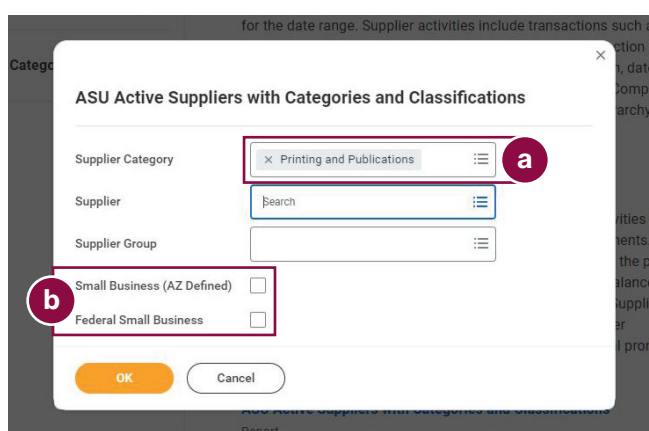


## Active Supplier Search

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](http://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](http://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](http://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.

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| Supplier                              | Supplier Name                         | Supplier Category         | Supplier Group                             | Small Business (AZ Defined) | Federal Classification Size       | Federal Classification Type                            | Default Address   | Default Phone Number |
|---------------------------------------|---------------------------------------|---------------------------|--|-----------------------------|-----------------------------------|--|---|----------------------|
| Zyante Inc                            | Zyante Inc                            | Printing and Publications |  | No                          | Sort Ascending<br>Sort Descending |  | dba zyBooks<br>54 N Central Ave<br>Campbell, CA 95008<br>United States of America |                      |
| XUNHASABA                             | XUNHASABA                             | Printing and Publications | Foreign Entity<br>Library Alma Integration |                             | Filter Condition *                |  | 32 Hai Ba Trung St<br>Hoan Kiem<br>Hà Nội<br>Vietnam                              | +84 (24) 38260382    |
| Wrestling Insider<br>Newsmagazine     | Wrestling Insider<br>Newsmagazine     | Printing and Publications |  | Yes                         | Value *                           | Small Business as Defined by<br>the Federal Government | dba WIN Magazine<br>PO Box 194<br>Newton, IA 50208<br>United States of America    | +1 (888) 3050606     |
| World Scientific Publishing Co<br>Inc | World Scientific Publishing Co<br>Inc | Printing and Publications | Library Alma Integration                   | No                          |                                   |  | 27 Warren St Ste 401-402<br>Hackensack, NJ 07601<br>United States of America      | +1 (760) 5194153     |
| Woorburn Press LLC                    | Woorburn Press LLC                    | Printing and Publications |  | Yes                         | Small Business as Defined by      | Not Applicable   | 4051 8th Ave  | +1 (888) 2851502     |