

**SWEETEN**  
ENTERPRISE

Release 3.1



UNIVERSITY  
*of* MARYLAND  
BALTIMORE

**Achieve Module  
Quick  
Reference Guide**





# Introduction

Welcome to the Sweeten Enterprise Module Quick Reference Guide

This guide is designed to assist you in effectively utilizing the Sweeten Enterprise Achieve module to identify and connect with diverse suppliers within our searchable directory. The module is a powerful tool that empowers users to support diversity and inclusion by sourcing from a diverse pool of national certified suppliers.

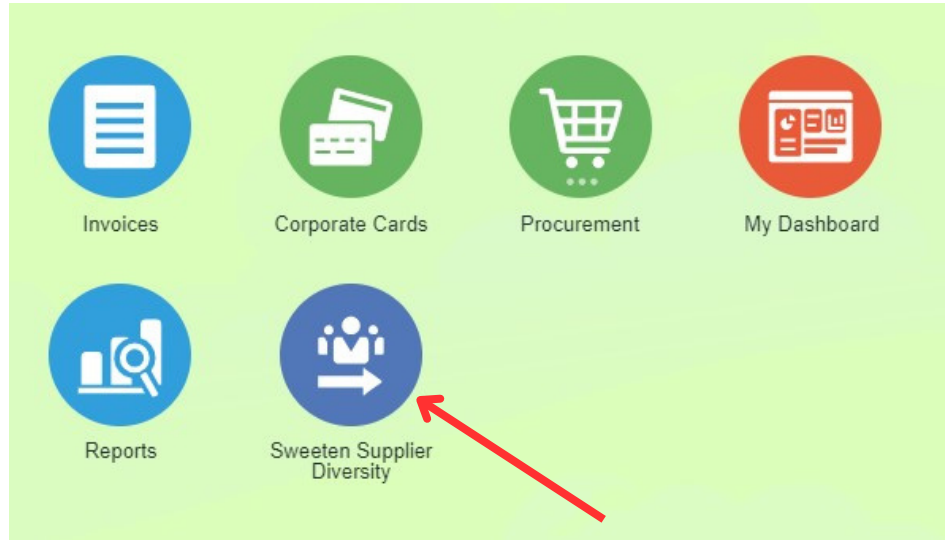
By the end of this guide, you will be able to:

- Navigate the module's interface
- Conduct effective searches for certified diverse suppliers
- Utilize search filters and criteria
- Access detailed business information

Let's get started!



# Getting Started



From Quantum Financials, select the Sweeten Supplier Diversity icon

# Certified Business Directory Search

Directory

Currently viewing **107,025** results. Use the filters to refine your search.

**LOCATION**

Company address Certified location

Select state ▼

or

Enter zip code Search

**CERTIFYING AGENCY**

Select ▼

**CERTIFICATION TYPE**


Select ▼

**RACE**

Select race ▼

**COMMODITY CODE**

Select codes ▼



**024 Inc**  
Bronx, NY

Owner is Black American Women-owned

🔖
🗨️


**CERTIFICATIONS**

MBE | New York City WBE | New York City

**COMMODITY CODE**

39356 - Grocers' Items: Cake Decorations, Candles, Canned Fuel, Food Preservatives, Matches, Meal Kits, Toothpicks, Meal Preparation Items, Etc. (NIGP)

453998 - All Other Miscellaneous Store Retailers (Except Tobacco Stores) (NAICS)



**100 Cleaners Inc.**  
Brooklyn, NY

Owner is Caucasian Women-owned

🔖
🗨️

**CERTIFICATIONS**

WBE | New York City WBE | New York State WBE | Port Authority NY & NJ

**COMMODITY CODE**

91039 - Janitorial And Custodial Services (NIGP)

561720 - Janitorial Services (NAICS)

