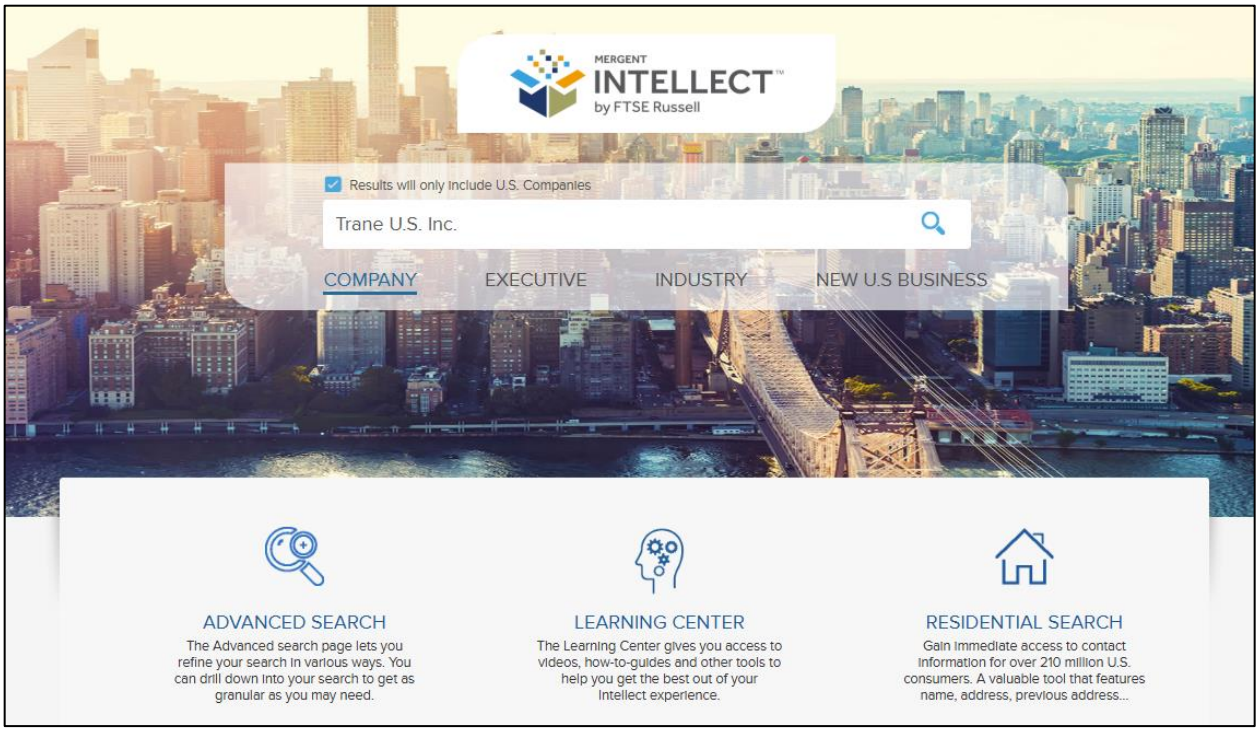
How to Use Mergent Intellect to Help Verify Whether a Business is owned or controlled by a Foreign Entity or Foreign Principal

