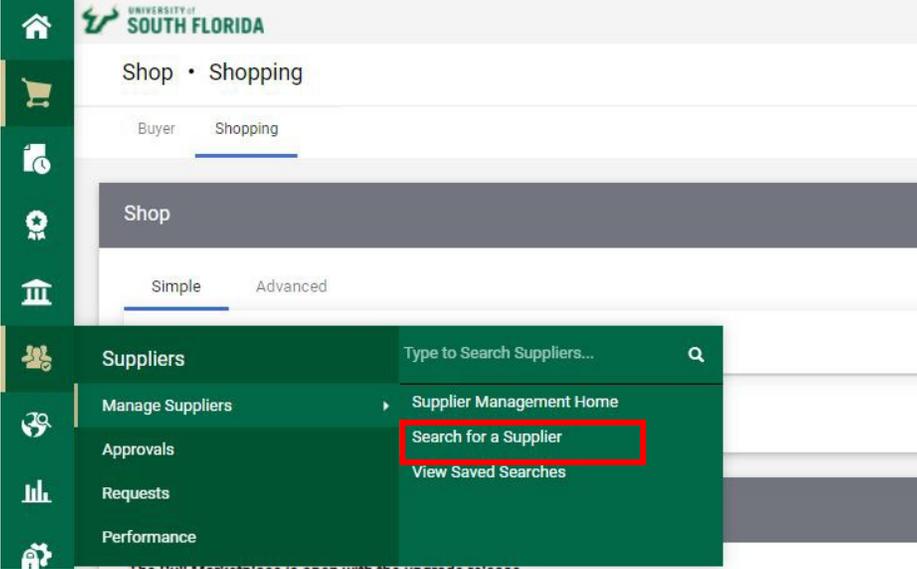
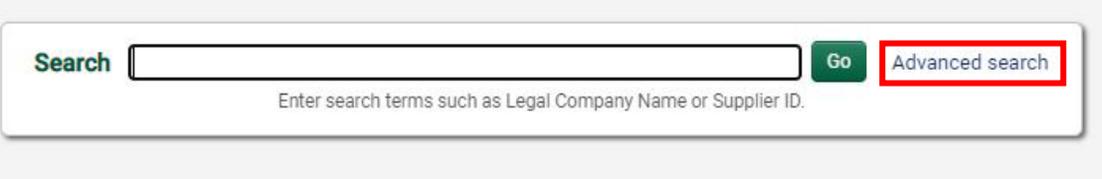


**How to find a Supplier based on Commodity or Diversity
Classification**

Purpose:	This manual outlines how to use Bull Marketplace Supplier Management Tool to search for available suppliers based on need or diversity classification
Notes:	Engaging with diverse suppliers supports USF’s strategic goals as well as promotes good partnerships with our local Tampa Bay community and the broader economy. Finding existing suppliers who have provided good value services and commodities in the past also helps with promoting competition. It is encouraged that when seeking quotes for new services or commodities, our existing supplier base is consulted.
Navigation:	<p>From the BMP Home Page go to the Supplier Module and Select Search for a Supplier</p> 

Steps	Using the Advanced Search Features
1	<p>1.1 From the search page select Advanced Search</p> 

Steps **Using the Advanced Search Features**

1.2 **To Search for Supplier Based on Commodity Code:** Select the **Products and Services** arrow to drop down your search options. In the commodity code field you can start typing a commodity code(s), key words or select the magnifying glass to bring up more options. Multiple codes can be selected.

The screenshot displays the 'Advanced search' interface. At the top right, there are links for 'Simple Search' and a help icon '?'. Below this are 'Expand All' and 'Collapse All' buttons. The search criteria are organized into several sections:

- Supplier:** A text input field.
- Relationship:** A dropdown menu with 'In Network' selected.
- Type:** A dropdown menu with 'All' selected.
- Class:** A dropdown menu.
- Shopping/AP Status:** A dropdown menu with 'All' selected.
- Tax Identification Number:** A text input field.
- Country Of Origin:** A text input field with a magnifying glass icon.
- Contract Party Type:** A text input field with a magnifying glass icon.
- Include Organizational Nodes:** A checkbox.
- Profile Last Updated By Supplier:** A dropdown menu.
- Suppliers Set to Sync with ERP:** A dropdown menu with 'All' selected.
- Current Supplier Review Workflow Step:** A text input field with a magnifying glass icon.
- Zip Code:** A text input field followed by 'Within' and a dropdown menu with '5 Miles' selected.
- Supplier Contact Email Address:** A text input field.

