

## Workday Active Supplier Search

## Use Workday to search for active ASU small business suppliers by completing the following steps:

I. 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. Use the checkboxes to limit results to small businesses.

Supplier Category	× Printing and Publications	= a
Supplier	ßearch	
Supplier Group		
Small Business (AZ Defin	ed)	
Federal Small Business		

- 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 meets qualifications in accordance with:

www.sba.gov/federal-contracting/contracting-assistance-programs/small-disadvantagedbusiness

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
yante Inc	Zyante Inc	Printing and Publications		No	↑ Sort Ascending ↓ Sort Descending		dba zyBooks 54 N Central Ave Campbell, CA 95008 United States of America	
UNHASABA	XUNHASABA	Printing and Publications	Foreign Entity Library Alma Integration		Filter Condition *	×	32 Hai Ba Trung St Hoan Kiem Hâ Nội Vietnam	+84 (24) 38260382
Irestling insider Iewsmagazine	Wrestling Insider Newsmagazine	Printing and Publications		Yes	Value * × Small Business as Defined by the Federal Government		dba WIN Magazine PO Box 194 Newton, IA 50208 United States of America	+1 (888) 3050606
lorld Scientific Publishing Co Ic	World Scientific Publishing Co Inc	Printing and Publications	Library Alma Integration	No	Filter		27 Warren St Ste 401-402 Hackensack, NJ 07601 United States of America	+1 (760) 5194153
foodhum Press II C	Woodburn Press LLC	Printing and Publications		Ves	Small Rusiness as Defined hy	Not Applicable	405 Littell Ave	+1 (888) 2851502