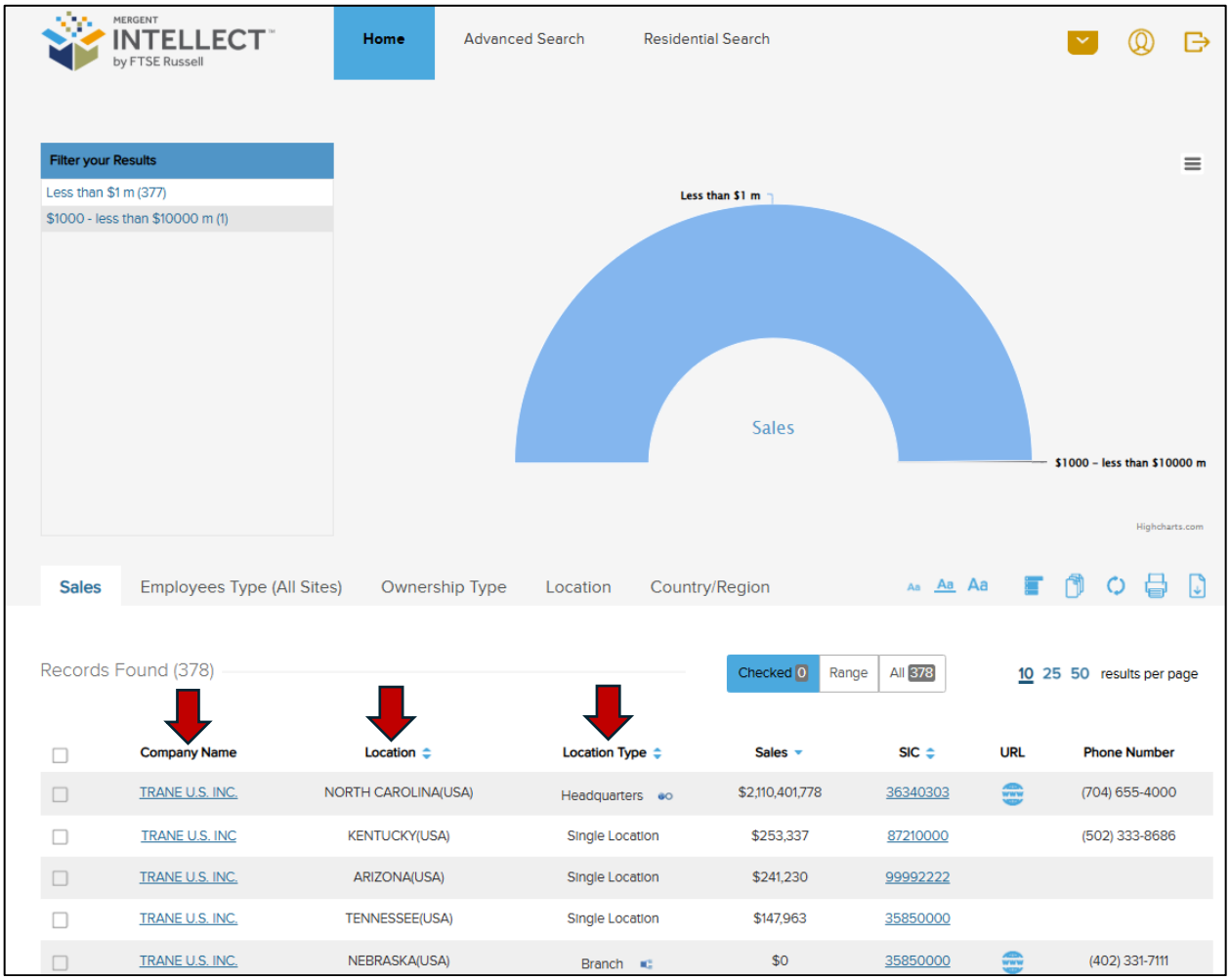
1. Accessing Mergent Intellect: Type 'mergentintellect.com' in the URL bar of your web browser and press the Enter/Return key, or access the database directly from the link located on the Cobblestone contract submission page.

   NOTE: Mergent Intellect is provided to university personnel free of charge through the UCF Libraries databases. If you are already logged into the UCF network with your NID, you will automatically be logged into the Mergent Intellect website. If not logged in, please use your UCF credentials to sign in.

2. Search for the Contracting Party and Parent Company:

   a. Enter the name of the contracting party exactly as it appears on the agreement/contract and click the magnifying glass or hit the 'Enter' key. In this example, the contracting party is 'Trane U.S. Inc.' Several similarly named entities will appear as you type the name of the contracting party. DO NOT select a specific company. CLICK on the magnifying glass for a comprehensive list of search results.





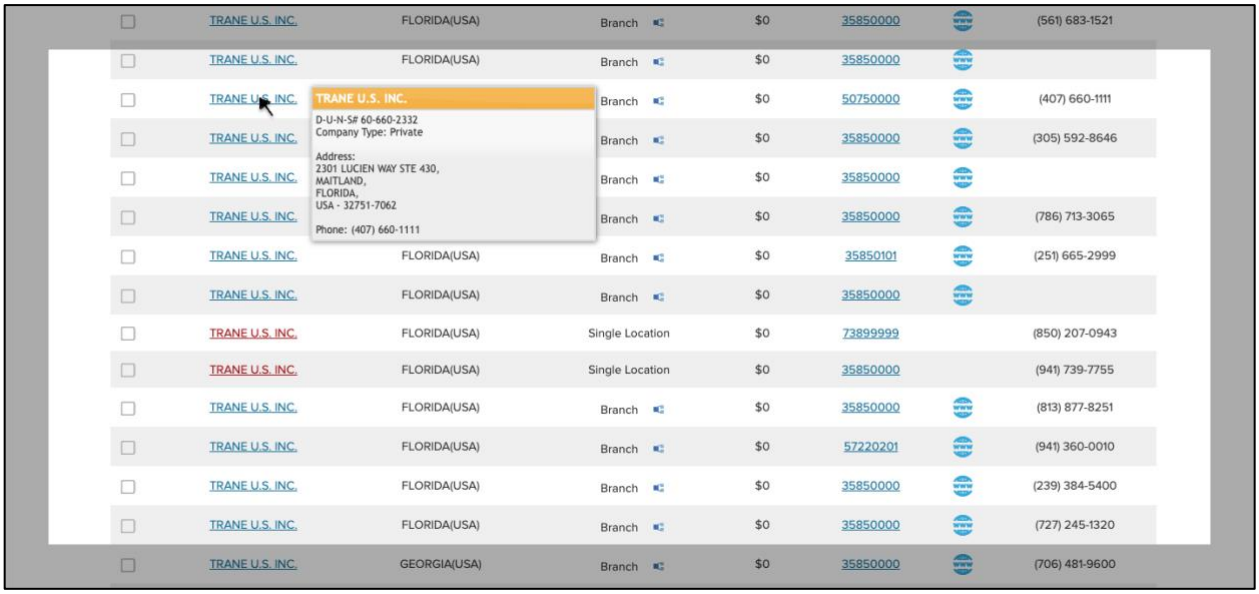
b. The search for 'Trane U.S. Inc.' returned many locations that will need to be sorted to find the one that matches the location of the contracting party listed in the agreement/contract.

