MERGENT ONLINE: A Brief Guide

- **Mergent Online** is a key database for company and industry research. It contains detailed information about many American and international private and publicly traded companies, including inactive companies, as well as bonds, and economic and industry reports. It is accessible from the Library's <u>Databases A to Z</u> list.
- The library also has access to Mergent Intellect, Mergent WebReports, Mergent Bond Viewer, and Key Business Ratios. For additional sources for corporate and financial information, consult the library's <u>Business subject research</u> <u>guides</u>.

Basic Search

With Mergent Online's *Basic Search* function, you can search for a specific company or generate a list of companies within an industry. Instructions on how to use each search criteria are listed below:

Company Search

Use the Company Search to search for a specific company by name or ticker symbol:

- Select the database(s) you wish to search: USA Company Database (Active); USA Company Database (Inactive); International Company Database (Active); International Company Database (Inactive); D&B Private Company Database (see **Notes** at the end of this guide for descriptions of each).
- 2. Search by company name or ticker symbol in the box provided. As you are typing, a drop down box will appear below with companies matching your search.
- 3. If the desired company is listed, click the company name and you will be directed to the company's details page. If there is no match in this box, continue with your search and select **Go** to complete.

D&B 20 Million Plus Private Company Search

Use the 20 Million Plus Private Company Search to search for U.S., Canadian, and international private companies in the Dun and Bradstreet private company database. Check the "Search for an additional private companies below" box to search by company name or ticker symbol, country, or by Duns number (see **Notes**).

Classification Search

To search for companies by industry, use the *Classification Search* tool:

- 1. To search by industry codes, first select Primary SIC, Primary NAICS, or MIC (Mergent Industry Code).
- 2. Type in the industry code, or select **use code lookup** to search for a code (a pop up window will open with a list of codes).
- 3. If you wish to further narrow your search, select which Index, Exchange, and/or Country to narrow by. If there is no specific industry, a search may also be done using only these fields.

4. Click **Search** to complete.

Note: To search for a range of codes, searching for a broad industry sector will search for any sub-sectors (e.g., "44" will find any companies within the NAICS range of 44 to 448320).

Advanced Search The Advanced Search tab is useful when you want to find a group of companies that fulfill a list of set criteria. Select one of the following criteria below to create your screen (Load a previous Search) 1) Select Target Universe Country Profile Looking for country Statistical Data with Country Map? USA Company Database (Active) International Company Database (Active) Select Target Universe USA Company Database (Inactive) International Company Database (Inactive) D&B Private Company Database Select a country from the list: Select a Country . indicates searchable in private database require minimum 3-character word to search (use * for partial text search) Corporate Information Executives Financials Industry Codes Textual Search Pricino Ratio Inde Select Category Company Name */ Country of Operations Select All Criteria State * Number of Employees City * Number of Shareholders Reset Zip Code * Legal Counsel **Choose Search Criteria** lease click ">> submit" buttor Year Incorporated/Founded 3 Subsidiary ^ Transfer Agent Stock Exchange State of Incorporation Auditor Country of Incorporation Country of and View ۲ >> submit Incorporation Canada **Criteria List Display** City * Halifax Save / View Contains ۳ >> submit and Total Assets Greater than or Equals 🔻 1000000 Latest v >> submit Save / View and Primary and View Use NAIC Lookup 21 >> submit NAIC 3

- 1. Select the Target Universe(s) to be searched.
- 2. Select a Category (e.g., Corporate Information, Executives, Financials, etc.).
- 3. From within these categories, select and add various Search Criteria (click the + sign).
- 4. When your search criteria are selected, they will be added to the **Criteria List**. To remove criteria from the list, click the **X** beside individual items.
- 5. Click >>submit to view the number of matches for each of your criteria, or click View to be taken to the results page.

Working with Your Search Results

The results page provides you with an alphabetical list of companies that satisfy your search criteria. Here you are able to view the company names, SIC codes, exchange the company trades on, ticker symbol, whether the company is active or

inactive, country, and sector. Click on company name to see detailed information about that company; click on the country

name to open the country's profile.