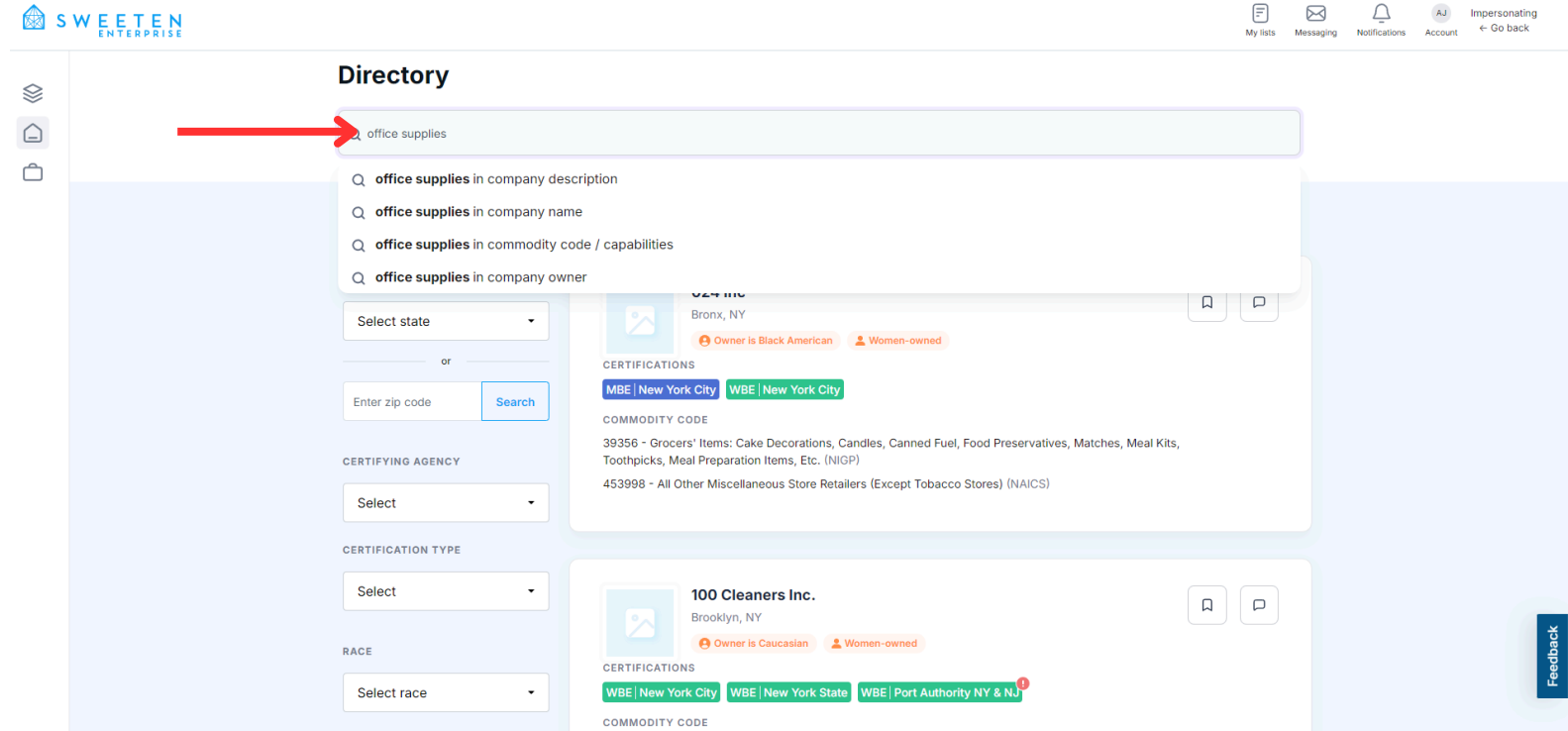
K-JANITSVC - Janitorial Services (PANYNJ Work Code)

The platform offers several filter options to refine your search.:

- Filter a keyword search by:
  - Company Description
  - Company Name
  - Commodity Code/ Capabilities
  - Company Owner
- Or filter by:
  - State
  - Certifying Agency
  - Certification Type
  - Race
  - Commodity Code



# Search Examples



**Directory**

Q office supplies

- Q office supplies in company description
- Q office supplies in company name
- Q office supplies in commodity code / capabilities
- Q office supplies in company owner

