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

➢ Go to [www.ipg.vendorreg.com](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.