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- 1. To work with your search results, select the name of an individual company to view the company details page, or check the boxes of the companies you wish to further analyze.
- 2. Use the **Company Analysis List (500 limit)** drop down menu in the top left hand corner to add these companies to your **Company Analysis List**.
 - Add Currently Selected Companies (if you have manually selected companies)
 - Add All Companies (note the 500 company limit)
 - Add a range of companies (e.g., Add Company 1 to 100)
- 3. Locate the **Company Analysis List** under **My Mergent Tools** on the right-hand side of the page. You can see how many companies have been added to this list. Selecting **Company Analysis List** will open a pop-up window that allows for the creation of either a *Multiple Company Report* or a *Company Comparison Report*. See instructions below.

3

Company Report Generator

Multiple Company Report (default report format)

- To add individual companies to the Multiple Company Report, select the company and then press the single right arrow button
 To add all companies, press the double right arrow button
- Click the + button beside the Data item categories to reveal the Data Items. Select items and add to the Report Items list with the arrow buttons.
- Finally, select a format for the report (e.g., PDF, Excel, etc.) and click Create Multiple Company Report. The generated report will download to your computer in the format you selected.

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Company Comparison Report

- 1. Select **Company Comparison Report** to change report screens and complete *Step 1* as indicated above.
- 2. Select Report type: List By Item or List by Company
- Click the + button beside the Data item categories to reveal the Data Items. Select items and add to the Report Items list with the arrow buttons. Note that there is a limit of 30 items.
- 4. Select years to include and, if desired, **Include Average** for the companies.
- Finally, select a format for the report (e.g., PDF, Excel, etc.) and click Create Report. The generated report will download to your computer in the format you selected.

I. Company Listing	
Select the companies you wish to compare against in the report.	Company Comparison Report
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Company Information

Each company within Mergent has its own page, which can be accessed by clicking on a company's hyperlinked name. Company summary information is found at the top of all pages, followed by more in-depth information organized under the tabs. The default tab is **Company Details** which includes further subtabs such as synopsis, highlights, history, business, property, subsidiaries, long term debt, and more. Information can be downloaded to Excel or in a printer-friendly format. My Mergent Tools is also available from the Company information pages.

	Forward by Clearbit Tim Hortons, Inc. (NYS: THI) (inactive) to Company Analysis List Address: 874 Sinclair Road,Oakville, L6K 2Y1 Canada Phone: 905 845-6511 Company Website: www.timhortons.com												
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	teas, cold beverages, fruit smoothies, home-style soups, chili, grilled Panini and sandwiches, wraps, yogurt and berries, oatmeal, breakfast sandwiches and wraps, and baked goods, inclution douts. Timbits® bands, muffins, cookies					Jill Granat Age General Counsel, Secretary 54							

Executives

The Executives tab provides Information on individual officers and directors at the company.

Ownership

Select the Ownership tab for a list of the top 25 institutions that hold stock in the company. Also, view stock holdings by insiders and insider trades.

Company Financials

Use the Company Financials tab for up to 15 years of detailed annual/quarterly company financial data in a table format, including balance sheet, income statement, retained earnings, and cash flow. As reported, preliminary, standardized, and restated financials are provided. Also included are company ratios and analyses of income statement, balance sheet, and ratios.

Equity Pricing

Click on the Equity Pricing tab to display information in <u>Chart</u> or <u>Report</u> format. Use the controls to reformat the chart to show different time periods, frequencies, or comparisons with other companies. To view information in a table format, click on the <u>Report</u> option.

Annual Reports and Filings

Click on the Annual Reports tab to view and/or download annual reports and financial statements. Click on Filings to see SEC filings (first 25 from last 90 days).

News

The News tab includes current company news and historic news.

Competitors

Select the Competitors tab to view a list of the company's top 25 industry competitors ranked by total revenue. Switch between Public USA, Public Global, and Private lists of competitors by clicking the links at the top of the currently displayed competitor list. The list may be customized by adding or removing companies and organized in ascending or descending order by any data item in the list. Download the competitor table into Excel or add companies to the Company Analysis List and generate reports as needed.

Beneath the competitors list is a section on Competitor News showing the two most recent news stories for each company. Click on the headline to view the full news story.

