SUBMITTING A DIVERSE SUPPLIER REQUEST

The Diverse Supplier Request enables Supplier Diversity to collaborate with university departments/campuses to facilitate the process of identifying potential HUB suppliers.

Departments should first use the Find Diverse Suppliers report to search the Workday supplier database to identify registered diverse suppliers. Other resources to identify diverse suppliers can be found on the Supplier Diversity website.

There is a 48-hour turnaround time for processing requests. Departments will be contacted as soon as possible should additional information be needed.

1. Log in to myLSU your credentials. Note: If from another campus, use LSU A&M credentials.
2. Select IT Service icon to access the Service portal.
3. Select the Sign In link in the upper right corner.
4. Click Request a Service button on the left sidebar.
5. In the Service Catalog, select the **University Services** link and on the next screen select the **Supplier Diversity** link.

6. Select the **Diverse Supplier Request** link.

7. Click the **Request Service** button on the right sidebar.
8. Enter the necessary information:

Note: If needed, select down arrow to search for or change defaulted info. Required fields are identified by an asterisk (*).

a. Your name will automatically default in the Requestor field.

b. Your Cost Center will automatically default in the Acct/Dept field.

c. Enter Contact Name if someone else should be contacted for more information to fulfill this request.

d. Enter Contact Department if different from one defaulted.

e. Enter your email address or above Contact Person email in the Contact Email field.

f. Enter your phone number or above Contact Person phone in the Contact Phone Number field.

g. Select the most appropriate Supplier Group to define requested goods/services needed. Note: Only one (1) supplier group can be selected; if none are applicable, select Other.

h. Enter Description of goods/services needed. Provide as much details as possible to define the entire need.

j. Specify any Special Instructions Supplier Diversity should take into account when fulfilling the request (i.e. Is supplier in a certain part of the state needed? Should only Women Owned Businesses be identified? Must supplier hold specific licenses?).

In order to proceed, the request must include information for at least one supplier in the Proposed Supplier section.

If purchase is less than $10,000 and solicitation is not required, enter N/A in Supplier #1 required fields.

Supplier information provided will be used to generate the Proposed Supplier Form which must be attached to requisitions requiring solicitation.

Identify all suppliers to be solicited for competitive bids/quotes in accordance with Procurement Competitive Thresholds.
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k. Enter as much information known for Supplier #1:

i. Enter Supplier Name.

ii. Click in the Diverse Supplier field to indicate if this supplier is diverse.

iii. Enter the Supplier's Workday ID (SPL-XXXXX) if registered.

iv. Enter supplier Mailing Address if known.

v. Enter supplier City, State, Zip Code if known.

vi. Enter supplier Phone Number if known.

vii. Enter supplier Fax Number if known.

viii. Enter supplier Contact Person Name if known.

ix. Enter supplier Contact Email address.

l. If additional suppliers are known, select Yes in the fields for Suppliers #2-5 to enter details. Information fields will expand to enter data for each. Repeat step K. Note: if additional suppliers unknown skip this step.

m. Click Browse button to attach supporting documentation to help define the goods/services needed.

9. Click the Request button when done.

Confirmation that the request has been successfully submitted will appear on the screen. The request routes electronically to Supplier Diversity for review.

Both the Requestor and the Contact Person will receive an email notification with the details of your request. The request can also be viewed and updated in the IT Self-Service Portal>View Your Tickets section.