

Supplier Diversity Dashboard Tutorial

Our E-Procurement Total Supplier Manger portal collects the vendor's minority classification. You can use the Supplier Diversity Dashboard to find a supplier with a minority classification.

From the Home page on E-Procurement hover over Suppliers and then choose Supplier Management Home:

The screenshot displays the Pace University e-Procurement Marketplace interface. The top navigation bar includes links for Remote Assistance, Pace University, Pace Email, Pace Portal, Helpdesk, White Pages, ITS, IT Status, Timesheets, Blackboard, and R25 WebViewer. The main header features the Pace University logo and the text "e-Procurement Marketplace Work toward greatness." A left sidebar contains navigation options: Home, Shop, Documents, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. A blue arrow points to the "Suppliers" menu item. A dropdown menu is open for "Suppliers", showing sub-options: Manage Suppliers, Compliance, Communication, Requests, Performance, Import/Export, Configuration Settings, and Workflow Setup. A second blue arrow points to the "Supplier Management Home" option within the "Manage Suppliers" sub-menu. The main content area includes a search bar, a "Go to:" section with links for advanced search, favorites, forms, non-catalog form, quick order, and browse; a "Showcase Services/Links" section with tiles for Safeway Medical Solutions, Non-Catalog Order Form, Contract Director, and Enterprise Rent a Car; a "Peripherals/Photo/Office Supplies" section with tiles for B & H Photo Electronics and CDW Government, Incorporated; a "Medical/Science/Biological" section with tiles for Moore Medical Corp, Carolina Biological Supply, and Fisher Scientific; a "Maintenance/Repair/Operation" section with tiles for Grainger, Inc, Ferguson, and Wesco; and a "Media" section. A notice at the bottom left discusses compliance requirements, and a link for "Accounts Payable: Creating a Check Request" is visible. The URL at the bottom is https://solutions.sciquest.com/apps/Router/CustomerDashboard?tmstmp=1507103367577.

This opens the TSM Dashboard, find the Supplier Diversity Dashboard. Click on a minority classification:

Total Supplier Dashboard

- 50000 Total Available Suppliers
- 19076 My Organization's Suppliers
 - 16003 Active
 - 36 Diverse
 - 1424 Approved
 - 4 Rejected
- 1825 Total Supplier Registrations
 - 284 Invited
 - 105 In Progress
 - 1432 Profile Complete

Supplier Diversity Dashboard

Federal Diversity Classifications

- 8 Small Business Enterprise (SBE)
 - 0 8(a) Business Development Program (8a)
 - 0 HUBZone Small Business (HUBZ)
 - 1 Minority Owned Small Business (MOSB)
 - 0 Service-Disabled Veteran-Owned Small Business (SDVOSB)
 - 0 Small Disadvantaged Business (SDB)
 - 0 Veteran-Owned Small Business (VOSB)
 - 1 Woman-Owned Small Business (WOSB)
- 0 Disabled Person-Owned Business (DOBE)
- 0 Disabled Veteran Owned Business (DVBE)
- 0 HUBZone Enterprise (HUBZE)
- 1 Lesbian/Gay/Bisexual/Transgender Owned Business (LGBTB)
- 13 Minority Business Enterprise (MBE)
- 0 Veteran Owned Business (VBE)
- 16 Woman Business Enterprise (WBE)

Diversity Certification Dashboard

- 20 Current Certification
- 5 Expired Certification
- 0 Expires within 30 days

The suppliers in that classification will be listed. You can review their classification. Select a supplier:

Results Per Page: 200 | Sort by: Best Match

✓ Certified Languages International LLC (Certified Languages)	Type: <input type="checkbox"/>
Supplier Number: U00030768 Registration Status: Approved Registration Type: Company / Corporation	DUNS Number: 009636361 Diversity Classifications: <u>WBE</u>
✓ Claridge Products and Equipment Inc	Type: <input type="checkbox"/>
Supplier Number: U00241013 Registration Status: Approved Registration Type: Company / Corporation	DUNS Number: 006338099 Diversity Classifications: <u>WBE</u>
✓ Complete Book & Media Supply, LLC (Complete Book & Media Supply, LLC)	Type: <input checked="" type="checkbox"/> Preferences:
Supplier Number: U00895753 Registration Status: Approved Registration Type: Company / Corporation	DUNS Number: 010891187 Diversity Classifications: <u>MBE</u> , <u>WBE</u>
✓ GRR Cooling Experts Inc	Type: <input type="checkbox"/>
Supplier Number: U01234708 Registration Status: Approved Registration Type: Company / Corporation	DUNS Number: 005783367 Diversity Classifications: <u>WBE</u>
✓ Inkwell Global Marketing (Inkwell Global Marketing)	Type: <input type="checkbox"/>
Supplier Number: U00004761 Registration Status: Approved Registration Type: Company / Corporation	DUNS Number: 106534274 Diversity Classifications: <u>WBE</u>
✓ iSECURE, LLC	Type: <input type="checkbox"/>
Supplier Number: U01104613 Registration Status: Approved Registration Type: Company / Corporation	DUNS Number: 968642483 Diversity Classifications: <u>WBE</u>
✓ J.W.P Corp.	Type: <input type="checkbox"/>
Supplier Number: U01295132	DUNS Number: 969073159

