



**Quick Reference Guide  
Government Users**

**Searching For Businesses and Business Information  
(Including SBR)**

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Determining if a Business is Active in the Small Business Reserve ..... 7

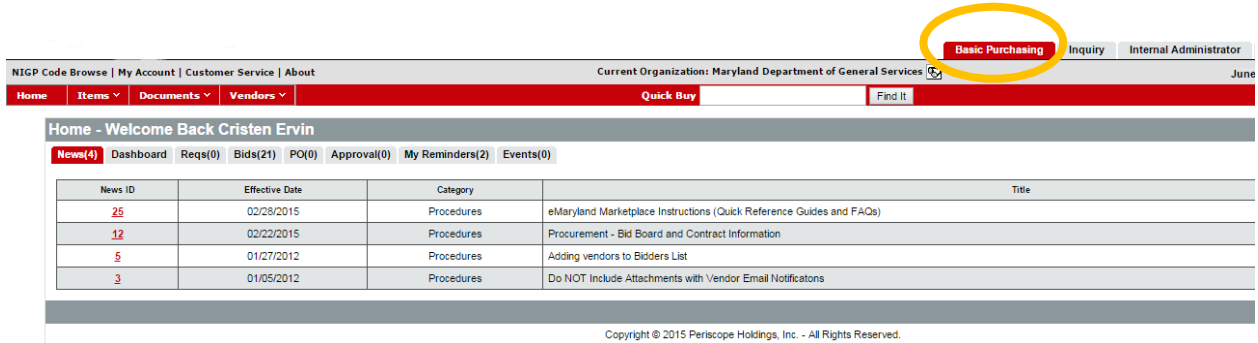
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(Not logged into eMM)


## Performing a Business Search

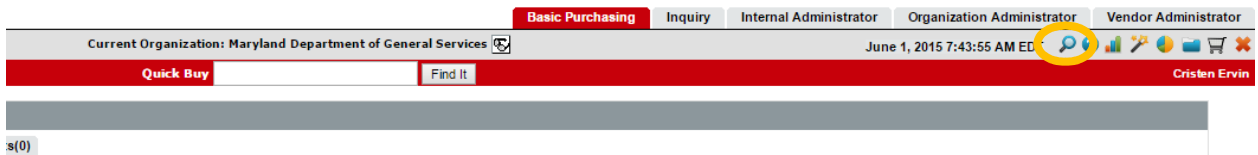
There are over 36,000 businesses registered in eMaryland Marketplace, of which over 5,000 are registered in the Small Business Reserve. As a Government user, you may need to identify information on businesses registered in eMaryland Marketplace. This Quick Reference Guide provides a walk-through of searching for Businesses, including how to search for Small Business Reserve firms.

Sign onto eMaryland Marketplace and select the Basic Purchasing tab.



News ID	Effective Date	Category	Title
25	02/28/2015	Procedures	eMaryland Marketplace Instructions (Quick Reference Guides and FAQs)
12	02/22/2015	Procedures	Procurement - Bid Board and Contract Information
5	01/27/2012	Procedures	Adding vendors to Bidders List
3	01/05/2012	Procedures	Do NOT Include Attachments with Vendor Email Notifications

From the tool bar select the  icon.



From the drop-down menu next to Document Type, select Vendors.



The Advance Search screen will open allowing you to search for vendors by using a variety of search criteria.

**Advanced Search**

Search for: Module: **Purchasing Module** Document Type: **Vendors**

Search Using: **ALL of the criteria**

Search Fields:

Vendor ID	<input type="text"/>	Vendor Name	<input type="text"/>
Vendor Tax ID	<input type="text"/>	Show <input type="checkbox"/>	Vendor Legal Name <input type="text"/>
Vendor Keyword	<input type="text"/>	Alternate ID	<input type="text"/>
ZIP Code	<input type="text"/>	County	<input type="text"/>
State	<input type="text"/>		
<input type="checkbox"/> Emergency Suppliers		<input type="checkbox"/> Reference Vendor	
NIGP Class	<input type="text"/>		
NIGP Class Item	<input type="text"/>		
NIGP Keyword	<input type="text"/>		
Counties Served	<input type="text"/>		
SDAT Department ID (Certification ID)	<input type="text"/>		
Organization Type	<input type="text"/>		
Dun & Bradstreet	<input type="text"/>		
Contractor License	<input type="text"/>		
Business License	<input type="text"/>		
Independent Ownership	<input type="text"/>		
State of Maryland Business	<input type="text"/>		
Maryland Resident Employees	<input type="text"/>		
Payroll Employees	<input type="text"/>		
Gross Sales Last Fiscal Year	<input type="text"/>		
Self Identified Veteran	<input type="text"/>		
State of Maryland Certified Veteran	<input type="text"/>		
Ownership Type	<input type="text"/>		
Majority Ownership	<input type="text"/>		
Minority Business Enterprise	<input type="text"/>		
Vendor MBE Status	<input type="text"/>		