Select state

or

Enter zip code

CERTIFYING AGENCY

Select

CERTIFICATION TYPE

Select

RACE

Select race

**100 Cleaners Inc.**  
Brooklyn, NY  
Owner is Black American Women-owned

CERTIFICATIONS  
MBE | New York City WBE | New York City

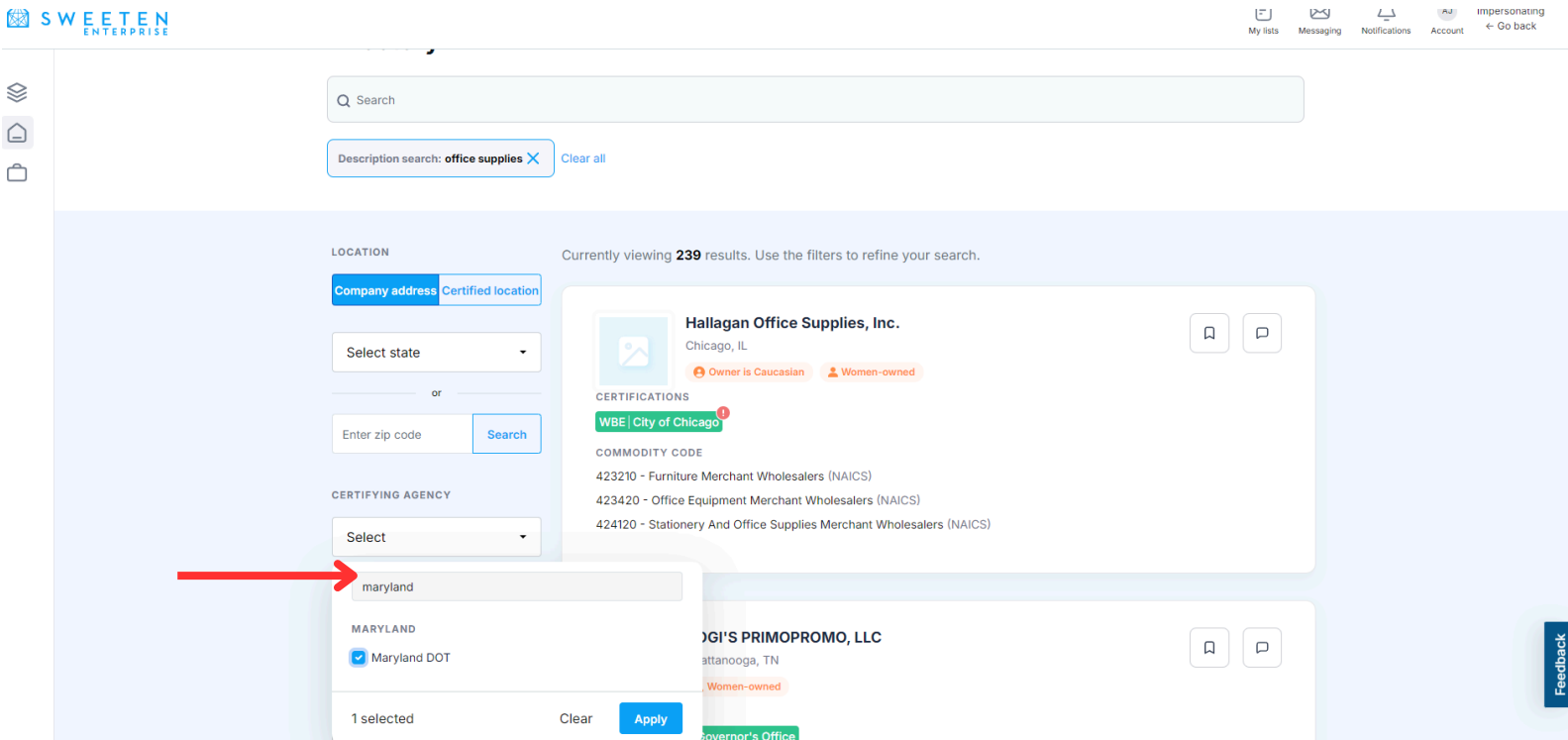
COMMODITY CODE  
39356 - Grocers' Items: Cake Decorations, Candles, Canned Fuel, Food Preservatives, Matches, Meal Kits, Toothpicks, Meal Preparation Items, Etc. (NIGP)  
453998 - All Other Miscellaneous Store Retailers (Except Tobacco Stores) (NAICS)

