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](https://purchasing.miami.edu/supplier-diversity/supplier-commodities).

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

   - **424 LABORATORIES, LLC**
     - p: 328306666
     - African American
     - +1 813-462-4099

   - **ACCENT RENEW TRANSFORM, LLC**
     - p: 43952907
     - Woman-Owned Small Business (WOSB)
     - +1 954-975-2010

   - **APRICOT OFFICE INTERIORS, INC.**
     - p: 5307313
     - African American
     - +1 954-528-3700

### Search by Diversity Classification or Supplier Name – Workday > UMarketplace

1. Log into Workday. [http://workday.miami.edu](http://workday.miami.edu)

2. Click the Purchases icon.

3. Click Connect to Supplier Website.
4. If an order is not being placed at this time, skip these fields, and click **Ok**.  
   Or  
   If an order is being placed, complete each field working from top to bottom.  
   **TIP:** Company – **200 Academy**  
   **TIP:** The company should correspond to the driver work tag (Program, Grant, Gift, or Project) being used.  
   **TIP:** Ship-To – Replace Accounts Payable with the building and room number.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Company</strong></td>
<td>200 Academy</td>
</tr>
<tr>
<td><strong>Requester</strong></td>
<td>Michelle Roy</td>
</tr>
<tr>
<td><strong>Currency</strong></td>
<td>USD</td>
</tr>
<tr>
<td><strong>Requisition Type</strong></td>
<td>Goods</td>
</tr>
<tr>
<td><strong>Deliver-To</strong></td>
<td>1320 S Dixie Hwy Gables One Tower 400.34 Coral Gables, FL 33146-2926 United States of America</td>
</tr>
<tr>
<td><strong>Ship-To</strong></td>
<td>1320 S Dixie Hwy Gables One Tower 400.34 Coral Gables, FL 33146-2926 United States of America</td>
</tr>
</tbody>
</table>

5. Click **Connect**.

6. Click the **Suppliers** icon, located in the left-hand column.

**Search by Diversity Classification** (E.g. Woman-Owned Small Business)

7a. Hover over **Manage Suppliers** and select **Search for a Supplier**.

If the **Advanced Search** link appears, click it to expand the search options.

Scroll down and click **Company Classification**.

Find the **Diversity Classification** field.
- Type a key word and select from the drop down.
- Or
- Click the magnifying icon to view the search options.

<table>
<thead>
<tr>
<th>Diversity Classification</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>woman</td>
<td>Woman-Owned Small Business (WOSB)</td>
</tr>
<tr>
<td>Woman Owned Large Business (WOLB)</td>
<td></td>
</tr>
<tr>
<td>Woman Business Enterprise (WBE)</td>
<td></td>
</tr>
</tbody>
</table>

**Search by Supplier Name** (E.g. Apricot Office Interiors)

7b. From the Supplier’s icon o (left hand column), Hover over **Manage Suppliers** and select **Search for a Supplier**.

Type the name of the supplier and click **Search**.

Diversity abbreviations will appear.  
**TIP:** To view more details. Click the supplier’s name. Click **Diversity**, then **General**.

<table>
<thead>
<tr>
<th>Diversity Type</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APRICOT OFFICE INTERIORS, INC.</strong> (MINORITY)</td>
<td></td>
</tr>
<tr>
<td>DUNS Number: 004562171</td>
<td></td>
</tr>
<tr>
<td>Minority Classification: MBE, SBE</td>
<td></td>
</tr>
</tbody>
</table>

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