Program  Small Business Reserve

Browse by: **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**  
**0 1 2 3 4 5 6 7 8 9 10**

## Notable Search Fields:

You may perform a search using one or multiple search fields. You may select to search on **ALL of The criteria** limiting your results to businesses who fall under all categories of information you are searching for. You may also select to search on **ANY of the criteria** which will result in all businesses fitting any of the criteria selected being listed.

After entering in all of the desired search criteria, select Find It at the bottom of the screen.

*Note: If you would like to limit your search results to small businesses only, be sure to check the box next to **Program**  **Small Business Reserve** at the bottom of the screen.*

Vendor ID – If you know the vendors eMaryland Marketplace vendor number, you may input that information here to perform a search.

Vendor Name – If you know the name of the vendor you are searching for, you may input that information here to perform a search.

Vendor Tax ID – If you know the tax identification number of the business you are searching for, you may enter that information here to perform a search.

Vendor Keyword – If you would like to search for businesses based on keyword in the business name, enter the keyword you would like to search with here.

Zip Code – If you would like to search for vendors within a certain zip code, enter the zip code here to perform a search.

County – Although this search field is an option, it is not recommended this field is used for a vendor search. This field is not a required field; therefore, results may be very limited.

State – If you would like to search for vendors within a certain state, select the state from the drop-down box to perform a search.

NIGP Class – If you would like to search for vendors that provide a specific product or services, you may search for the product or service by selecting the NIGP code. First, select an NIGP code class from the drop-down box.

NIGP Class Item – To narrow your search results to a specific product, select a NIGP class item from the drop-down box.

NIGP Keyword – You may perform a search for a business who provides a specific product or service by entering a keyword into the NIGP Keyword box.

Counties Served – You may search for businesses based on the counties they serve. Tip: businesses may not accurately select all counties so using this option may limit your results.

Self Identified Veteran – During registration, businesses are asked to identify themselves as a veteran business. Businesses who select yes to this question will appear in the results of this

search. Note: this information is provided by the vendor and not verified by the State of Maryland.

State of Maryland Certified Veteran – A business in this category has been identified and verified by the State of Maryland through the U.S. vetbiz.gov site.

Majority Ownership – During registration, businesses are asked to identify their majority ownership. This information is provided by the business and not verified by the State of Maryland.

Minority Business Enterprise – Although this is an option in eMaryland Marketplace, we encourage users to utilize the official MBE listing maintained by the Maryland Department of Transportation [Office of Minority Business Enterprise](#) when searching for Minority Business Enterprises.

Vendor MBE Status – Although this is an option in eMaryland Marketplace, we encourage users to utilize the official MBE listing maintained by the Maryland Department of Transportation [Office of Minority Business Enterprise](#) when searching for Minority Business Enterprises.

Program – By selecting this search box, your results will be limited to registered small businesses only.

Browse By- You may also browse the directory by business name.

Browse by:	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 10
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After entering in all of the desired search criteria, select Find It at the bottom of the screen. *Note: If you would like to limit your search results to small businesses only, be sure to check the box next to **Program**  **Small Business Reserve** at the bottom of the screen.*

Find It	Clear
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Your results will appear at the bottom of the screen.