**100 Cleaners Inc.**  
Brooklyn, NY  
Owner is Caucasian Women-owned

CERTIFICATIONS  
WBE | New York City WBE | New York State WBE | Port Authority NY & NJ

COMMODITY CODE

Keyword search



Q Search

Description search: office supplies X Clear all

LOCATION

Company address Certified location

Select state

or

Enter zip code

CERTIFYING AGENCY

Select

maryland

MARYLAND

Maryland DOT

1 selected Clear

Currently viewing 239 results. Use the filters to refine your search.

**Hallagan Office Supplies, Inc.**  
Chicago, IL  
Owner is Caucasian Women-owned

CERTIFICATIONS  
WBE | City of Chicago

COMMODITY CODE  
423210 - Furniture Merchant Wholesalers (NAICS)  
423420 - Office Equipment Merchant Wholesalers (NAICS)  
424120 - Stationery And Office Supplies Merchant Wholesalers (NAICS)

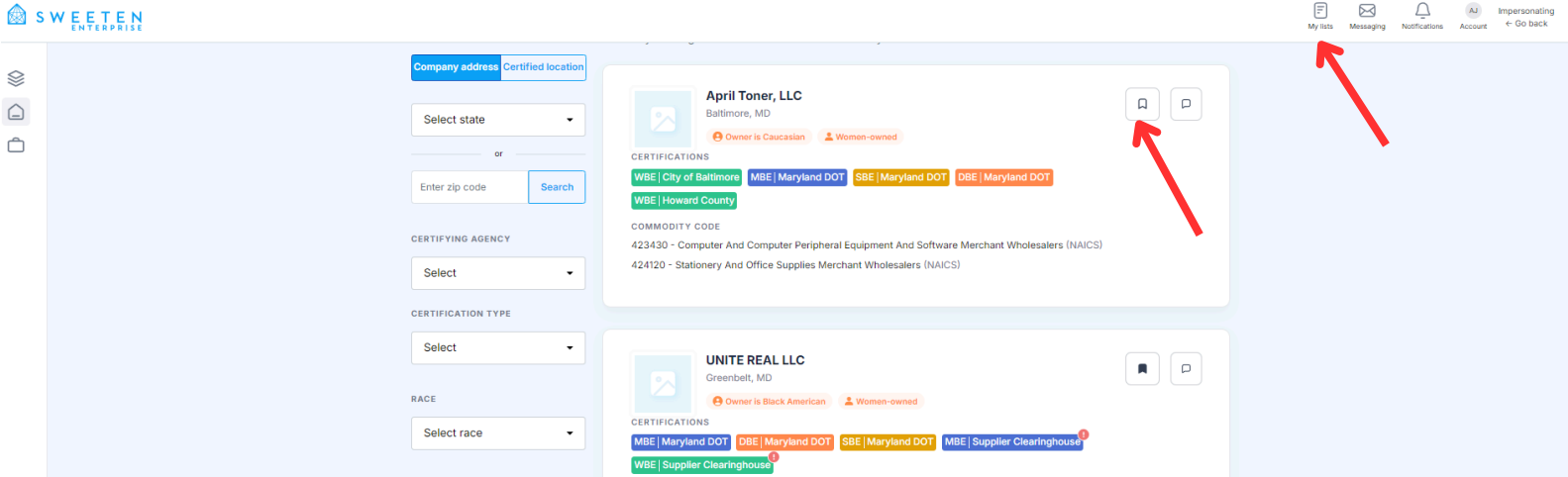
**GI'S PRIMOPROMO, LLC**  
Attanooga, TN  
Women-owned

