

# Navigating the City of Columbus Supplier Development Business Directory

## Overview

### What is the Supplier Development Business Directory?

The Supplier Business Directory is a list of businesses that are certified, verified, and registered with the City of Columbus. Business classifications include small regional business (SRBE), regional business, minority-owned business (MBE), women-owned business (WBE), emerging business enterprise (EBE), veteran-owned (VBE), and LGBT-owned business (LGBTBE).

### Why use the Supplier Development Business Directory?

Use this directory to connect with businesses for procurement and contracting opportunities.

## Key Features

### Publicly Accessible

There is no login required to access the Supplier Business Directory.

### Searchable

Search by business name, classification/certification type, description, location, or commodity code.

### Downloadable

Get full access to the directory by downloading it. When you download the directory, it will populate all businesses with the following information: name, address, number, email, website, certification type, and capability.



*Businesses with multiple classifications/certifications will appear more than once in your downloaded list.*



To learn more about the Mayor's Office of Diversity & Inclusion, visit our website at [columbus.gov/diversity](http://columbus.gov/diversity) or scan the QR code. Questions? E-mail us at [odi@columbus.gov](mailto:odi@columbus.gov).



# Searching The Directory: Step-By-Step

1

Visit [columbuscompliance.gob2g.com](http://columbuscompliance.gob2g.com) Then, select "Search Certified Businesses".

**Supplier Compliance Management System**

Log In   Staff Log In

**Business Certification**  
Search and/or join our database of certified vendors

**About the System**  
Learn more about this system and how it works today

Search Certified Businesses   Information for Vendors

Apply For Certification   Account Access

2

“Search by Certification Type”. Select Small Regional Business Enterprise (SRBE) to filter the search results. **ONLY SRBEs are eligible to fulfill city contract utilization goals.**

**City of Columbus Certified Vendor Directory**

Search our Certified Vendor Directory by entering search criteria and clicking Search. You must select at least one certification type. **Search by Certification Type, Small Regional Business Enterprise (SRBE), to view firms that are eligible to fulfill SRBE contract utilization goals for the City of Columbus.** You can also search by a variety of other fields which are listed below.

Search results may be downloaded to Excel, by clicking the "Download Results to Excel" button after your search results are displayed. To download the full City of Columbus Certification Directory do not enter search criteria, scroll to the bottom of the page and click the "Download Entire Directory to Excel" button.

**Search by Certification Type**

CERTIFICATIONS

- Emerging Business Enterprise (EBE)
- LGBT Business Enterprise (LGBTBE)
- Minority Business Enterprise (MBE)
- Regional Business Enterprise (RBE)
- Small Regional Business Enterprise (SRBE)
- Veteran Business Enterprise (VBE)
- Women Business Enterprise (WBE)
- Disadvantaged Business Enterprise (DBE)
- Small Business Enterprise (SBE)

3

For best results, “Search by Business Description”. Use a partial keyword (e.g. “HVAC” "landscape" for landscaping, to capture all related businesses.)

**Search by Business Description**

BUSINESS DESCRIPTION

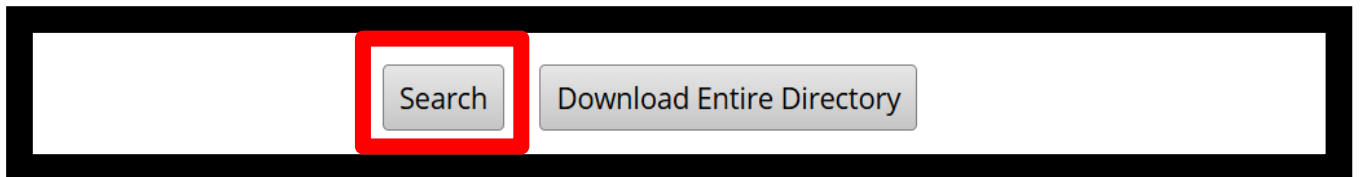
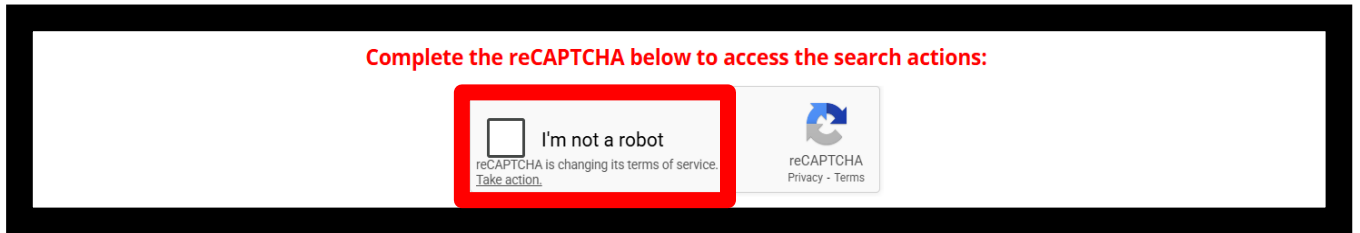
Tip: Try just a few letters of a keyword.



