SEARCHING FOR SUPPLIERS & CERTIFICATIONS IN SUPPLIER.IO

- **1.** For Academic/Research Campuses: Log in to myLSU your credentials>Financial Services>Supplier.IO. *Note: Users must use LSU A&M credentials. Follow SSO steps to connect to the Explorer tool.*
- 2. For Health Sciences Campuses: In your web browser, go to <u>https://explorer.supplier.io/Login/sign_in to login to</u> <u>Supplier.IO</u>, Enter your email address. *Note: Users must* use *campus* specific credentials (i.e. HSCSC.edu, HSCS.edu etc).
- 3. Click Next button.



4. Once logged in, type the name of the supplier or type of item needed in the search bar. Note: The system will begin trying to match the keyword to Products & Services, Supplier Commodities or All Suppliers as shown below.

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- 5. From here you can take one of 2 actions:
 - a. Select the supplier name from the ۰ι. **ב**: ו list to go straight t
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Once on the appropriate supplier profile page, select the Certifications menu option. 6.

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Revenues	\$1M-10M	Executives		
Established	1974	GARY JOYNER garypjoy@lanehart.net		
Organizations Structure	Corporation			
Size Councils • SAM - System for Award Managem	SBE	Description Based out of Baton Rouge, LA LANEHART INC operates in the Pail s of \$1M-10M.	inting And Wall Covering Contractors. Established in 1974, the com	bany has about 51-200 employees and annual reven
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7. The supplier's available certification classification(s) data will be displayed. Note: If the supplier submitted physical copies of certifications to SIO or a self-certification form, PDF links will be displayed at the bottom of this page to view them.

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LSU adopted SIO's industry best practice of a "1-year grace period" where expired supplier certifications will remain visible on the supplier profile for one (1) year after the expiration date.

supplier.io Network

For suppliers registered in the "supplier.io Network," the management of expiring certificates (those with the above green indicator) is the responsibility of Supplier.IO. System generated notices are sent by SIO to the supplier 90-60-30 days prior to expiration.

Management of the expiring certificates for those suppliers without the "supplier.io Network" indicator is the responsibility of LSU Supplier Engagement (SEP). Email notices will be sent by SEP to the supplier 90-60-30 days prior to expiration.

Supplier records are electronically updated in Workday/Peoplesoft after a biannual certification data review and an assessment of manual submissions.