

# Viewing SBR-MBE Vendors

This guide provides you with an overview of how to view a list of all of the vendors you are notifying about a particular solicitation, and of those, which are designated as a Small Business Reserve (SBR) and Minority Business Enterprise (MBE).

## Adding Vendors to a Solicitation (Bid)

Before you can view which vendors you are notifying about a solicitation are SBR and MBE, you must first have added the vendors to your Bid document. From the Bidders tab of your Bid document, confirm the list of vendors you have added to notify.

For instruction on adding vendors to your Bid document, please see the “New eMM Solicitation Training Part 1” document available at <http://dgsweb.dgs.state.md.us/procure/eMMnew.htm>.

Delete	Vendor ID	Vendor Name	Vendor Address	Preferred Delivery Method
<input type="checkbox"/>	00000002	Test Vendor	Bid Mailing Address: <a href="#">Add New Address</a> Bid Mailing Address(default) - Contact Address Line 1 City, MD 55555 U... Address Line 1 City, MD 55555 US	Email
<input type="checkbox"/>	00000014	Periscope Holdings	Bid Mailing Address: <a href="#">Add New Address</a> General Mailing Address - Chriss Kennedy 211 E. 7th Street Suite 1... 211 E. 7th Street Suite 1100 Austin, TX 78777 US	Email

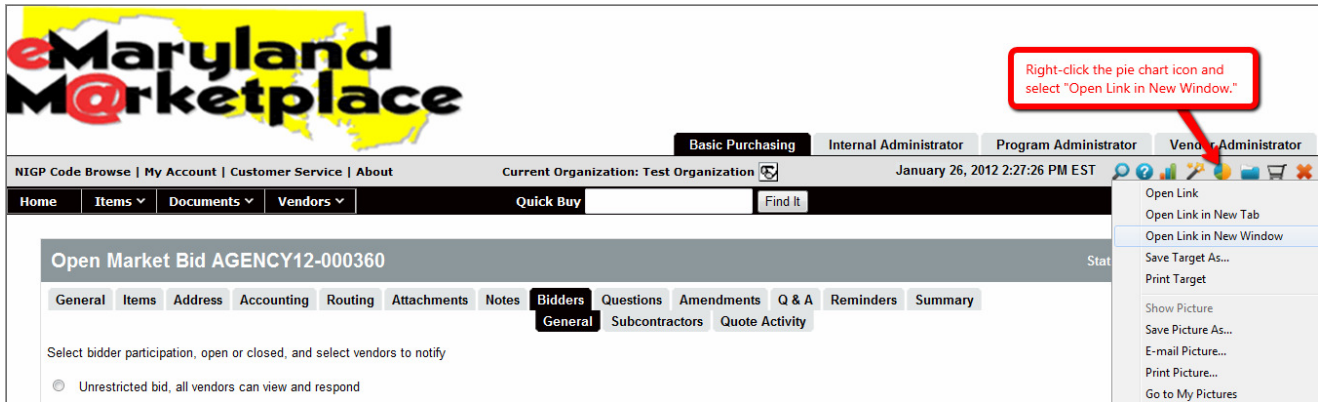
## Viewing SBR-MBE Vendors

Once you have vendors selected and visible from the Bidders tab of your Bid document, you are ready to view which of these are SBR and MBE vendors. To do this, first copy your Bid number as shown below.