Advanced Search ▾						
Results						
Vendor ID	Vendor Name	Alternate ID	Last PO Date	Last Bid Date	Reference Vendor	Status
00016358	Bagel Place of College Park				No	Active
00021391	brandon taylor llc				No	Active
00024575	Chapina Bakery, Inc.				No	Active
00017708	Charles Street Bakery and Cafe LLC				No	Active
00020874	Chris Cakes LLC				No	Active
00018626	Cotton's Gourmet Gifts & Creations, LLC				No	Active
296868	COZY CASTLES, LLC			Jul 17, 2012	No	Active
00022278	Just Good Food, LLC				No	Active
00020123	Missy's Desserts				No	Active
00025581	My Sweets and More				No	Active

Exit

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You may click on the red vendor number to obtain more information on the vendor, including contact information (under Organization Information), information on their SBR certification (under Program), and a listing of NIGP commodity codes they have registered with (under Commodity Codes and Services).

**Vendor Profile - Bagel Place of College Park**

**Organization Information** Program Users Address Commodity Codes and Services Regions Terms & Categories Attachments Vendor Performance

## Determining if a Business is Active in the Small Business Reserve

To determine if a business is still certified in the Small Business Reserve, select Program from the Vendor Profile screen. The Date Qualified shows the date of the initial certification (or most recent re-certification). The Renewal Date is the date which a business must re-certify to remain in the program. Businesses are required to re-certify each year by the anniversary date of their most recent certification. If a business fails to re-certify by this date, they are no longer considered a certified small business and are no longer active in the SBR program.

If it is prior to the Renewal Date, the business is still active in the SBR Program.

Organization Information	<b>Program</b>	Users	Address	Commodity Codes and Services	Regions	Terms & Categories	Attachments	Vendor Performance	
<b>Programs</b>									
<b>Program Details</b>									
Program:	SBR	Date Qualified:		09/26/2014	Renewal Date:	09/26/2015			
Status:	Active	Acknowledged program conditions?:	Acknowledged	Date Acknowledged/Disagreed:	09/26/2014	User Last Updated:	Debbie Karanovich	Date Last Updated:	09/26/2014

**Note: The Status field showing Active does not indicate that the business is currently certified in the Small Business Reserve. You will notice in the screen shot below, the Status indicates Active; however the Renewal Date has passed. This vendor is NOT an SBR because their certification has expired.**

<b>Programs</b>									
<b>Program Details</b>									
Program:	SBR	Date Qualified:		10/09/2013	Renewal Date:	10/09/2014			
Status:	Active	Acknowledged program conditions?:	Acknowledged	Date Acknowledged/Disagreed:	10/09/2013	User Last Updated:	Cynthia Knox	Date Last Updated:	10/09/2013

## Locating a SBR Firm's Certification Number

The program tab from the Vendor's Profile does not list the certification number; however this information is easily obtainable by performing a public vendor search.

Make sure you are logged out of eMaryland Marketplace and visit the eMaryland Marketplace homepage at [www.emarylandmarketplace.com](http://www.emarylandmarketplace.com). Click on **Search for Vendors**.

### eMaryland Links

- > [Login](#)
- > [Register](#)
- > [View Open Bids and Contracts](#)
- > [Search for Vendors](#)

The eMaryland Marketplace Login and Search screen will open. Select **Registered Vendor Search**.

### Registered Vendors

- [Registered Vendor Search](#)

Search for Registered Vendors.

From the Vendor Search screen, enter the vendor ID (eMM ID) or Vendor Name. Click **Find It**.

Vendor Search	
Search Using:	ALL of the criteria ▼
	<input type="button" value="Find It"/> <input type="button" value="Clear"/>
Search Fields:	Vendor ID <input type="text"/> Vendor Name <input type="text"/>

Your search results will display at the bottom of the screen. If the vendor is registered in the Small Business Reserve, the Program Name field will be populated with SBR. You will find the corresponding certification number, certification date, and renewal date in the columns to the right.

Results													
Vendor Id	Vendor Name	Address	City	State	Postal Code	Contact Name	Phone	Fax	Program Name	Cert. Number	Cert. Date	Renewal Date	
00016358	Bagel Place of College Park		College Park	MD	20740				SBR	SB12-10447	09/26/2014 2014-09-26 16:18:40.727	09/26/2015	



## Performing a Public Search for Businesses

You do not need to be logged into eMaryland Marketplace to search for businesses.

From the eMaryland Marketplace home screen: [www.emarylandmarketplace.com](http://www.emarylandmarketplace.com), click on **Search for Vendors**.

