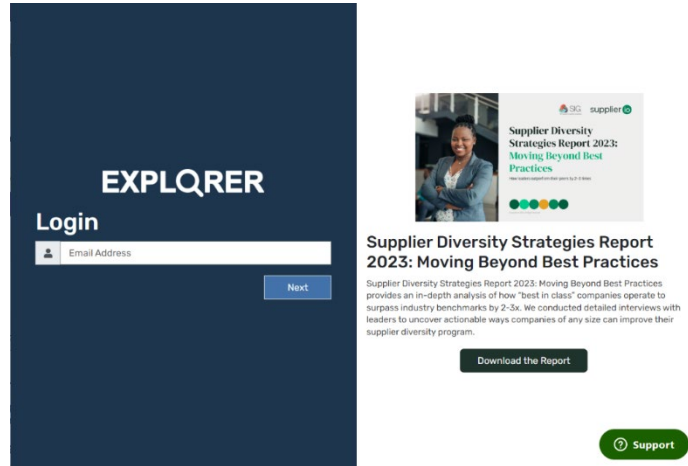
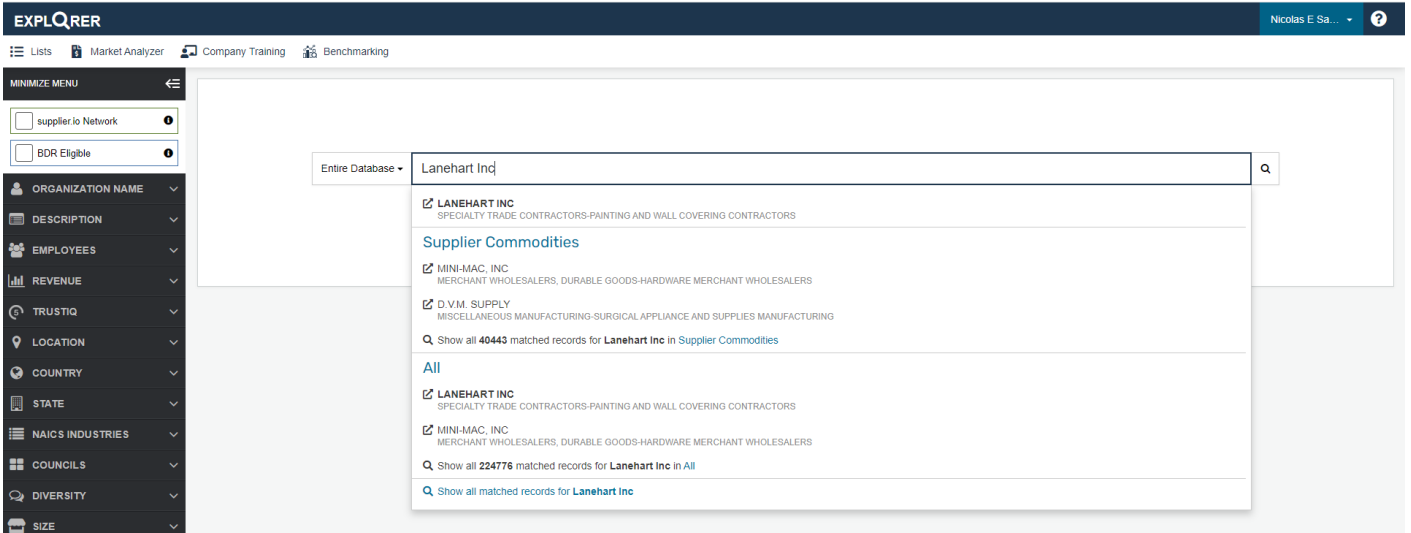
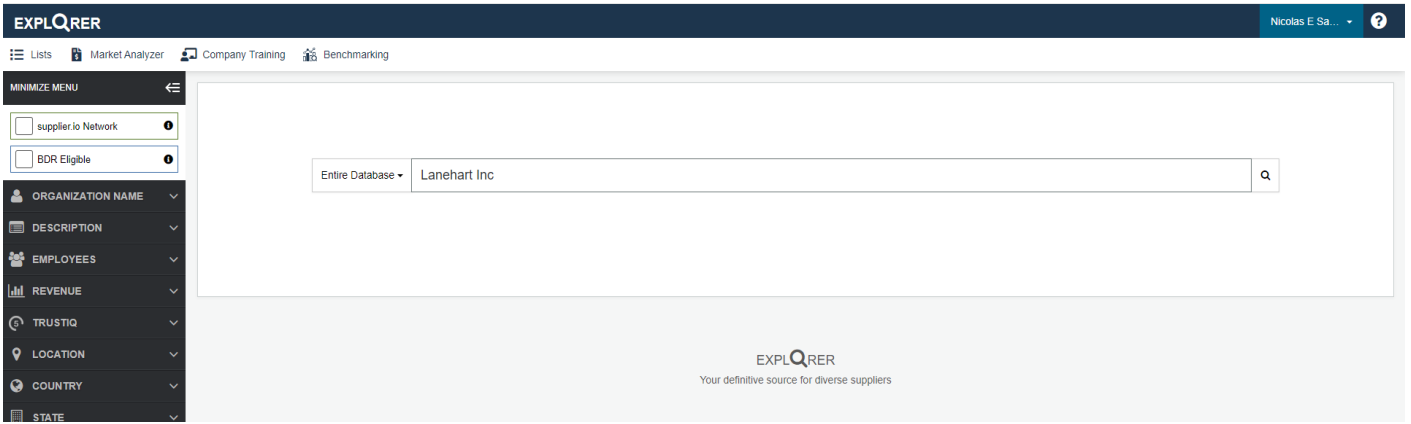