   In this example, the address on the agreement/contract appears as follows:



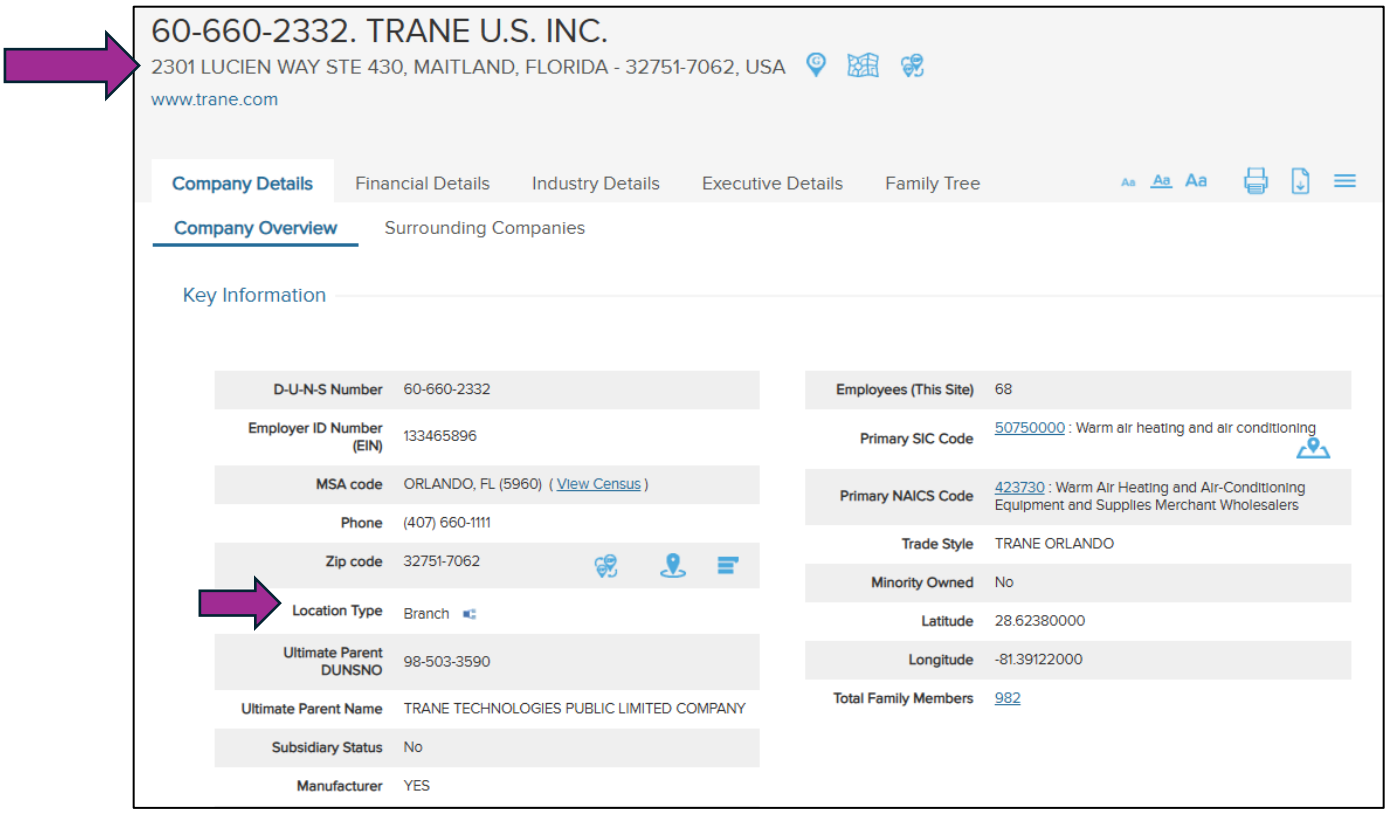
c. Sort the companies by Location by clicking on the 'Location' column header. This will alphabetize them to make it easier to find.

d. After sorting by Location, click through the pages at the bottom to reach the correct Location (in this example, it is Florida) and then hover over each Company Name to view the address information that matches the contracting party's address.