Governor's Office

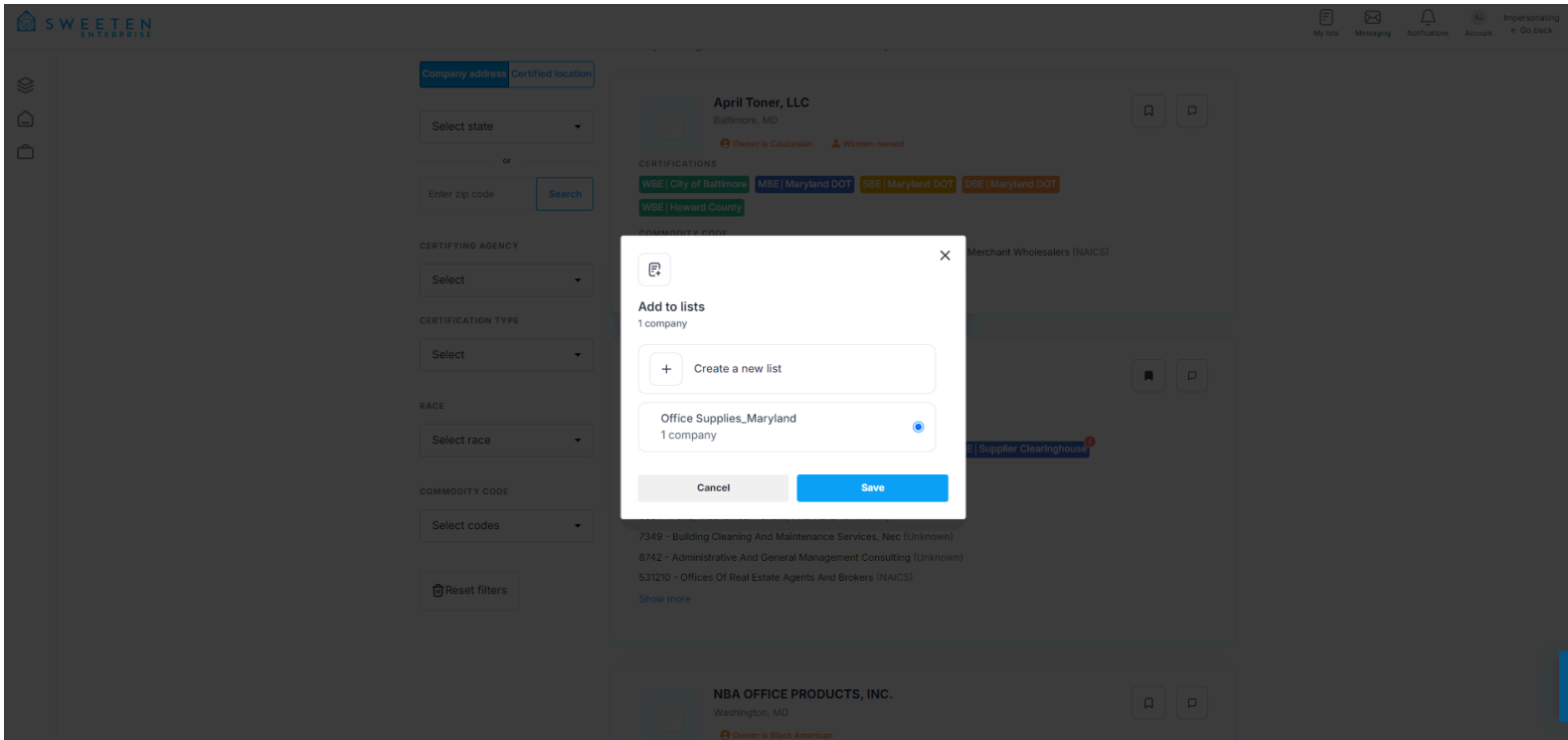
Certifying Agency Search




# Creating a List



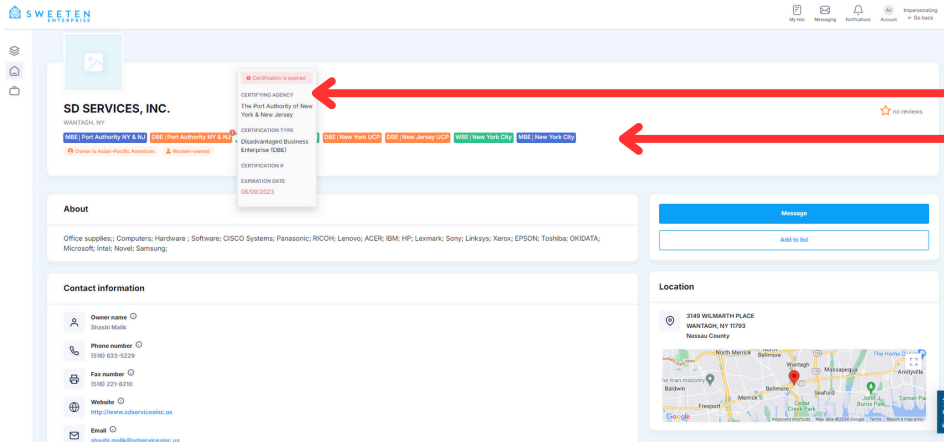
Select the save icon to select a supplier to add to your list



Create a new list and save  
Your created list will be saved under the  icon on your profile.

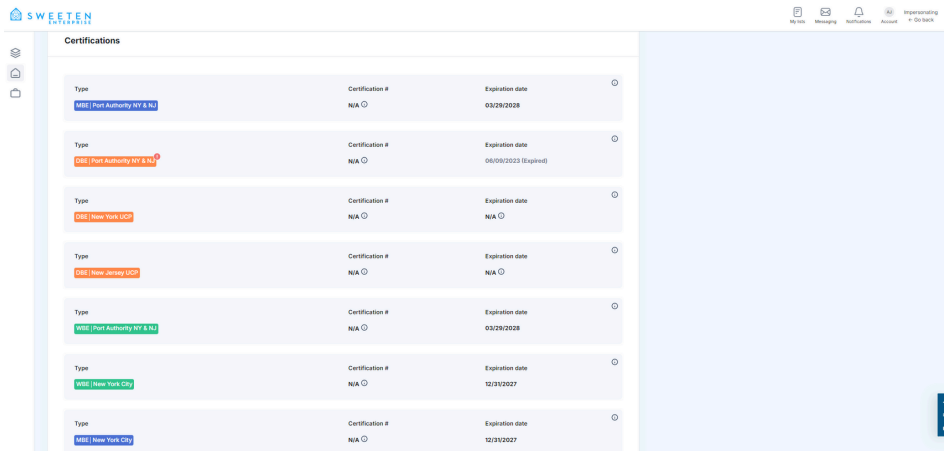


# Business Profile



**SD SERVICES, INC.**  
 10000 RICH, NY  
 CERTIFYING AGENCY: The State Authority of New York & New Jersey  
 CERTIFICATION TYPE: Disadvantaged Business Enterprise (DBE)  
 CERTIFICATION #: [REDACTED]  
 EXPIRATION DATE: 06/09/2023

**! Indicates an expired certification**  
**Summary of certifications**



Type	Certification #	Expiration date
MSE [Part Authority NY & NJ]	N/A	03/29/2028
DBE [Part Authority NY & NJ]	N/A	06/09/2023 (Expired)
DBE [New York LDC]	N/A	N/A
DBE [New Jersey LDC]	N/A	N/A
MSE [Part Authority NY & NJ]	N/A	03/29/2028
MSE [New York City]	N/A	12/31/2027
MSE [New York City]	N/A	12/31/2027

Certification Details



# Frequently Asked Questions:

## ***How do I get help with a technical issue?***

You can submit a support request or report a problem by clicking the "Feedback" button located in the lower right corner of your screen. Our Sweeten Enterprise team will assist you.

## ***Can I use multiple filters to find a vendor?***

Yes, you can apply several filters at once to narrow down your vendor search results.

## ***Is my search limited to the Maryland Department of Transportation (MDOT) certification directory?***

No. The directory includes access to a list of businesses certified outside of Maryland.

## ***Can I contact a business directly through the platform?***

*Yes, you can message a business directly from within the platform. To do so, select the business and click the "Message" option. A message will be sent to the business through the platform, and both you and the business will need to log in to view the conversation.*