SEARCHING FOR SUPPLIERS & CERTIFICATIONS IN SUPPLIER.IO

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 [https://explorer.supplier.io/Login/sign_in_to_login_to Supplier.IO](https://explorer.supplier.io/Login/sign_in_to_login_to_Supplier.IO), Enter your email address. *Note: Users must use campus specific credentials (i.e. HSCSC.edu, HSCS.edu etc).*
3. Click Next button.

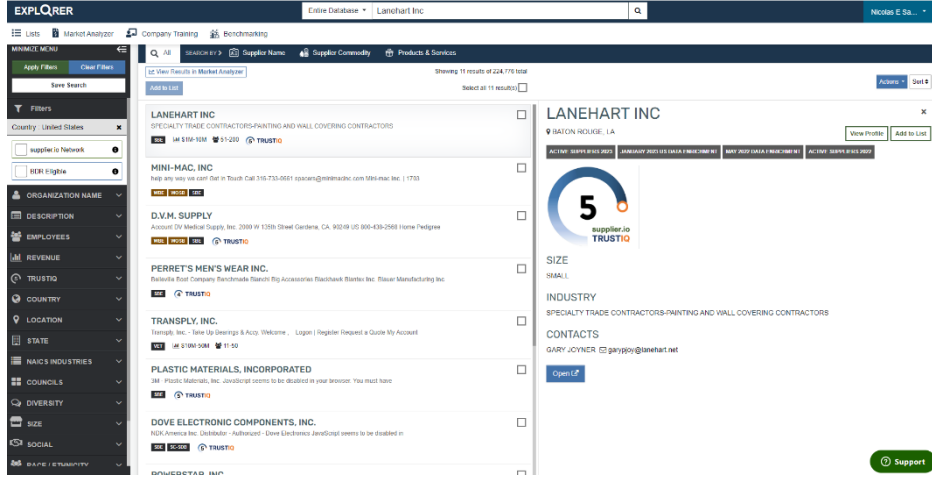
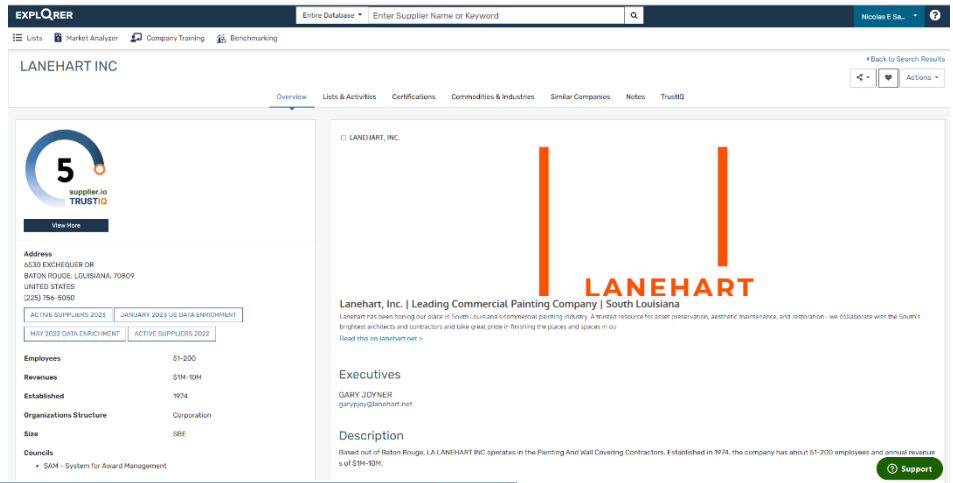


