

Checking Supplier Diversity and Minority Status

Use this tutorial to search for suppliers with diversity and minority classifications. Search by commodity in the Purchasing website. Search by diversity classification or by supplier name in UMarketplace.

[Search by Commodity](#) or [Search by Supplier Name / Diversity Classification](#)

Search by Commodity – purchasing website

1. Open the internet and go to the Purchasing Department's web list of diversity and minority suppliers by commodity. <https://purchasing.miami.edu/supplier-diversity/supplier-commodities>.

2. Click a commodity to open the list of minority and diversity suppliers.

Furniture				
→	424 LABORATORIES, LLC	p32830666	African American	+1 813-986-0499
→	ACCENT RENEW TRANSFORM, LLC	p43552507	Woman-Owned Small Business (WOSB)	+1 954-975-2010
→	APRICOT OFFICE INTERIORS, INC.	p15307313	African American	+1 954-525-3700

Search by Diversity Classification or Supplier Name – Workday > UMarketplace

1. Log into Workday.

<http://workday.miami.edu>




2. Click the **Purchases** icon.



Purchases

3. Click **Connect to Supplier Website**.

Connect to Supplier Website

<p>4. If an order is not being placed at this time, skip these fields, and click Ok.</p> <p>Or</p> <p>If an order is being placed, complete each field working from top to bottom.</p> <p>TIP: Company – 200 Academy</p> <p>TIP: The company should correspond to the driver work tag (Program, Grant, Gift, or Project) being used.</p> <p>TIP: Ship-To – Replace Accounts Payable with the building and room number.</p>	<p>Company * <input type="text" value="x 200 Academy ..."/></p> <p>Requester * <input type="text" value="x Michelle Roy ..."/></p> <p>Currency * <input type="text" value="x USD"/></p> <p>Requisition Type <input type="text" value="x Goods"/></p> <p>Deliver-To <input type="text" value="x Gables One Tower > Floor 04 > ... Room 400.34"/></p> <p>Ship-To * <input type="text" value="x 1320 S Dixie Hwy Gables One Tower 400.34 Coral Gables, FL 33146-2926 United States of America"/></p>
<p>5. Click Connect.</p>	<p><input type="button" value="Connect"/></p>
<p>6. Click the Suppliers icon, located in the left-hand column.</p>	<p></p>
<p>Search by Diversity Classification (E.g. Woman-Owned Small Business)</p>	
<p>7a. Hover over Manage Suppliers and select Search for a Supplier.</p>	<p><input type="button" value="Manage Suppliers"/> <input type="button" value="Supplier Management Home"/> <input type="button" value="Search for a Supplier"/></p>
<p>If the Advanced Search link appears, click it to expand the search options.</p>	<p><input type="button" value="Go"/> Advanced search</p>
<p>Scroll down and click Company Classification.</p>	<p><input type="button" value="Company Classification"/></p>
<p>Find the Diversity Classification field.</p> <ul style="list-style-type: none"> Type a key word and select from the drop down. Or Click the magnifying icon to view the search options. 	<p><input type="text" value="woman"/></p> <p><input type="text" value="Woman-Owned Small Business (WOSB)"/></p> <p><input type="text" value="Woman Owned Large Business (WOLB)"/></p> <p><input type="text" value="Woman Business Enterprise (WBE)"/></p>
<p>Search by Supplier Name (E.g. Apricot Office Interiors)</p>	
<p>7b. From the Supplier's icon  (left hand column), Hover over Manage Suppliers and select Search for a Supplier.</p>	<p><input type="button" value="Manage Suppliers"/> <input type="button" value="Supplier Management Home"/> <input type="button" value="Search for a Supplier"/></p>
<p>Type the name of the supplier and click Search.</p>	<p><input type="text" value="Search"/> <input type="text" value="apricot"/></p>
<p>Diversity abbreviations will appear.</p> <p>TIP: To view more details. Click the supplier's name. Click Diversity, then General.</p> <div data-bbox="203 1701 609 1785"> <p>Diversity</p> <p><input type="button" value="General"/></p> <p>Additional Information</p> <p>Select a Diversity</p> <p><input type="button" value="Small Business"/></p> <p><input type="button" value="Minority Business Enterprise (MBE)"/></p> </div>	<p><input checked="" type="checkbox"/> APRICOT OFFICE INTERIORS, INC. (MINORITY) Type: <input type="checkbox"/> Preferences: </p> <p>DUNS Number: 004562171</p> <p>Supplier Number: p15307313 Diversity Classifications: <input type="text" value="MBE, SBE"/></p> <p>Registration Status: Profile Complete</p>

For questions, contact the Academic/Research help desk at PurchasingHelpDesk@miami.edu.