*Other search options are available but may return fewer results: Search by Business Name, by Contact Person, by Location, by Reference, and/ or by Commodity Code.*

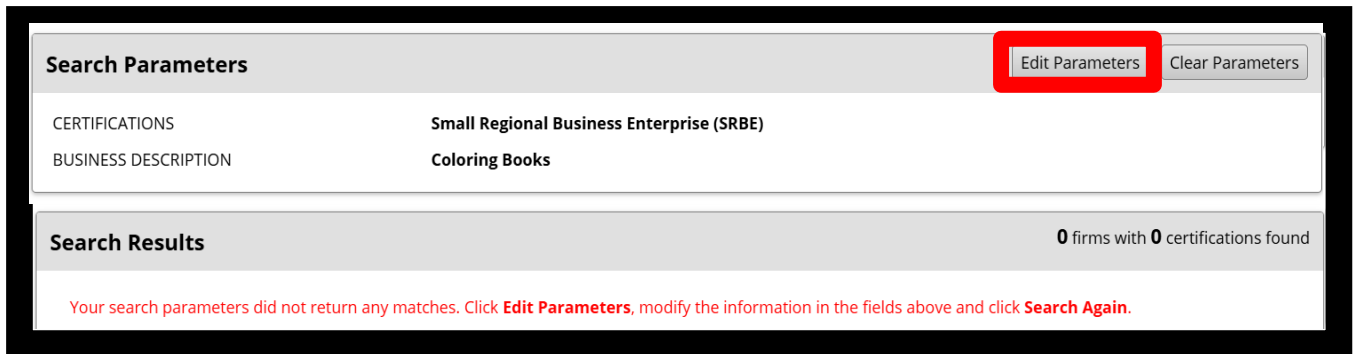
4

Scroll down the bottom of the page, verify the CAPTCHA, and then select “Search”.



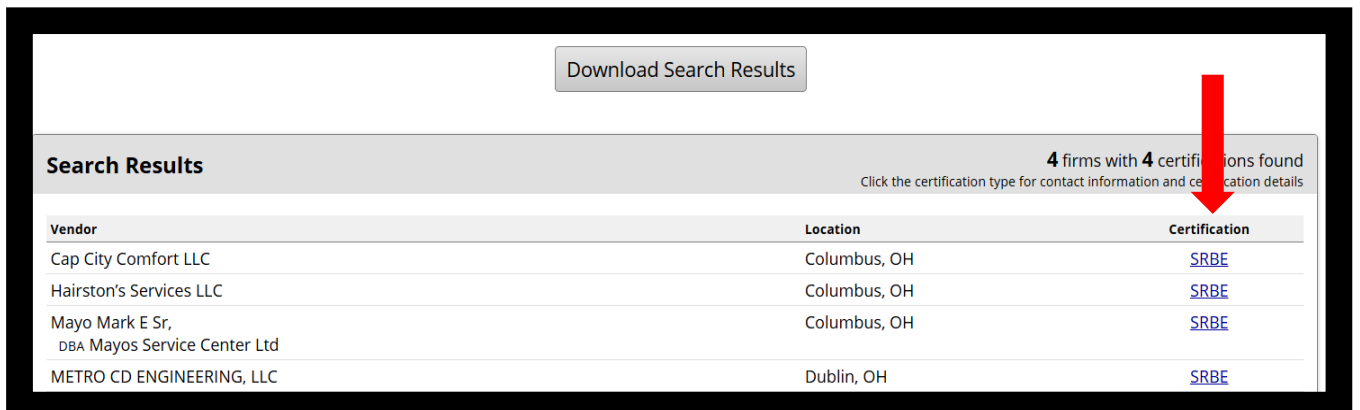
5

Results will populate. If for some reason no results populate, select “Edit Parameters” at the top right, to try another keyword.



