

Search for Current UT Vendors with Small or Diversity Business Certifications

There are four types of certifications recorded in IRIS:

- MBE, minority-business enterprise
- SBE, small business enterprise
- SDVBE, service-disabled veteran business enterprise
- WBE, women-owned business enterprise

To search for certified businesses, navigate to IRIS transaction ZAP_VENDOR_ADDR_DATA.
(IRIS Reporting – Financial – Accounts Payable – Vendor Master Data – ZAP_VENDOR_ADDR_DATA).

To search for a specific certification type, enter the type in the “DBE Certification Type” field and click “execute.”

Report-specific selections

Vendor Number	<input type="text"/>	to	<input type="text"/>	
Vendor Name	<input type="text"/>	to	<input type="text"/>	
Company Code	UT	to	<input type="text"/>	
Deletion Flag	<input type="checkbox"/>	to	<input type="checkbox"/>	
Block (Post and/or Purchasing)	<input type="checkbox"/>	to	<input type="checkbox"/>	
House number and street	<input type="text"/>	to	<input type="text"/>	
PO Box	<input type="text"/>	to	<input type="text"/>	
City (street)	<input type="text"/>	to	<input type="text"/>	
City (PO Box)	<input type="text"/>	to	<input type="text"/>	
State (Region)	<input type="text"/>	to	<input type="text"/>	
Country	<input type="text"/>	to	<input type="text"/>	
Minority Indicator	<input type="text"/>	to	<input type="text"/>	
W/H liable	<input type="checkbox"/>	to	<input type="checkbox"/>	
Creation date	<input type="text"/>	to	<input type="text"/>	
Payment Methods	<input type="text"/>	to	<input type="text"/>	
Tax # (xxx-xx-xxxx/xx-xxxxxxx)	<input type="text"/>	to	<input type="text"/>	
Vendor account group	<input type="text"/>	to	<input type="text"/>	
DBE Certification Type	<input type="text" value="MBE"/>	to	<input type="text"/>	
DBE Expiration Date	<input type="text"/>	to	<input type="text"/>	

To search for all types, enter “*E” in the “DBE Certification Type” field and click “execute.”

DBE Certification Type	<input type="text" value="*E"/>	to	<input type="text"/>	
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DISPLAY: Before exporting the results to a spreadsheet, change the layout to include “DBE Certification Type” and “DBE Certifying Agency” in the displayed columns.