

**SUBMITTING A DIVERSE SUPPLIER REQUEST**

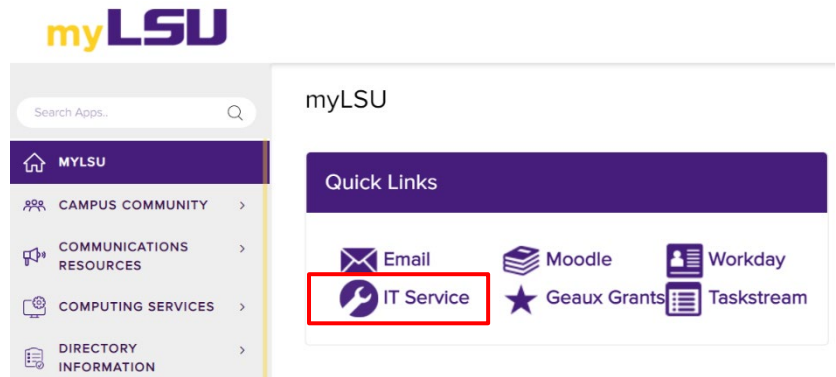


The Diverse Supplier Request enables Supplier Diversity to collaborate with university departments/campuses to facilitate the process of identifying potential HUB suppliers.

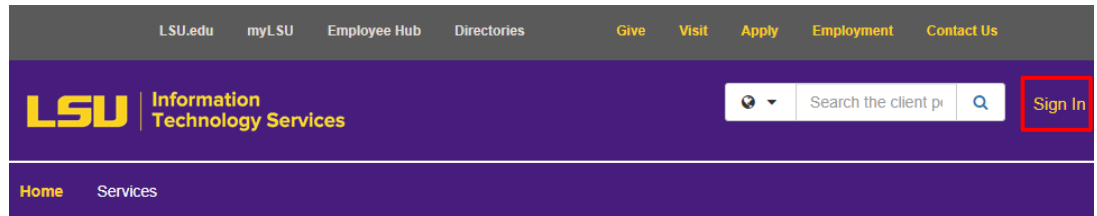
Departments should first use the [Find Diverse Suppliers](#) report to search the Workday supplier database to identify registered diverse suppliers. Other resources to identify diverse suppliers can be found on the [Supplier Diversity](#) website.

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

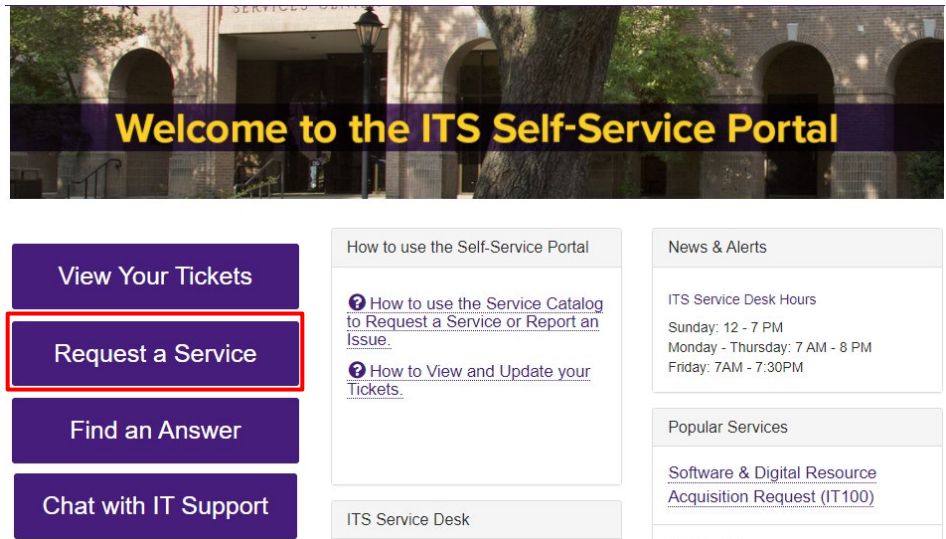
1. Log in to **myLSU** your credentials. *Note: If from another campus, use LSU A&M credentials.*
2. Select **IT Service** icon to access the Service portal.




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.



**University Services**  
Services provided by other LSU departments.



**Supplier Diversity**  
Services provided by the Office of Supplier Diversity.

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

[Service Catalog](#) / [University Services](#) / [Supplier Diversity](#)

## \* Supplier Diversity

Services provided by the Office of Supplier Diversity.

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### Services (1)

**Diverse Supplier Request**

Louisiana State University is committed to fostering small business development through the use of diverse suppliers (also known as Historically Underutilized Businesses or 'HUBs') as suppliers, contractors and subcontractors in contracting and procurement. The objective is to identify, align, strengthen, and connect with HUBs, to foster opportunities that result in a meaningful economic impact for and the communities in which we operate.

Our team is prepared to assist in identifying certified diverse suppliers for your department needs. Complete this request and provide any additional information or documents to facilitate providing diverse supplier recommendations.

7. Click the **Request Service** button on the right sidebar.

[Service Catalog](#) / [University Services](#) / [Supplier Diversity](#) / Diverse Supplier Request

## Diverse Supplier Request

[Procurement](#) • [Diverse](#) • [Supplier](#) • [Diversity](#)

**What is it?**

In accordance with FASOP-SDP-01, the Diverse Supplier Request enables Supplier Diversity to collaborate with University departments and efficiently 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 at: <https://www.lsu.edu/administration/ofa/supplierdiversity/findingdiversesuppliers.php>.

**Details**

Service ID: 649

➔ Request Service

➦ Share

★ Add to Favorites

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.

Title ⓘ  
Diverse Supplier Request

Requestor \* ⓘ ⓘ  
Tiffany Robinson

Acct/Dept \* ⓘ ⓘ  
LSUAM | Fin and Admin | Procurement and Property Management | CC00415

Contact Name (If different from Requestor)  
Start typing...

Contact Department (If different from Requestor)

Contact Email \*

Contact Phone Number \*


Please select the appropriate supplier group for the goods/services needed. \*  
Start typing...

Please provide a description of the goods/services needed (i.e. name of product/service, manufacturer/SKU, quantity etc.). \* ⓘ

Select the approximate total cost threshold range? \*  
Start typing...

Please include any special instructions or additional details below (Delivery Location (if other than BR), Licensing Requirements, Targeted HUB Classification, etc.).

- 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](#).

**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.

Supplier #1 - Supplier Name \*

Supplier #1 - Diverse Supplier? \*

Supplier #1 - Supplier Workday ID, if applicable

Supplier #1 - Mailing Address

Supplier #1 - City, State, Zip Code

Supplier #1 - Phone Number

Supplier #1 - Fax Number

Supplier #1 - Contact Person Name

Supplier #1 - Contact Email \*


Select Yes to enter information for Supplier #2

Select Yes to enter information for Supplier #3

Select Yes to enter information for Supplier #4

Select Yes to enter information for Supplier #5

Please attach any documentation to assist in identification of the goods/services (Specifications, Supplier Quote, or Descriptive Literature, etc).

  No file chosen

**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.