Below these are two expandable sections:

- Registration Information:** A grey bar with a right-pointing arrow.
- Products / Services:** A grey bar with a dropdown arrow and a red box around it. It contains:
 - Sales Territory:** Radio buttons for 'Local', 'National', and 'State Service Area', followed by a text input field with a magnifying glass icon.
 - International Service Area:** A text input field with a magnifying glass icon.
 - NAICS Code:** A text input field with a magnifying glass icon.
 - Commodity Code:** A text input field with a magnifying glass icon, highlighted with a red box.
 - Brand:** A text input field with a magnifying glass icon.
 - Keywords:** A text input field.

- 1.3 **To Search for Supplier Based on Diverse Business Classification:** First set the Diversity Classification Status to **Current Certification**. Then, select the **Company Classification** arrow to drop down your search options and then select the magnifying glass.

Advanced search Simple Search ?

Expand All Collapse All

Supplier	<input type="text"/>
Relationship	In Network <input type="button" value="v"/>
Type	All <input type="button" value="v"/>
Class	<input type="button" value="v"/>
Shopping/AP Status	All <input type="button" value="v"/>
Tax Identification Number	<input type="text"/>
Country Of Origin	Country of Origin <input type="button" value="Q"/>
Contract Party Type	Type to filter... <input type="button" value="Q"/>
Include Organizational Nodes	<input type="checkbox"/>
Profile Last Updated By Supplier	<input type="button" value="v"/>
Suppliers Set to Sync with ERP	All <input type="button" value="v"/>
Current Supplier Review Workflow Step	Workflow Step Name <input type="button" value="Q"/>
Zip Code	<input type="text"/> Within 5 Miles <input type="button" value="v"/>
Supplier Contact Email Address	<input type="text"/>

> **Registration Information**

> **Products / Services**

> **Company Classification**

Diversity Classification	Type to filter... <input type="button" value="Q"/>
Diversity Certification Status	<input type="button" value="v"/>
Insurance Status	<input type="button" value="v"/>
Supplier Legal Structure	<input type="button" value="v"/>

Steps

Using the Advanced Search Features

1.4 From the pop-up menu, select the hyperlink for **Select All** with respect to diversity certification and press the **Save Changes** button.

Diversity Classification

Diversity Classifications Deselect All

- Small Business
- HUBZone Small Business (HUBZ)
- Service-Disabled Veteran-Owned Small Business (SDVOSB)
- Veteran-Owned Small Business (VOSB)
- Airport Concessions Disadvantaged Business Enterprise (ACDBE)
- Lesbian/Gay/Bisexual/Transgender Owned Business (LGBTE)
- Veteran Owned Business (VBE)
- 8(a) Business Development Program (8a)
- Minority Owned Small Business (MOSB)
- Small Disadvantaged Business (SDB)
- Woman-Owned Small Business (WOSB)
- Disadvantaged Business Enterprise (DBE)
- Minority Business Enterprise (MBE)
- Woman Business Enterprise (WBE)

No Classification Select All

Does Not Qualify as a Small Business or Diverse Supplier (DoesNotQualify) None (None)

Selected Values

- Small Disadvantaged Business (SDB)
- Veteran-Owned Small Business (VOSB)
- Woman-Owned Small Business (WOSB)
- Airport Concessions Disadvantaged Business Enterprise (ACDBE)
- Disadvantaged Business Enterprise (DBE)
- Lesbian/Gay/Bisexual/Transgender Owned Business (LGBTE)
- Minority Business Enterprise (MBE)
- Veteran Owned Business (VBE)
- Woman Business Enterprise (WBE)

Save Changes Close

1.5 From the main search page select **SEARCH** once you are happy with your parameters.

Steps

Using the Advanced Search Features

1.6 The results of your search will be displayed the **X** indicates an **Inactive Supplier** whereas the **✓** indicates an **Active Supplier**. You can find more information on the supplier by clicking on the **BLUE** company name.

