

# How to Look Up BEP-Certified Vendors in the State of Illinois

This resource offers instructions for using the State of Illinois BEP Registration Portal to look up BEP-certified vendors within Illinois. You can search for vendors in two ways:

1. **By searching by commodity or service** via a NIGP Commodity Code
  2. **By searching by the name of a known vendor** (in order to check BEP status or certification information)
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## (1) Search for a BEP-certified vendor via a NIGP Commodity Code

*\*\* If you need to look up a commodity code, visit this [NIGP code search page](#) provided by the Washington, D.C. Office of Contracting and Procurement.*

1. Open the BEP Portal at <https://cms.diversitycompliance.com/> .
2. Click on the blue “BEP and/or VBP Certification Directory” button.
3. Under the “Search by Certification Type” section, **UNCLICK** “Service Disabled Veteran Owned Small Business (SDVOSB)” and **UNCLICK** “Veteran Owned Small Business (VOSB)”
4. Scroll down the screen and click on the “Click to Lookup Commodity Codes” button.
5. Enter the NIGP code in the blank field and click “Search.”
6. A section will come up on the screen with the NIGP Code and Code Description – click on “Add” under “Actions”.
7. Scroll down to the bottom of the screen and click “Search” (there may be a reCAPTCHA security field, click “I’m not a robot” and click the requested images if prompted. Then click “Search”.)
8. A screen will come up with the Search Results and the total firms of all the BEP-Certified vendors who are registered on the BEP Portal with the NIGP code you entered for the search.

## **(2) Search for an individual vendor**

1. Open the BEP Portal at: <https://cms.diversitycompliance.com/>
2. Click on the blue “BEP and/or VBP Certification Directory” button.
3. Under the “Search by Business Name or DBA” section, enter the Vendor’s name in the blank field next to “BUSINESS NAME/DBA”.
4. Scroll down to the bottom of the screen and click “Search” (there may be a reCAPTCHA security field, click “I’m not a robot” and click the requested images if prompted. Then click “Search”).
5. If the Vendor is BEP-Certified, the “Search Results” screen will come up with the Vendor’s name, Location and Certification.
  - a. NOTE: If the vendor you are searching for does not come up in the Search Results screen, they are not BEP-Certified. Be sure to try the fewest letters of the business name to search on.
6. Click on the Certification (example: WMBE) to bring up the Business & Contact Information screen.
  - a. NOTE: Vendors with only the Certification of SDVOSB or VOSB are considered Veteran-certified and are not BEP-certified.
  - b. NOTE: The Vendor’s BEP Certification is still current if the “RENEWAL DATE” has not expired.