School District of Philadelphia MWBE Supplier Search

Guidelines

Searching for a Supplier is an integral part of the MWBE Interface. Doing so will allow you to more easily keep track of your Hierarchy Tree and find potential partners with whom to work to fulfill the MWBE commitment of your organization.

Navigation

1. While on the Springboard, click the *Supplier Portal* icon.



2. When the Supplier Portal has loaded, click on the *Manage MWBE Payments* Link in the Tasks Pane on the left hand side of the screen.

Supplier Portal	
Search Orders V	
Tasks	
Orders	
Manage Orders	
Manage Schedules	
Acknowledge Schedules in Spreadsheet	
Agreements	
Manage Agreements	
Supplier Compliance Manage MWBE Payments	
Shipments	
View Receipts	
View Returns	

3. The MWBE Homepage will load. From here you can access the Supplier Search by clicking the *Supplier Search* icon.



4. Enter the Search Criteria necessary to find the Supplier for whom you would like to search.

THE SCHOOL DISTRICT OF										f
Supplier Search:										
Supplier Name	Supplier Name		Business Classifications				~			
Alternate Name	Alternate Name		Products and Services Cat	Products and Services Category						
Chief Executive Name	cutive Name Chief Executive Name		Products and Services Sub	b-Category			~			
			City	City						
					Search	Reset				
Supplier Name	Alternate Name	Chief Executive Name	Classifications	City	State	Postal Code	Phone	Email	Website	Product and Services

- a. Supplier Name Name of the Supplier
- b. Alternate Name Alternative Name of the Supplier
- c. **Chief Executive Name** Name of the person listed in Oracle as the Chief Executive
- d. **Business Classifications** types of special classification the Supplier falls under, if any
 - i. Disabled Business Enterprise
 - ii. Woman Owned
 - iii. Minority Owned
 - iv. Small Business
 - v. Veteran Owned
 - vi. Local Business Enterprise
 - vii. LGBTQ Owned
 - viii. Disadvantaged Business Enterprise
- e. **Products and Services Category** types of Products and Services that the Supplier offers
 - i. Academic and Education Materials
 - ii. Academic and Education Materials (A)
 - iii. Facilities and Maintenance
 - iv. Furniture and Furnishings
 - v. Office Supplies
 - vi. Other
 - vii. Technology
 - viii. Technology (A)

- f. **Products and Services Sub-Category** Sub-Categories of the Products and Services offered by the Supplier
- g. **City** City where the Supplier is located.
- 5. The Search Results display based on the Search Criteria entered.