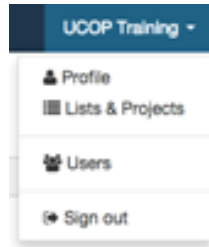


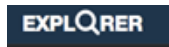
UPDATING YOUR INFORMATION

Click on your name on the top right corner to access your Profile and update your information.



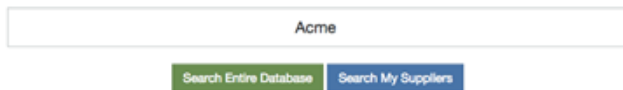
GETTING HOME

If you are ever stuck or need to start over click on the Explorer logo on the top left.



SEARCHING SUPPLIERS

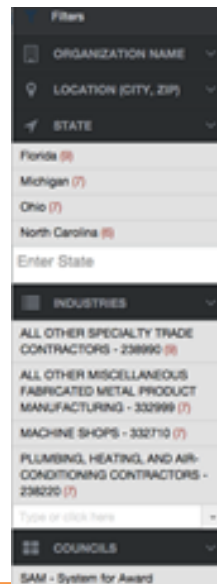
On the home page: Enter a supplier's name or keyword and click "Search Entire Database" to search from the entire supplier.io database, or "Search My Suppliers" to search only University of California suppliers.



Tip: For better results, avoid common words such as "The", "Corp", "Inc", etc.

FILTER RESULTS

Filter using filter facets on the left. Click on facet heading to expand the available filters. Click on a value to filter results by it.



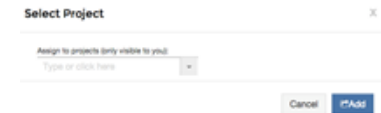
Tip #1: Apply filters after conducting the keyword search.

Tip #2: The numbers indicate the number of matches in each criteria.

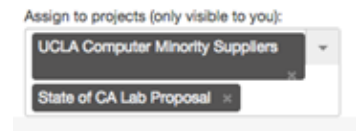
Tip #3: For Industry and State facets, only the top 5 are shown. If you don't find what you are looking for in those, use the text box to find more matches.

ADDING SUPPLIERS TO LISTS: Use lists to organize your suppliers. From the search page, select one or more suppliers and click . You can add them to the lists from the supplier profile.

Tip: Select an existing list from the dropdown, or type in any word or phrase to create a new list with that name.



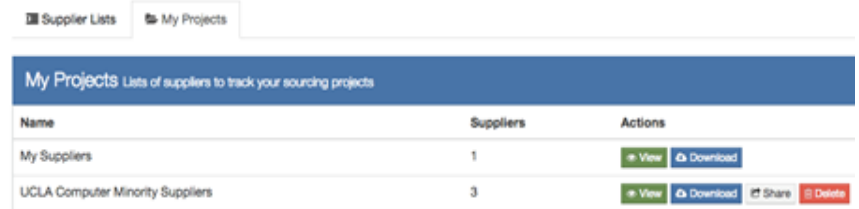
The lists that the supplier belongs to will show up on their profile. Remove suppliers from lists by clicking next to the list name.



ACCESSING YOUR LISTS AND PROJECTS

Select List & Projects from the drop down menu.

Suppliers Lists are system lists. They are available to all users and cannot be deleted or updated by users. My Projects are your personal lists. Unless you share these with other users, they are your own personal lists and do not show up for other users.



SHARE SUPPLIERS AND LISTS

Use the button the suppliers profile and on lists to share them with your co-workers. On the share box, start typing their name to show them in the list.