6

After results appear, select the [SRBE](#) certification type (blue hyperlink) to view the detailed Supplier Business Profile, for more information about products and services including key documents such as the capability statement.



7

After the SRBE link is selected, the "Certified Profile" window will open.

8

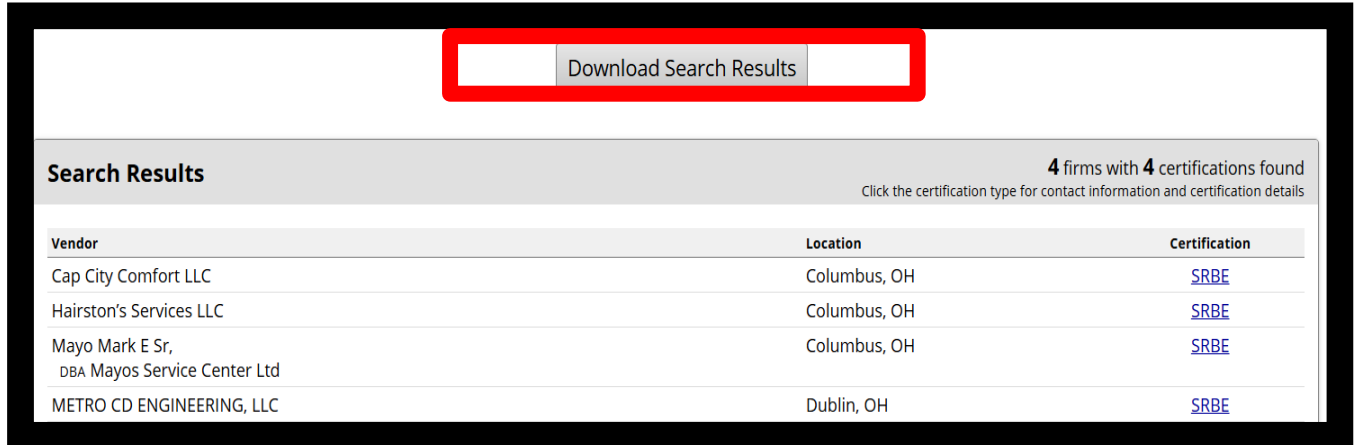
The "Certified Profile" window will display key business information, including contact methods and a detailed description of products and services.

The business capability statement can be previewed and downloaded for reference in the document section.

Code	Description
NAICS 238220	Plumbing, Heating, and Air-Conditioning Contractors
UNSPSC 72151200	Heating and cooling and air conditioning HVAC construction services

9

After reviewing the search results, select "Download Search Results".

