Search within Marketplace for businesses with specific diversity classes:

Log into [https://mycampus.maine.edu/](https://mycampus.maine.edu/) (single sign on required)

1. Select MaineStreet Marketplace icon from LaunchPad
2. Go to Suppliers
   - Manage Suppliers
   - Search for a Supplier
3. Click Advanced Search (If you cannot see “advanced search” then contact adam.corrigan@maine.edu to request permission for “Supplier Profile View Only.”)
4. Search by “Class” (drop down menu)
5. Make sure Shopping/AP Status is active (drop down menu)
6. Click on Search button lower left
7. View Output: List of Women owned small business
2. Go to Suppliers
   Manage Suppliers
   Search for a Supplier

3. Click Advanced Search
4. Search by “Class” (drop down menu) – example: Women owned small business

5. Make sure Shopping/AP Status is active (drop down menu)

6. Click on Search button lower left
7. View Output: List of Women owned small business
Maine Street Marketplace to view diversity spending by supplier

Go to [https://mycampus.maine.edu](https://mycampus.maine.edu) (single sign on required)

1. Go to Orders
   - Search
   - All Orders
2. Click on My Searches
3. Click on Manage Searches
4. Click on Diversity Supplier Spend
5. Click on Invoice Report Spend with Diversity Suppliers (Update Accounting Date and Add Project Codes)
6. Update with the Supplier Classes, Accounting Dates and Invoice Status selections that you want to view.
1. Go to Orders
   Search
   All Orders
2. Click on My Searches

3. Click on Manage Searches

4. Click on Diversity Supplier Spend
5. Click on Invoice Report Spend with Diversity Suppliers (Update Accounting Date and Add Project Codes)

6. Update with the Supplier Classes, Accounting Dates and Invoice Status selections that you want to view.

Notes:
Add award project codes
These are for Invoices not PO
Accounting date and PO in fiscal year
Created vs accounting invoices arrive end of June, more consistent with general ledger based on accounting date of invoice
Enter only project codes needed
Pay status = paid/payable
Contact adam.corrigan@maine.edu for assistance