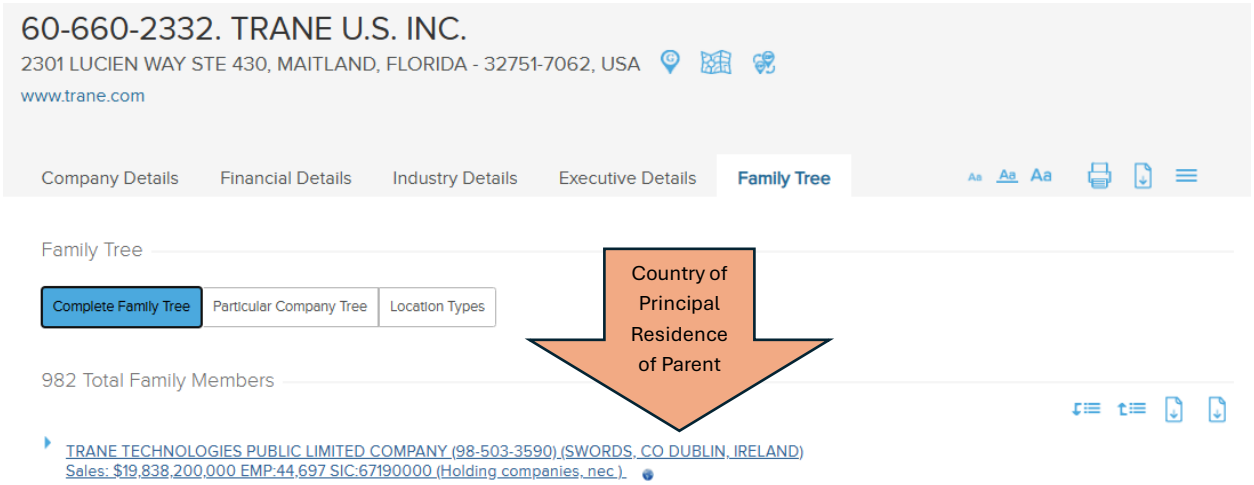
TRANE U.S. INC.	FLORIDA(USA)	Branch	$0	35850000		(561) 683-1521
TRANE U.S. INC.	FLORIDA(USA)	Branch	$0	35850000		
TRANE U.S. INC.	FLORIDA(USA)	Branch	$0	50750000		(407) 660-1111
TRANE U.S. INC.	FLORIDA(USA)	Branch	$0	35850000		(305) 592-8646
TRANE U.S. INC.	FLORIDA(USA)	Branch	$0	35850000		
TRANE U.S. INC.	FLORIDA(USA)	Branch	$0	35850000		(786) 713-3065
TRANE U.S. INC.	FLORIDA(USA)	Branch	$0	35850101		(251) 665-2999
TRANE U.S. INC.	FLORIDA(USA)	Branch	$0	35850000		
TRANE U.S. INC.	FLORIDA(USA)	Single Location	$0	73899999		(850) 207-0943
TRANE U.S. INC.	FLORIDA(USA)	Single Location	$0	35850000		(941) 739-7755
TRANE U.S. INC.	FLORIDA(USA)	Branch	$0	35850000		(813) 877-8251
TRANE U.S. INC.	FLORIDA(USA)	Branch	$0	57220201		(941) 360-0010
TRANE U.S. INC.	FLORIDA(USA)	Branch	$0	35850000		(239) 384-5400
TRANE U.S. INC.	FLORIDA(USA)	Branch	$0	35850000		(727) 245-1320
TRANE U.S. INC.	GEORGIA(USA)	Branch	$0	35850000		(706) 481-9600

e. Click on the company name with the matching address to show detailed company information.



f. The Company Overview details will appear - look for the Location Type. In this example, Trane U.S. Inc. is listed as a 'Branch' that operates in Maitland, FL. This means that the contracting party is not the parent company.

g. To identify the **parent company** and determine if the parent company is outside of the United States, note that there are five tabs listed across the screen just above the Company Overview information. Click on the Family Tree tab. The parent company will be listed at the top of the Family Tree.



h. This screen shows that the parent company is located in Ireland (Swords, Co Dublin, Ireland).

i. Retain this verification for your evidence of due diligence by printing the screen with the parent company information.

Other Considerations:

In instances where the agreement/contract documentation provides limited or unclear information, it may be beneficial to supplement the Mergent Intellect search results with documentation of other efforts made to verify the country of principal residence/parent company.

These may include:

1. Search the web. Review the company's website to verify the country of principal residence/parent company.
2. Consult with the Office of International Collaboration and Export Control at OICEC@ucf.edu