Access the DMBE/SWaM home page located at: dmbe.virginia.gov or it can be accessed from the ODU Procurement Services website located at: http://www.odu.edu/faculty/staff/university-business/purchasing/swam

Once on the SWaM home page, click on the “SWaM Vendor Directory” link on the left hand side of the page.
Specifying SWaM Search Type

- The SWaM search page contains links to help specify the type of SWaM related search queries the user can perform.

- To search for SWaM approved vendors, click the first link.

- To search for the application status of a vendor click, the second link.

- To view the entire SWaM business directory, click the third link.
The default search type for the vendor search is by company name. To complete the search, enter the name of the vendor you would like to look-up and press the search button.

For this example we will search for the vendor “Bright Ideas”.

You may also look-up the vendor by using the alphabetical list under the search button.
Alternate Search Methods

Code/Description, SWaM Type, or Zip & NIGP Code.

To search using NIGP Code/Description, enter the NIGP code in the text box, select your search parameters - or enter the NIGP description with search parameters and press the search button.

To search using SWaM Type, select your search parameters and press the search button.

To search using Zip & NIGP Code, enter the zip code of the vendor and/or the NIGP code, select your search parameters and press the search button.
Vendor Search Result

- The results of your search should appear after you submit your query. Relevant information about the vendor will be displayed.

<table>
<thead>
<tr>
<th>SWaM Type</th>
<th>SWaM Cert#</th>
<th>Expiration Date</th>
<th>Company Name/Mailing Address</th>
<th>Pcard</th>
<th>Description of Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>M9</td>
<td>988758</td>
<td>04-04-2019</td>
<td>BRIGHT IDEAS LIGHTING, INC.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Doing Business As: BRIGHT IDEAS LIGHTING, INC.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>P.O. BOX 1554</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>KITTY HAVK, NC 27748-1554</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Contact: LEIGH GOMEZ</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Phone: (252)715-2567</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fax: (252)261-1240</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- NSP Code and Description:
  - 20550: LAMPS/FIXTURES/LIGHT POLES
  - 55750: LAMPS
  - 55955: LIGHT BULBS
  - 60049: LIGHT FIXTURES
  - 00573: LIGHT POLES
  - 28554: BALLAST
  - 28556: EXIT SIGNS
  - 28588: LED LIGHTING
  - 03625: ENERGY EFFICIENT LIGHTING
  - 20500: HIGHWAY LIGHTING
  - 28506: SOLAR
Contact Information

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