### eMaryland Links

- > [Login](#)
- > [Register](#)
- > [View Open Bids and Contracts](#)
- > [Search for Vendors](#)

The eMaryland Marketplace Login and Search screen will open. Select **Registered Vendor Search**.

### Registered Vendors

- [Registered Vendor Search](#)

Search for Registered Vendors.

The Vendor Search screen will open. From this screen, you may search for businesses using a variety of search criteria.

Vendor Search																																									
Search Using:	ALL of the criteria ▼																																								
	<input type="button" value="Find It"/> <input type="button" value="Clear"/>																																								
Search Fields:	<table><tr><td>Vendor ID</td><td><input type="text"/></td><td>Vendor Name</td><td><input type="text"/></td></tr><tr><td>Vendor Legal Name</td><td><input type="text"/></td><td></td><td></td></tr><tr><td>Vendor Keyword</td><td><input type="text"/></td><td>Alternate ID</td><td><input type="text"/></td></tr><tr><td>ZIP Code</td><td><input type="text"/></td><td>County</td><td><input type="text"/></td></tr><tr><td>State</td><td><input type="text" value="▼"/></td><td></td><td></td></tr><tr><td><input type="checkbox"/> Emergency Suppliers</td><td></td><td></td><td></td></tr><tr><td>NIGP Class</td><td colspan="3"><input type="text" value="▼"/></td></tr><tr><td>NIGP Class Item</td><td><input type="text" value="▼"/></td><td></td><td></td></tr><tr><td>NIGP Keyword</td><td colspan="3"><input type="text"/></td></tr><tr><td>Counties Served</td><td colspan="3"><input type="text" value="Allegany"/> ▲ ▼</td></tr></table>	Vendor ID	<input type="text"/>	Vendor Name	<input type="text"/>	Vendor Legal Name	<input type="text"/>			Vendor Keyword	<input type="text"/>	Alternate ID	<input type="text"/>	ZIP Code	<input type="text"/>	County	<input type="text"/>	State	<input type="text" value="▼"/>			<input type="checkbox"/> Emergency Suppliers				NIGP Class	<input type="text" value="▼"/>			NIGP Class Item	<input type="text" value="▼"/>			NIGP Keyword	<input type="text"/>			Counties Served	<input type="text" value="Allegany"/> ▲ ▼		
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NIGP Keyword	<input type="text"/>																																								
Counties Served	<input type="text" value="Allegany"/> ▲ ▼																																								

Self Identified Veteran	No
State of Maryland Certified Veteran	Federal Veteran Business Minority Federal Veteran Business
Ownership Type	Financial Institution
Majority Ownership	African American
Minority Business Enterprise	Yes
Vendor MBE Status	Female
Program	<input type="checkbox"/> Small Business Reserve

Notable Search Fields:

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Browse By- You may also browse the directory by business name.

Browse by:	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 10
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After entering in all of the desired search criteria, select Find It at the bottom of the screen. *Note: If you would like to limit your search results to small businesses only, be sure to check the box next to **Program**  **Small Business Reserve** at the bottom of the screen.*

<input type="button" value="Find It"/> <input type="button" value="Clear"/>
---

Your results will appear at the bottom of the screen.

Results													
Vendor Id	Vendor Name	Address	City	State	Postal Code	Contact Name	Phone	Fax	Program Name	Cert. Number	Cert. Date	Renewal Date	
00004203	Accosta, Inc		Hanover	MD	21076						No Cert Date	No Renewal Date	
00021241	AOR Corporation		Pocomoke City	MD	21851						No Cert Date	No Renewal Date	
00011633	Ashburton Soul Shack Carry Out, LLC		Baltimore	MD	21216						No Cert Date	No Renewal Date	
00016358	Bagel Place of College Park		College Park	MD	20740				SBR	SB12-10447	09/28/2014 2014-09-26 16:18:40.727	09/28/2015	
00021391	brandon taylor llc		Parkville	MD	21234				SBR	SB12-15028	06/24/2014 2014-06-24 00:00:00.0	06/24/2015	

You will see columns for Program Name, Cert Number, Cert Date, and Renewal Date. These fields all apply to the SBR Program. If the Program Name field is populated with an SBR, the businesses is currently registered and certified as a Small Business Reserve firm. You will note their corresponding certification number, certification date, and renewal date in the columns to the right.