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.
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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