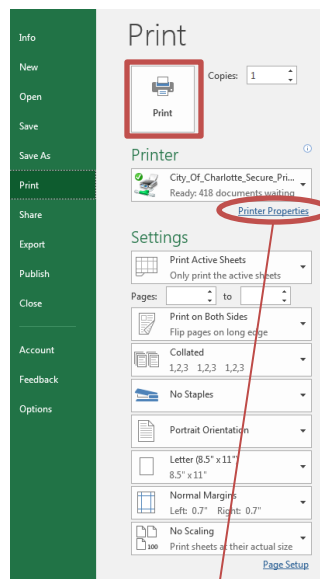
13. Click “File”



14. Click “Print”



15. Click “Print”



***Note, if you need to change printing parameters, click on print properties