Report Builder

To create a customized report for a company, select the Report Builder tab. Choose from Custom Reports, Report Wizard, or Comparison Reports. Build <u>Custom Reports</u> by selecting from a list of data items to include. <u>Report Wizard</u> allows you to select from a list of pre-defined reports. <u>Comparison Reports</u> allows you to compare the selected company to a number of companies in the same industry or to a custom group of companies.

Company Reports

Various additional reports are available under the Company Reports tab, including pre-determined Mergent reports.

Other Search Tools

In addition to the **Basic** and **Advanced Search** features, Mergent Online offers several other search tools to access information about companies and industries. These tools can be accessed through other the tabs at the top of the screen:

D&B 20 Million Plus Private Company Search

This search tab allows you to locate private U.S. and international companies. Like in the *Advanced Search* tab, specify the criteria to be searched: company name, street address, country, number of employees, sales volume, etc. Criteria options are more limited than in the Advanced Search.

Executive Search

To search for company executives of active publicly traded companies, first select the company database(s) to search (at the top of the screen) and then specify the criteria to be searched: Corporate Information, Executives, Financials, Industry Codes, etc. Government Filings The Government Filings tab allows you to search for publicly traded companies' filings made to the U.S. Securities and Exchange Commission and the Canadian Securities Administrators. <u>SEC Filings (US Filings)</u> and <u>SEDAR (Canadian Filings)</u> must be searched separately. To find SEDAR filings, search by company name or ticker symbol, date or date range of filing, and the type of filing (e.g., annual report, etc.). SEC/EDGAR filings provide more search options, with the ability to also search by SIC or Central Index Key, as well as text searching within all documents.

Bond Search

Selecting the Bond Search tab will open up a new window: *Mergent BondViewer*, which is also listed separately on the Library's Databases A-Z. Choose the basic or advanced search to search for issue information, pricing, retail notes, and ratings for corporate, government, and municipal bonds

Economic Research

The Economic Research tab provides snapshots and analysis about US economic indicators in interactive charts with up to 30 years of data. Data, reports and definitions are available to view and download.

Industry Analysis

The Industry Analysis tab provides current and historical industry reports to explore through interactive charts and tables as well as pdf reports. Industry characteristics data is generated by members of Russell 1000 assigned to the given ICB industry groups.

Independent Research

Research reports including rankings and buy/sell/hold recommendations. This tab includes a click through disclaimer.

Report Viewer

The Report Viewer is a searchable point of access to company, annual, and equity reports, Mergent reports and Mergent company portraits.

Notes

Company Databases

Company data within Mergent Online is divided into the following "databases" that are available for you to search:

USA Company Database (Active) – U.S. companies that are currently publicly traded USA Company Database (Inactive) – U.S. companies that are no longer publicly traded International Company Database (Active) – International companies that are currently publically traded International Company Database (Inactive) – International companies that are no longer publicly traded D&B Private Company Database – Companies that are privately owned in the U.S. and internationally A unique, internationally recognized number, assigned to individual businesses. DUNS (Data Universal Numbering System) numbers are issued and maintained by Dun & Bradstreet.

Country Profiles

From the Basic, Advanced, or D&B 20 Million Plus Private Company search pages, look for the Country Profile box.

A PDF of an in-depth country profile will download upon selection of a country from the drop down list of over 100 countries. These profiles may also be accessed within a Company Details page or any search result page, by clicking on a hyperlinked country name. Profiles contain a map, an overview of the country's economy, a brief description of its geography and history, demographics, and an overview of government structure.

Note that this information may not be updated regularly.

How To: Company Ratios and Averages

To access company ratios within Mergent Online:

- In a company's details page, select the Company Financials tab and the Ratios sub-page to view up to 15 years of annual or quarterly ratios for the company, or
- When generating a Company Comparison Report, select Ratios and the desired ratios as data items. Be sure to select Include Average in order to include the ratio average(s) for the companies.

For more help contact the Library's Research Help for assistance.

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Country Profile Looking for country Statistical Data with Country Map? Select a country from the list: •

Patrick Power Library, 2022



Select a Country