Active Supplier Search

Use Workday to search for active ASU small and diverse suppliers by completing the following steps:

1. Use the top search bar in Workday to look up the ASU Active Supplier report.

2. Click on ASU Active Supplier with Categories and Classifications.
   a. This search can be filtered based on your needs, such as supplier category and specific suppliers, or you can select multiple criteria functions.
   b. You can leave the small business check boxes blank to see all active suppliers and their classifications – small, large and diverse. Use the checkboxes to limit results to small businesses.

3. The search will display information about the supplier’s classifications.
   a. In the Small Business (AZ Defined) column, you can see if the business is defined as an Arizona small business.
      www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/41/01001.htm
   b. In the Federal Classification Size column, you can see if the business is defined as a federal small business.
      www.ecfr.gov/current/title-13/chapter-I/part-121
   c. In the Federal Classification Type column, you can see if a business is registered as a diverse business.
      www.sba.gov/federal-contracting/contracting-assistance-programs/small-disadvantaged-business

4. To filter by Small Business (AZ Defined), Federal Classification Size or Federal Classification Type, click on the top bar to see search filter options.