UNIVERSITY OF CALIFORNIA

QUICK REFERENCE GUIDE Supplier Diversity

UPDATING YOUR INFORMATION

GETTING HOME

logo on the top left.

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

If you are ever stuck or need to

start over click on the Explorer

UCOP Training -	
▲ Profile III Lists & Projects	
불 Users	
🛛 Sign out	

EXPLQRER

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.

lect Project		
Assign to projects (prily visible to	yest	
	*	
		Cancel LEAdd

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.



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.

	Acme	Files				
	Search Entire Database Search My Suppliers	Q LOCATION (CIT				
Tip: For better	results, avoid common words such as "The", "Corp", "Inc", etc.	- STATE				
		Florida (R)				
		Michigan (7)				
FILTER R	ESULTS	Ohio (7)				
	North Camina 📖					
	ilter using filter facets on the left. Click on facet					
0	expand the available filters. Click on a value	filters. Click on a value				
to filter res	o filter results by it.					
	filters after conducting the keyword search. Imbers indicate the number of matches in each	ALL OTHER MISCELLA FABRICATED METAL II MANUFACTURING - 3				

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.

Files ·
📋 ORGANIZATION NAME 🗠
9 LOCATION (CITY, 209) ~
🖋 STATE 🗠
Porida (R)
Michigan (7)
Ohio (7)
North Carolina (1)
Enter State
INDUSTRIES ~
ALL OTHER SPECIALTY TRADE CONTRACTORS - 238890 (R)
ALL OTHER MISCELLANEOUS FABRICATED METAL PRODUCT
MANUFACTURING - 302999 (7)
MACHINE SHOPS - 332710 (7)
PLUMBING, HEATING, AND AIR- CONDITIONING CONTINACTORS - 238220 (7)
Type or click here .
II COUNCLE ·
SAM - System for Award

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.

I Supplier Lists S My Projects							
My Projects Lats of suppliers to track your sourcing projects							
Name	Suppliers	Actions					
My Suppliers	1	· View Download					
UCLA Computer Minority Suppliers	3	* View & Download If Share Delete					

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.