4. Once logged in, type the name of the supplier or type of item needed in the search bar. *Note: The system will begin trying to match the keyword to Products & Services, Supplier Commodities or All Suppliers as shown below.*

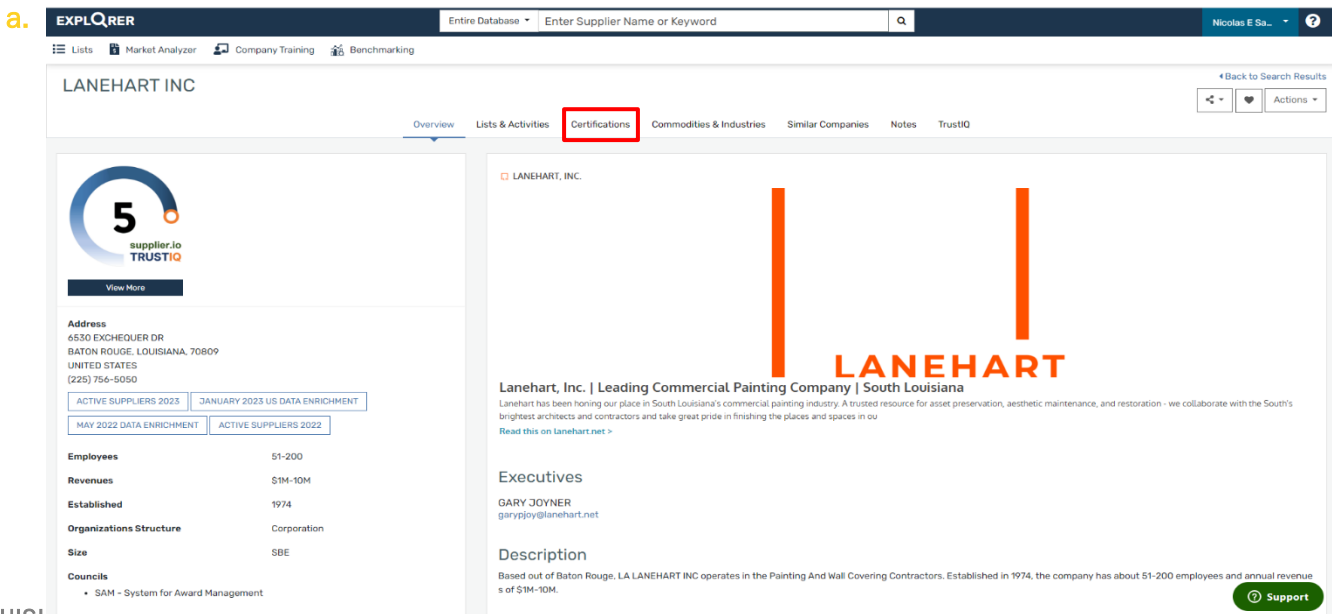


5. From here you can take one of 2 actions:

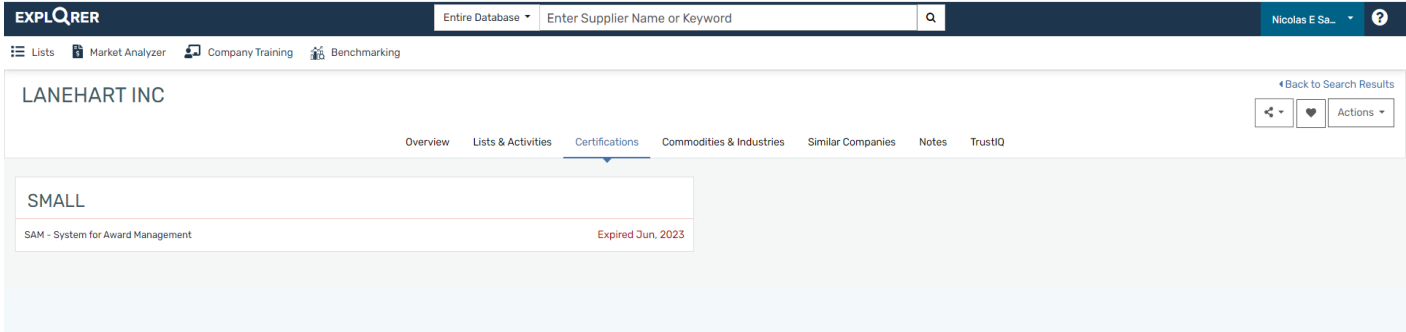
- a. Select the supplier name from the list to go straight to the profile
- b. Click the magnifying glass to view all possible matches based on the keyword by the supplier's registered commodities or all of the system



6. Once on the appropriate supplier profile page, select the **Certifications** menu option.



- 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.*



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.