When your supplier profile opens, click on the “Diversity” link and choose General:

PACE UNIVERSITY e-Procurement Marketplace
Work toward greatness.

Suppliers > Manage Suppliers > Search for a Supplier > Supplier Profile - Complete Book & Media Supply, LLC

Search Results 3 of 16 Results

Complete Book & Media Supply, LLC

Supplier Number: U00895753
Registration Status: Approved
Registration Type: Company / Corporation

Supplier 360

- About
- Supplier 360**
- Summary
- General**
- Additional Information
- Supplier Classes
- System Settings
- Contacts and Locations
- Diversity
 - General**
 - Additional Information
- Workflow and Review
- Performance
- Legal and Compliance
- Accounts Payable
- eProcurement

View Supplier Registration

View History
View Email Logs

Supplier 360

Supplier Details

In Network
Active
PunchOut Supplier

Complete Book & Media Supply, LLC

www.completebook.com

Legal Name	Complete Book & Media S...
DBA	Complete Book & Media S...
Aliases	-
Supplier No.	U00895753
3rd Party Ref No.	-
Date of Last Order	10/2/2017
Diversity	MBE, WBE
Registration Status	Approved

Business Description
There is no business description available for this supplier.

Internal Notes

There are no Internal Notes to display.

Supplier Spend: Requisition (YTD)

Total Requisition Spend: 14,146.10 USD

Jul 1, 2017 - Oct 3, 2017 compared to Jul 1, 2016 - Oct 3, 2016

Period	Spend (USD)	Number of Requisitions
Jul 1, 2017 - Oct 3, 2017	14,146.10	~4,500
Jul 1, 2016 - Oct 3, 2016	~4,000	~3,500

RSS Feed

No RSS feed is configured.

This opens their profile information for their Diversity classification. It will list the classes they have registered under with a NYS, NYC, or other authorized or recognized organization. Select a Diversity class, and click on the download button to review their certification.

The screenshot shows the PACE University e-Procurement Marketplace interface. The header includes the PACE UNIVERSITY logo and the text "e-Procurement Marketplace" and "Work toward greatness." The breadcrumb trail is: Suppliers > Manage Suppliers > Search for a Supplier > Supplier Profile - Complete Book & Media Supply, LLC. The page title is "Search Results" with "3 of 16 Results" displayed. The main content area is titled "Complete Book & Media Supply, LLC" and includes a sidebar with navigation options: About, Contacts and Locations, Diversity, General (selected), Additional Information, Workflow and Review, Performance, Legal and Compliance, Accounts Payable, and eProcurement. The "General" section is expanded, showing "Supplier Number: U00895753", "Registration Status: Approved", and "Registration Type: Company / Corporation". A blue arrow points from the "General" menu item to the "Diversity: General" section. The "Diversity: General" section contains a message: "Information provided in this profile indicates that this supplier qualifies as a Small Business Enterprise (SBE) as defined by the U.S. Small Business Administration; however, no Small Business Enterprise diversity classifications have been assigned." Below this message is a button "Add a Diversity Classification". A "Select a Diversity" dropdown menu is open, showing options: "Minority Business Enterprise (MBE) Southwest Minority Supplier Development Council - 2018" and "Woman Business Enterprise (WBE)". The "Diversity Information" section is also open, showing: "Diversity Name: Minority Business Enterprise (MBE)", "Ethnicity: Asian Indian American", "Are you certified by a certifying agency? Yes (selected), No", "Certification Type: NMSDC", "Certifying Agency: Southwest Minority Supplier Development Council", "Expiration Date: 07/07/2018", and "Certification Number: AU01459". Below the certification number is an "Upload Certificate" section with a "Select file" button and a file upload area containing a file named "2017 Cert" with a download icon and a close button. A blue arrow points from the download icon to the "2017 Cert" file. At the bottom of the "Diversity Information" section are "Save" and "Delete" buttons.