[← Back to Search](#) [Start Over](#) Showing **1 - 18** of 18 Results

Search Details

Filtered By

Supplier [Remove All]

Network

In Network

Commodity Code

2016000000 - Promotional

2511110000 - Business Consultant

Diversity Classification

ACDBE

DBE

LGBTE

MBE

MOSB

SDB

SDVOSB

VBE

VOSB

WBE

WOSB

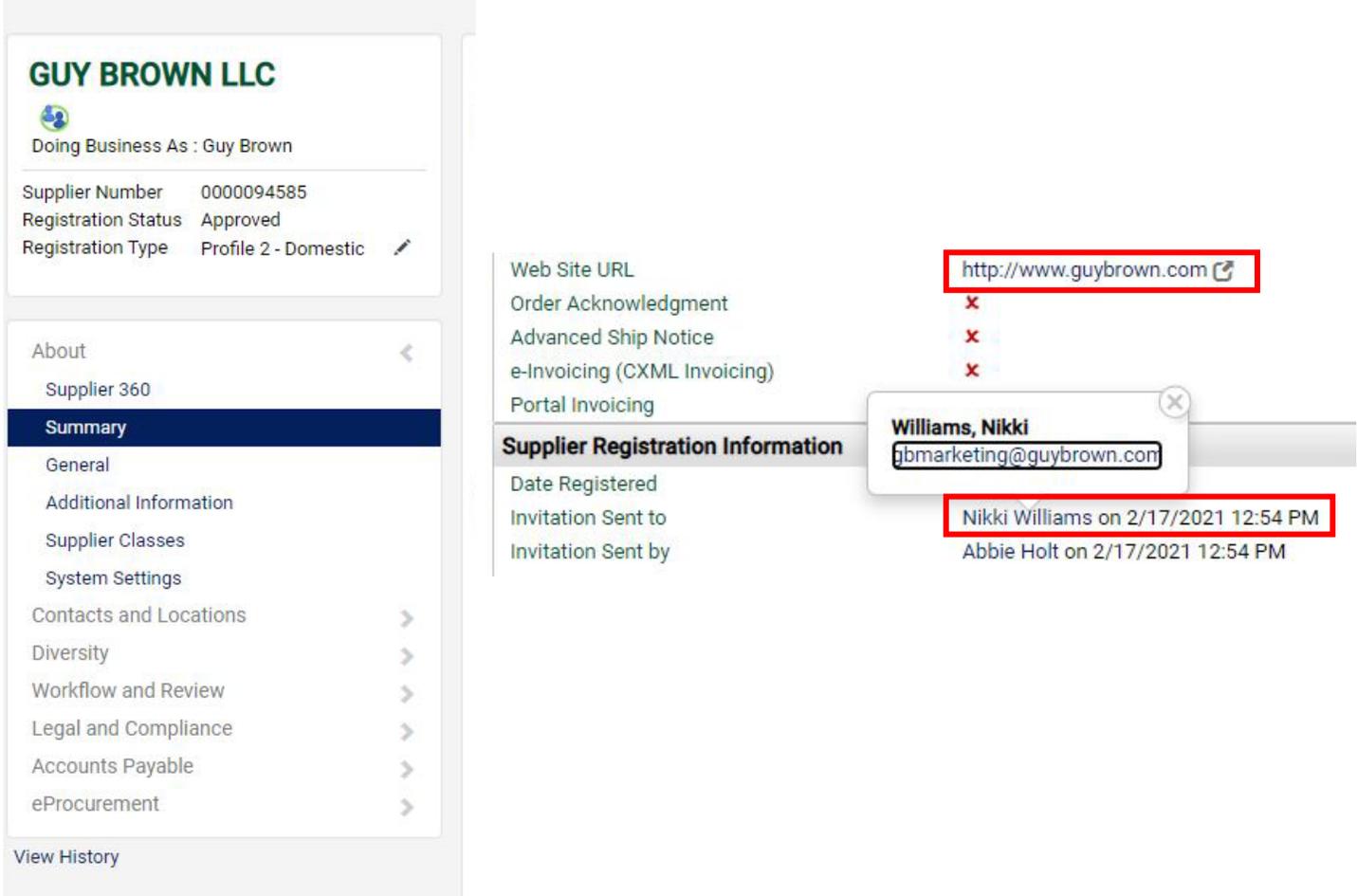
Diversity Certification Status

Current Certification

[Save New Search](#)

Results Per Page 20 **Sort by:** Best Match

✓	<p>GUY BROWN LLC (Guy Brown)</p> <p>Supplier Number: 0000094585 Registration Status: Approved Registration Type: Profile 2 - Domestic Contract Party Types: Supplier</p>	<p>Type: </p> <p>DUNS Number: 141248059 Diversity Classifications: DBE, MBE, MOSB, SDB, WBE, WOSB, SBE</p>
X	<p>Vistra Communications, LLC (Vistra)</p> <p>Registration Status: Profile Complete Registration Type: Profile 2 - Domestic Contract Party Types: Supplier</p>	<p>Type: </p> <p>DUNS Number: 796891443 Diversity Classifications: MBE, VBE, SDVOSB, SBE</p>
X	<p>YEN GRAPHICS LLC</p> <p>Registration Status: Approved Registration Type: Profile 1 - Limited Contract Party Types: Supplier</p>	<p>Type: </p> <p>Diversity Classifications: DBE, MBE, MOSB, WBE, WOSB, SBE</p>
X	<p>24-7 Consulting, LLC</p> <p>Registration Status: Approved Registration Type: Profile 1 - Limited Contract Party Types: Supplier</p>	<p>Type: </p> <p>Diversity Classifications: DBE, WBE, SBE</p>
X	<p>Final Touch Alliance LLC (Final Touch Promotional Products)</p> <p>Registration Status: Approved Registration Type: Profile 1 - Limited Contract Party Types: Supplier</p>	<p>Type: </p> <p>Diversity Classifications: MBE, MOSB, WBE, WOSB, SBE</p>