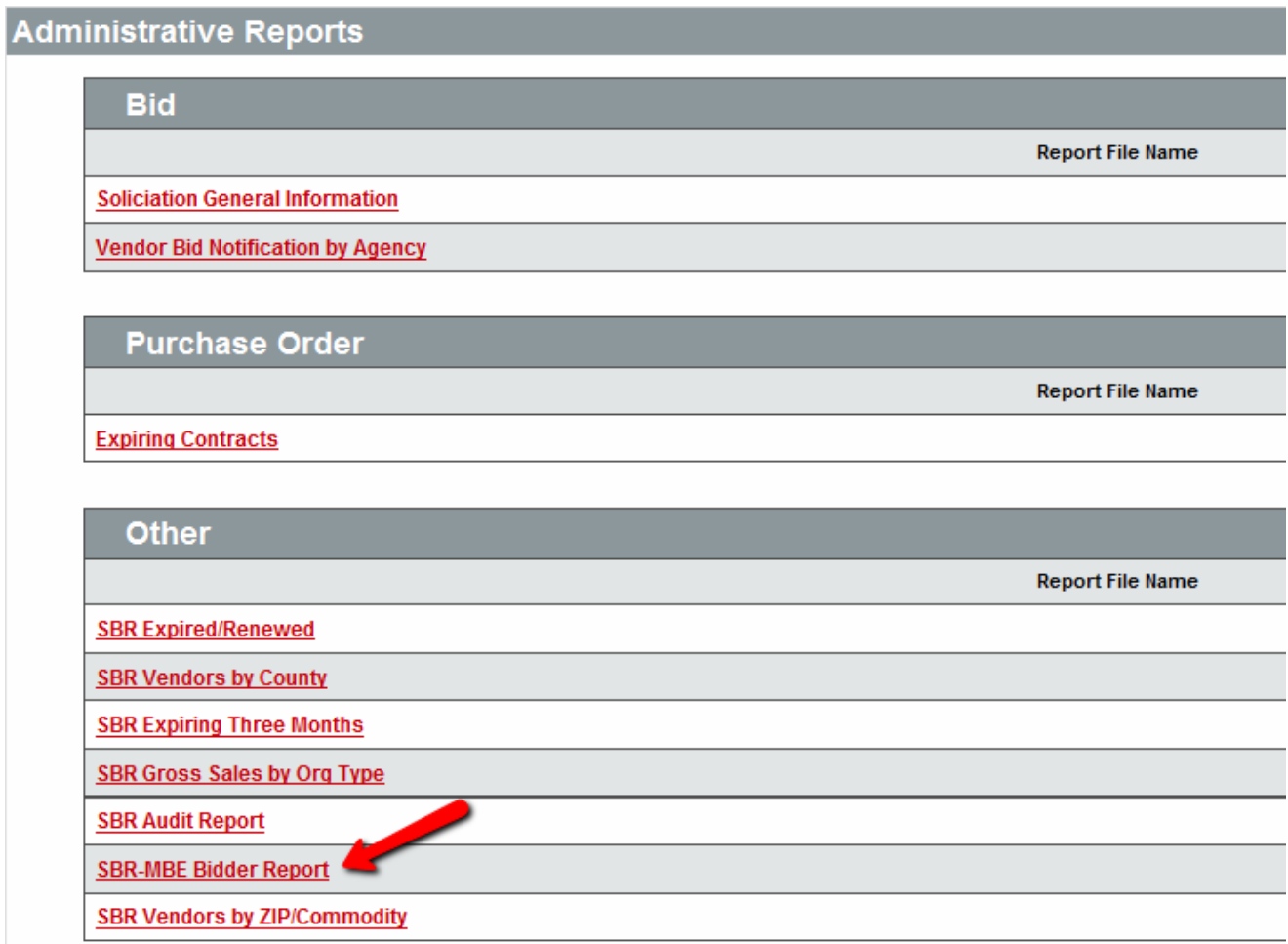
Open Market Bid **AGENCY12-000360** Status: 2BI - In Progress

General Subcontractors Quote Activity Reminders Summary

Next, in the Header toolbar, right-click the pie chart icon and select “Open Link in New Window” as shown below.



The **Administrative Reports** screen will appear in a new window. Click the “SBR-MBE Bidder Report” link.



The **Dashboard Reports** screen will appear. Paste your Bid number in the **Bid Number** field that appears.

**Dashboard Reports**










Bid Number\*:

Finally, click the icon corresponding with how you would like to view the report.

**Dashboard Reports**

Word
PDF
Excel

Bid Number:

The report will appear in the format selected.

MD-006 SBR-MBE SOLICITATION INQUIRY Wed Feb 22 09:30:36 GMT-

MDH0031000899

Vendor Number	Vendor Name	SBR	MBE
107455	GLADHILL BROTHERS, LLC	Yes	No
110484	AAR	Yes	Yes
113195	THE DIRT EXPRESS COMPANY	Yes	Yes
115460	MARYLAND ELEVATOR SERVICES, INC.	Yes	No
118100	POWERHOUSE TOOL & SUPPLY, INC.	Yes	Yes
149620	FASTENERS RX, INC.	Yes	Yes
150441	MX4 ELECTRONICS, INC.	Yes	Yes
151720	THE GREAT GOURMET	Yes	Yes
167420	A. L. INGRAM CONSTRUCTION LLC.	Yes	Yes
194420	Walters Relocations, Inc.	Yes	Yes
211083	Kenney & Company Staffing, Inc.	Yes	No
216360	Micon Constructions Inc	Yes	Yes
226780	PLATINUM SERVICES INC	Yes	No
229148	CORRELLI INCORPORATED	Yes	No
229160	Expedited Courier and Distribution LLC	Yes	No
237647	GARDENS REPROGRAPHICS	Yes	No
238162	Legacy Contracting Inc.	Yes	No
238261	D-Flat Enterprises, Inc.	Yes	No