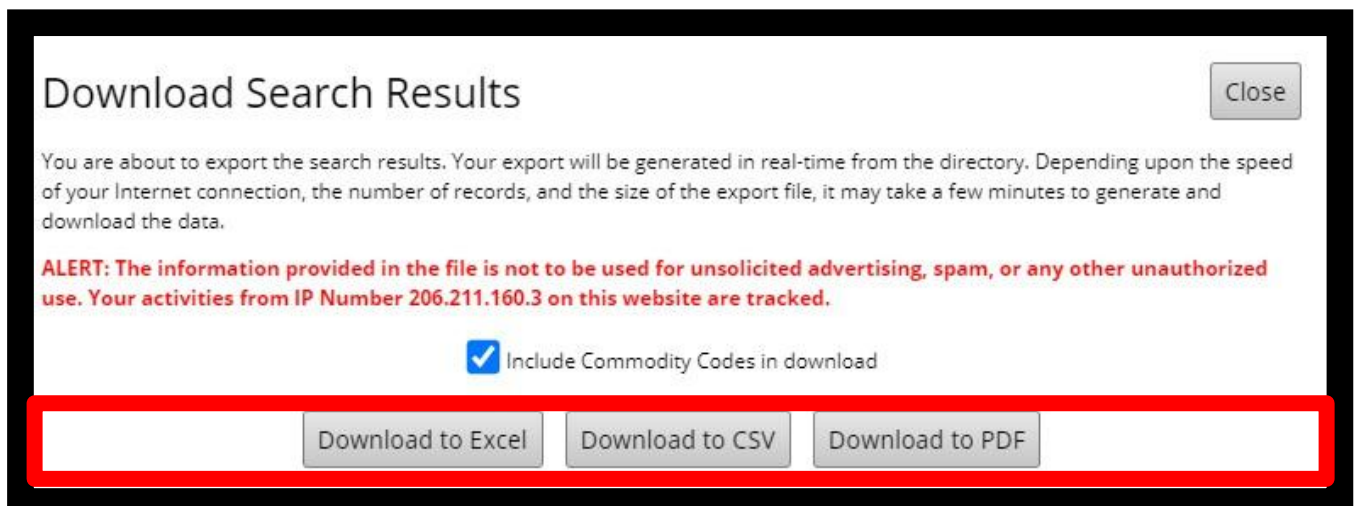


The screenshot shows a search results interface. At the top, a button labeled "Download Search Results" is highlighted with a red rectangle. Below the button, the page displays "Search Results" with a sub-header "4 firms with 4 certifications found" and a note "Click the certification type for contact information and certification details". A table lists the following data:

Vendor	Location	Certification
Cap City Comfort LLC	Columbus, OH	<a href="#">SRBE</a>
Hairston's Services LLC	Columbus, OH	<a href="#">SRBE</a>
Mayo Mark E Sr, DBA Mayos Service Center Ltd	Columbus, OH	<a href="#">SRBE</a>
METRO CD ENGINEERING, LLC	Dublin, OH	<a href="#">SRBE</a>

10

To download, select "Download Search Results" and choose Include Commodity Codes if you want to see the business' services. Select your preferred file type (Excel, CSV, PDF)



The screenshot shows a "Download Search Results" dialog box. It includes a "Close" button in the top right corner. The main text reads: "You are about to export the search results. Your export will be generated in real-time from the directory. Depending upon the speed of your Internet connection, the number of records, and the size of the export file, it may take a few minutes to generate and download the data." Below this is a red alert: "ALERT: The information provided in the file is not to be used for unsolicited advertising, spam, or any other unauthorized use. Your activities from IP Number 206.211.160.3 on this website are tracked." A checkbox labeled "Include Commodity Codes in download" is checked. At the bottom, three buttons are highlighted with a red rectangle: "Download to Excel", "Download to CSV", and "Download to PDF".



*Please note, the PDF options take longer to download.*



1 Visit [columbuscompliance.gob2g.com](https://columbuscompliance.gob2g.com) Then, select “Search Certified Businesses”.

The screenshot shows a navigation menu with two columns. The left column has 'Business Certification' and 'About the System' as headers. Below 'Business Certification' are links for 'Search Certified Businesses' (highlighted with a red box), 'Apply For Certification', and 'Information for Vendors'. Below 'About the System' are links for 'Learn more about this system and how it works today' and 'Account Access'.

