



## User Guide

[www.buy901.net](http://www.buy901.net)

**Step 1:** Visit [buy901.net](http://buy901.net) to access the City of Memphis Business Directory and click

Q SEARCH THE DIRECTORY

**Step 2:** Search the Business Directory entering information in one or more of the search parameters

→ **Search by Business Name or DBA**  
Business Name/DBA  Tip: Try just a few letters of the firm's name.

→ **Search by Business Description**  
Business Description  Tip: Try just a few letters of a keyword.

→ **Search by Commodity Code**  
Commodity Codes

→ **Search by Contact Person**  
Contact Person/Owner First name  Last name   
Tip: Use the first letter. Tip: Try just the first few letters.

→ **Search by Location**  
City   
Zip Code  Tip: Search for multiple zip codes by separating with commas.  
State   
Phone Area Code

**Step 3:** Access a listing of local businesses specializing in the industry of your choice

**Step 4:** Review the listing of businesses and access their contact information by clicking on the hyperlink to the right of their business name

**Search Parameters**

Certifications **Minority Business Enterprise (MBE)  
Small Business Enterprise (SBE)  
Women Business Enterprise (WBE)**

Business Description **plumbing**

**Search Results** 13 firms with 22 certifications found  
Click the certification type for contact information and certification details

Vendor	Location	Certification
AHA MECHANICAL CONTRACTORS, LLC	Memphis, TN	<a href="#">SBE</a> <a href="#">WBE</a>
ALL-RITE PLUMBING PARTS, INC.	Memphis, TN	<a href="#">SBE</a> <a href="#">WBE</a>
CHAMPS CONSTRUCTION CONTRACTORS	Memphis, TN	<a href="#">MBE</a>
DEBERRY MAINTENANCE COMPANY	Memphis, TN	<a href="#">MBE</a> <a href="#">SBE</a>

**Step 5:** Support your neighbor and refer a friend to [buy901.net](http://buy901.net)!