

## HOW TO SEARCH the IPG database for Small Business Set-Aside vendors/e-mail solicitation to group –

- Go to [www.ipg.vendorreg.com](http://www.ipg.vendorreg.com)
- Click Registered Vendor Directory
- In the Search By Commodity code box, click on the “click to look up commodity code” link; if you already know the code, type it in the search box and hit search. Otherwise perform a search to find the appropriate commodity code and then choose “add” then “return” to close the search window.
- Scroll to the bottom left side of the page and find “Small Business Set-Aside Program (SBSP) Registered” and click yes in the box.
- Next, click on the “Search” tab. All registered qualified small vendors will come up for the commodity code(s) you have chosen.
- To finish building your e-mail group, click on the “To Excel” tab. Once the Excel spread sheet is open, copy the e-mail addresses listed.
- Next go into Outlook and click on New. Put cursor next to CC... box and click paste.

Below is a screen shot of what the screen looks like.

The screenshot displays the IPG Vendor Registry search interface. The browser address bar shows the URL: <https://ipg.vendorreg.com/FrontEnd/VendorSearchRegistry.asp?TN=ipg&XID=6409>. The page features several search sections:

- Search by Business Name or DBA:** Includes a text input field for "Business Name/DBA" with a tip: "Tip: Try just a few letters of the firm's name."
- Search by Commodity Code:** Includes a "Click to Lookup Commodity Code" link, a note "(popup window will appear to browse and search available commodity codes)", a "Selected Code:" dropdown menu (currently showing "NIGP-00528: Abrasives, Sandblasting (Other than Metal)"), and a "Clear commodity code" link.
- Search by Contact Person:** Includes input fields for "First name:" and "Last name:" with tips: "Tip: Use the first letter." and "Tip: Try just the first few letters."
- Search by Location:** Includes input fields for "City", "State" (with dropdowns for "U.S. States/Provinces" and "Canadian Provinces"), and "Zip Code" (with dropdowns for "U.S. Zip Code" and "Canadian Postal Code").
- Search by Reference:** Includes dropdown menus for "Business Enterprise Program (BEP) Registered", "Veteran Owned Small Business (VOSB) Registered", "Service Disabled Veteran Owned Small Business (SDVOSB) Registered", and "Small Business Set-Aside Program (SBSP) Registered" (currently set to "Yes").

The page footer shows a zoom level of 100%.