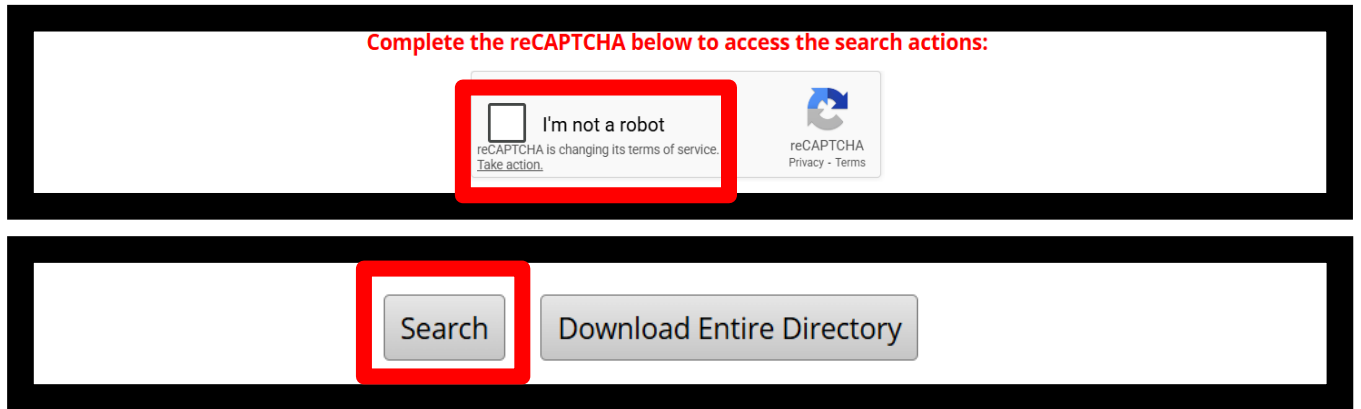
2 “Search by Certification Type”. Select Small Regional Business Enterprise (SRBE) to filter the search results. **ONLY SRBEs are eligible to fulfill city contract utilization goals.**

The screenshot shows the 'Search by Certification Type' section. It lists various certification types with checkboxes. The 'Small Regional Business Enterprise (SRBE)' checkbox is checked and highlighted with a red box. Other options include Emerging Business Enterprise (EBE), LGBT Business Enterprise (LGBTBE), Minority Business Enterprise (MBE), Regional Business Enterprise (RBE), Veteran Business Enterprise (VBE), Women Business Enterprise (WBE), Disadvantaged Business Enterprise (DBE), and Small Business Enterprise (SBE).

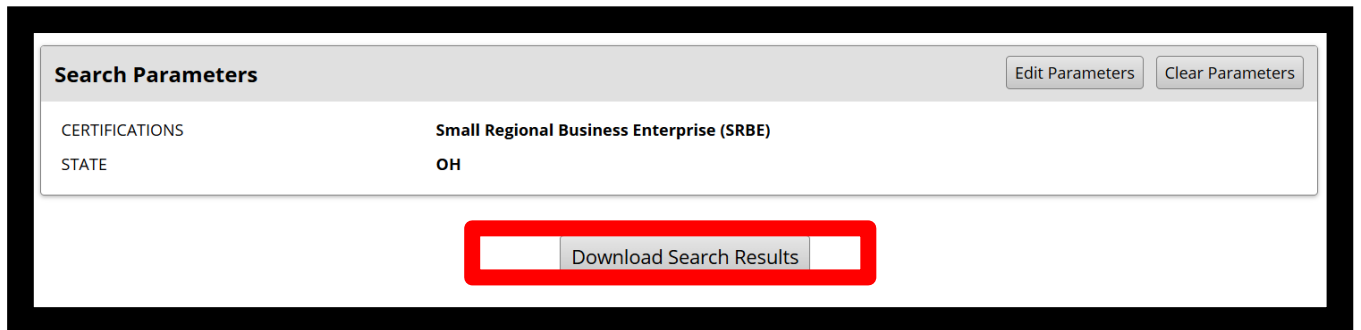
3 **IMPORTANT: To proceed, “Search by Location” must have the STATE OF “OHIO” selected.**

The screenshot shows the 'Search by Location' form. It includes fields for CITY, ZIP CODE, DISTANCE SEARCH (set to 5 miles), STATE (set to OH and highlighted with a red box), COUNTY (set to 'Select one or more'), and PHONE AREA CODE.

- 4 Scroll down the bottom of the page, verify the CAPTCHA, and then select “Search”.

