

New Search for the MWBE Directory

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

- Vendor Search
- Product Search
- Advanced Search

The screenshot shows the top navigation bar of the New York State website. It includes the text "New York State" with a small map icon, "State Agencies" with a menu icon, and "Search all of NY.gov" with a magnifying glass icon. Below this is the "Empire State Development" logo. A horizontal menu contains buttons for "HOME", "ABOUT US", "NY FIRST", "PRESS CENTER", and "NY.GOV".

The main content area is titled "Search Directory of Certified Minority- and Women-Owned Businesses" with a sub-note "Data current as of: 05/22/2009". Below the title are three search options, each with a button:

- Looking for a specific vendor?** (Button: Vendor Search)
If you're looking for a specific vendor, this search will let you search by Federal Identification Number, Company Name, Telephone Number, Fax Number, Contact Name, City, State, or Zip Code.
- Looking for vendors who offer specific products & services?** (Button: Product Search)
This search will help you locate vendors doing business in the market areas you need, who provide the products and services you wish to acquire.
- Advanced search** (Button: Advanced Search)
Search on a variety of criteria including market areas, certification type, gross sales, industry, and products.

The footer contains copyright information: "Commercial © 2010 | 1 800 STATE-NY All rights reserved", and navigation links: "I ♥ NY | NY ♥ FILM | CONTACT US | PRIVACY POLICY". The text "ASV" is centered at the bottom of the footer.

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 State Agencies Search all of NY.gov

Empire State Development

HOME ABOUT US NY FIRST PRESS CENTER NY.GOV

Search Directory of
Certified Minority-and Women-Owned Businesses
Data current as of: 05/22/2009

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

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BSV

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.



Search Directory of Certified Minority-and Women-Owned Businesses *Data current as of: 05/22/2009*

Products / SIC Lookup:

This search can help you search the Product and SIC codes lists, and then use these selections to search for certified vendors who provide these products and services.

For example, if you type *plastic* in the box below, and click the **Filter Products/SIC** button, all the Product Descriptions and SIC Descriptions with *plastic* will appear in the lists below. You can then select the codes you want, select specific business market areas, and click the **Search** button to get the vendors who provide these products/services to these market areas in New York State.

Filter the Products/SIC List of Codes -or- Descriptions below on:

Product Codes / Descriptions:

0984		ABRASIVES
0001		ACCOUNTING SERVICES
0003		ACOUSTICAL CEILING TILE
0002		ACOUSTICAL WORK
0998		ACTUARIES
2406		ACUPUNCTURE
2189		ADMINISTRATIVE SERVICES
0006		ADVERTISING (SPANISH LANGUAGE)
0955		ADVERTISING SPECIALTIES
0005		ADVERTISING/MARKETING

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").*

Filter the Products/SIC List of Codes -or- Descriptions below on:

Product Codes / Descriptions:

0984	ABRASIVES
0001	ACCOUNTING SERVICES
0003	ACOUSTICAL CEILING TILE
0002	ACOUSTICAL WORK
0998	ACTUARIES
2406	ACUPUNCTURE
2189	ADMINISTRATIVE SERVICES
0006	ADVERTISING (SPANISH LANGUAGE)
0955	ADVERTISING SPECIALTIES
0005	ADVERTISING/MARKETING

SIC Codes / Descriptions:

8721	Accounting, Auditing and Bookkeeping Services
2891	Adhesives and Sealants
7322	Adjustment and Collection Services
7311	Advertising Agencies
7319	Advertising, Not Elsewhere Classified
3585	Air Conditioning & Warm Air Heating Equipment & Refrigeration Equipment
4513	Air Courier Services
4522	Air Transportation, Non-Scheduled
4512	Air Transportation, Scheduled
3585	Air-Conditioning & Warm Air Heating Equipment & Refrigeration Equipment

Business Market Area(s):
Notes on Market Areas.

- If you leave all the boxes unchecked that is equivalent to checking all the boxes.
- If you choose a market area e.g. Capital District, you will get firms that serve specifically the Capital district **plus** those firms serving all market areas.

Capital District
 Central NY
 Finger Lakes
 Mid-Hudson
 Long Island
 Mohawk Valley
 North Country
 New York City
 Southern Tier
 Western NY

For State Agency Use

- 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.*
- 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
- 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"> • Produce Report in Microsoft Excel Format • Product / SIC Report • Print Report 	<ul style="list-style-type: none"> • Further Refine Results by Business Location • New Search

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.
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Search Directory of
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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

New Search

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.

