Supplier Explorer Training
University of California
Agenda

• Explorer Professional Training
• Getting Access
  - Key Features & Functionalities
  - System Walkthrough
• Questions
Supplier Explorer

What is it? A user interface to search CVM’s:

DIVERSE SUPPLIER DATABASE

1+ million suppliers, 1.6 million certifications from over 300+ agencies
## Supplier Explorer
### Diversity Classification Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBE</td>
<td>MINORITY-OWNED BUSINESS</td>
</tr>
<tr>
<td>WBE</td>
<td>WOMAN-OWNED BUSINESS</td>
</tr>
<tr>
<td>SMALL</td>
<td>SMALL BUSINESS</td>
</tr>
<tr>
<td>VET</td>
<td>VETERAN-OWNED BUSINESS</td>
</tr>
<tr>
<td>WOSB</td>
<td>WOMAN-OWNED SMALL BUSINESS</td>
</tr>
<tr>
<td>SDB</td>
<td>SMALL DISADVANTAGED BUSINESS</td>
</tr>
<tr>
<td>SELF_SDB</td>
<td>SELF CERTIFIED SMALL DISADVANTAGED BUSINESS</td>
</tr>
<tr>
<td>DBE</td>
<td>DISADVANTAGED BUSINESS</td>
</tr>
<tr>
<td>HUB</td>
<td>HUBZONE BUSINESS</td>
</tr>
<tr>
<td>8A</td>
<td>8(A) SMALL BUSINESS</td>
</tr>
<tr>
<td>SDVET</td>
<td>SERVICE-DISABLED VETERAN-OWNED BUSINESS</td>
</tr>
<tr>
<td>HBCU</td>
<td>HISTORICALLY BLACK COLLEGE AND UNIVERSITY</td>
</tr>
<tr>
<td>DISABLED</td>
<td>DISABLED-OWNED BUSINESS</td>
</tr>
<tr>
<td>ANC</td>
<td>ALASKAN NATIVE CORPORATION</td>
</tr>
<tr>
<td>ACDBE</td>
<td>AIRPORT CONCESSIONAIRE DISADVANTAGED BUSINESS ENTERPRISE</td>
</tr>
<tr>
<td>LGBT</td>
<td>LESBIAN GAY BISEXUAL TRANSGENDER OWNED BUSINESS</td>
</tr>
</tbody>
</table>
Supplier Explorer

Why use it?

• FIND NEW SUPPLIERS. SMALL BUSINESS FIRST INITIATIVE
  • Add suppliers to meet small business/diversity requirements
  • Build Pre-qualified diverse supplier lists

• LOOK UP YOUR SUPPLIERS
  • Suppliers used by your company
  • Shared supplier lists for specific commodities
  • Check up on status of suppliers for reporting

• GET UPDATES ON YOUR DIVERSE SUPPLIERS
  • Notifications on changes
  • New certifications or status changes

• TRACK SUPPLIERS YOU MEET
  • Add to “My Suppliers” list
  • Follow suppliers for updates
Supplier Explorer

**Login and Password**: [https://explorer.supplier.io/Login/sign_in](https://explorer.supplier.io/Login/sign_in)

**Temporary Password**: Once you have received an email with a password link (48 hours validity), sign into the application using the password that you set for yourself.

**Change Password**: Look for your name in the upper right-hand corner and open the dropdown menu. Click on Profile to change your password.
Supplier Explorer

Searching Suppliers

Enter the name of a specific company or a keyword.

- Click Search Entire Database for all suppliers that match the criteria
- Click Search My Suppliers for all University of California suppliers that match the criteria
### Supplier Explorer

**Quick View of Search Results**

1. “Aerospace Fabrication” entered in the search field
2. Filtered for “California” as the STATE from the dropdown

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>LOCATION</th>
<th>EMPLOYEES</th>
<th>SALES</th>
<th>INDUSTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAWS FABRICATION INC</td>
<td>VENTURA, CA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMERICAN FABRICATION</td>
<td>BAKERSFIELD, CA</td>
<td>11-50</td>
<td>$1M·10M</td>
<td></td>
</tr>
<tr>
<td>RUSSELL FABRICATION CORP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K FABRICATION AND DESIGN</td>
<td>CORONA, CA</td>
<td>11-50</td>
<td>$1M·10M</td>
<td></td>
</tr>
</tbody>
</table>

**Supplier Classification Codes**

- Aircraft Manufacturing: 336411 (71)
- Aircraft Engine and Engine Parts Manufacturing: 336412 (58)
- Machine Shops: 332120 (34)
- Sheet Metal Work Manufacturing: 332220 (36)
Supplier Explorer

Filtering Results

Scroll down on the left navigation bar for additional filters, such as agencies and diversity categories.

The number in parentheses is the number of businesses that fall within the criterion.

Narrow results by filtering on:

- Geographic area.
- NAICS code for the type of business.
- Or, any combination of available filters.
Supplier Explorer

Lists and Projects

Create custom lists of suppliers to track and share.