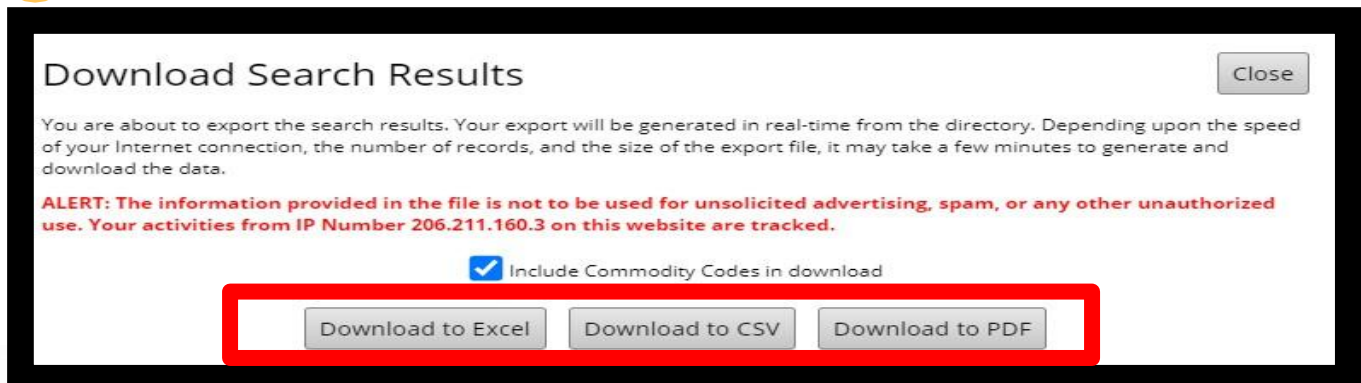


- 5 Select “Download Search Results” to download the SRBE Directory.

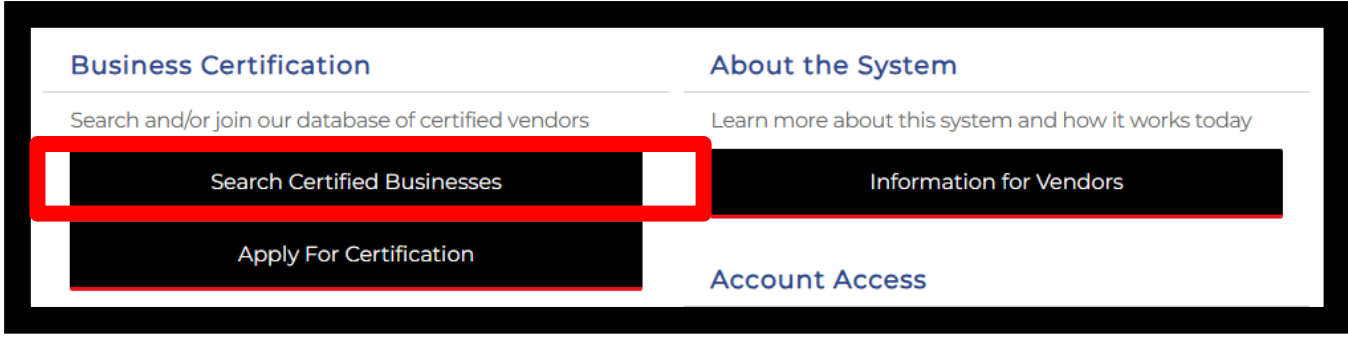


- 6 **IMPORTANT:** When **SRBE Directory** is downloaded, the system will **download ALL of the city-certified SRBE companies that are eligible to fulfill city contract utilization goals.**
- Advantages: The master list will include all SRBEs that the keyword search can miss.
  - Disadvantages: The manual search process is time-consuming and increases the risk of overlooking potential subcontractors due to human error.
  - This information changes daily. Visit the online Supplier Business Directory to ensure you're viewing the most accurate list.

- 7 To download, select “Download Search Results” and choose Include Commodity Codes if you want to see the business’ services. Select your preferred file type (Excel, CSV, PDF)



1 Visit [columbuscompliance.gob2g.com](http://columbuscompliance.gob2g.com) Then, select "Search Certified Businesses".



2 Scroll down the bottom of the page, verify the CAPTCHA, and then select "Download Entire Directory".



3 **IMPORTANT:** When the "Entire Directory" is downloaded, the system will **download ALL of the city-registered companies - SRBE, MBE, WBE, EBE, VBE, and LGBTBE. ONLY SRBEs are eligible to fulfill city contract utilization goals.**

- Advantages: The master list will include all SRBEs that the keyword search can miss.
- Disadvantages: The manual search process is time-consuming and increases the risk of overlooking potential subcontractors due to human error.
- This information changes daily. Visit the online Supplier Business Directory to ensure you're viewing the most accurate list.

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