X	<p>Fashion Face Shields Inc (Fashion Face Shields)</p> <p>Registration Status: Approved Registration Type: Profile 1 - Limited Contract Party Types: Supplier</p>	<p>Type: </p> <p>Diversity Classifications: WBE, WOSB, SBE</p>
✓	<p>FRY ENTERTAINMENT DBA FRYED EGG PRODUCTI (Fryed Egg Productions)</p> <p>Supplier Number: 0000092721 Registration Status: Approved Registration Type: Profile 2 - Domestic Contract Party Types: Supplier</p>	<p>Type: </p> <p>Diversity Classifications: DBE, WBE</p>

Steps	Using the Advanced Search Features
1.7	<p>Contact information can be found on the Summary tab. You can select the name associated with the Invitation Sent To header to get an email contact. Website information may also be found on this page for more company information.</p>  <p>GUY BROWN LLC Doing Business As : Guy Brown</p> <p>Supplier Number 0000094585 Registration Status Approved Registration Type Profile 2 - Domestic</p> <p>Web Site URL http://www.guybrown.com Order Acknowledgment x Advanced Ship Notice x e-Invoicing (CXML Invoicing) x Portal Invoicing</p> <p>Supplier Registration Information</p> <p>Date Registered Invitation Sent to Williams, Nikki Invitation Sent by Nikki Williams on 2/17/2021 12:54 PM Abbie Holt on 2/17/2021 12:54 PM</p> <p>Navigation menu: About, Supplier 360, Summary, General, Additional Information, Supplier Classes, System Settings, Contacts and Locations, Diversity, Workflow and Review, Legal and Compliance, Accounts Payable, eProcurement, View History</p>