Create new lists by enter a list name or select from an existing list to add the supplier to the list.

Open Lists & Projects from the dropdown menu to find your projects.
Supplier Explorer

Lists & Projects

Share suppliers with your colleagues
Follow suppliers to receive updates on changes.

Restrict your searches to your own projects.

Share your projects with colleagues.
Supplier Explorer

Save Searches

Search using any filters and SAVE your search criteria for future use.

AND

Share your saved search with others

AND

Be automatically notified if any additional suppliers meet the criteria.

Adding a note, comment or file to any supplier and share with colleagues or only visible to the user.
Supplier Explorer

Invite Suppliers

Optional: Invite suppliers that are not in the database. Or UC top diverse suppliers with upcoming expirations.

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Supplier Name
- **Required**

Email
- **Required**

Contact Name
- **Required**

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Invite will trigger an automated email notification directing suppliers to SupplierOne to register.

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Invitation to Register in supplier.io Database

The University of California invites your company to register in the supplier.io database. Please use this registration to provide us with new, updated, and relevant information about your company.

Begin your registration by visiting
[https://supplierone.co/](https://supplierone.co/)

Frequently Asked Questions

**Why register?**
Buyers use the supplier.io database to find potential suppliers who can meet their requirements. Completing your profile and keeping it updated will provide buyers with sufficient information to help make qualified decisions about your capabilities.

**What information do I need to provide?**
Please provide information about your company’s capabilities, products and services, locations, contacts, size, and certifications.

**Will this lead to more business from buyers?**
Registration in the database is no guarantee of any contact, interest, or future business. However, registration increases your visibilities to buyers on the platform and makes it easier for them to find your company when opportunities arise.

**How often should I update my information?**
Buyers rely on the information in the database to accurate and current. It is recommended that you update your profile as your information changes, and at least once a year. If your information is not updated annually, your profile may be marked inactive and no longer visible to our buyers.

Getting Help
Questions or issues? We are here to help. Contact us at support@supplier.io.

Register now
Supplier Explorer

Power Search !!!

Power Search!! In beta – Game changer for procurement team users

Find the suppliers that provide the goods/services you are **really** looking for

Searches supplier web pages in addition to the information entered in the registration profile
Innovation in Supplier Discovery is our #1 focus

SUPPLIER DISCOVERY

• More relevant searches through mapping with client/internal commodities – find the suppliers your buyers are looking for!
• Greater detail with product/service level searches
• Searching diverse supplier websites from within Explorer (replace the need to search Google)
Accessing Explorer

https://explorer.supplier.io/Login/sign_in
User Friendly Tips

**Supplier Searches:** Searching by supplier name: enter either entire supplier name or DBA name. Alternatively, you can enter one or two key words of the supplier name if using entire supplier name or DBA does not yield desired results. If the system doesn’t pull the supplier name immediately, you can leave off LLC or Corp. for example to see if that yields a better search if you are unable to find the supplier.

**Keyword Search:** When searching for a specific product or services, try a couple different versions to help yield better results. The key word searches return suppliers that have at least one of the keywords listed in the suppliers' profile. For example, searching on ‘Moving Services’, the system will return suppliers that have the words ‘Moving’ and/or ‘Services’ listed somewhere in the suppliers’ profile.

**ORGANIZATION NAME:** Utilize this filter if you are searching on a keyword that would need to be included in a diverse vendors name. For example, if you added in the word ‘Medical’ for the Organization Name filter, all suppliers that have the word ‘Medical’ in their company name would show up in the search results.

**NAICS code Searches:** Enter a NAICS code directly into the search to find suppliers tied to that specific NAICS code.

**My Projects:** Add your top tier diverse suppliers to the “My Projects” list for easier tracking. This list is static.
User Friendly Tips

**Saved Searches:** Save a list of suppliers by diversity categories, geographical region, or by product category. You’ll easily be able to download the list and share the list of suppliers amongst other users. Download supplier list to get the full supplier firmographic information. Suppliers listed in the saved search will automatically be updated based off the filters added.

**Power Search:** For very specific products or services searches. For example, you can search on any product or service to find diverse vendors. When searching on a keyword ‘Software Publisher’ the Power Search feature will return any vendors that list the words ‘Software’ and/or ‘Publisher’ on the company’s website.

Enter multiple keywords in the Power Search tab to find multiple companies which provide those products/services entered in the search. For example, when searching for “Medical Supplies” you can enter in the keywords: medical, supplies, hospital equipment's, etc. all in one search to find multiple companies that provide those specific products or services.

**Product Categories Filter:** When searching in ‘Entire Database’ utilize the ‘Product Categories’ filter to help identify diverse vendors broken down by a specific product category. This will be helpful if you are struggling to find diverse vendors under the ‘Power Search’ feature.
System Walkthrough
Thank you
support@supplier.io
708.236.2000
Mon-Fri 7am – 7pm CST