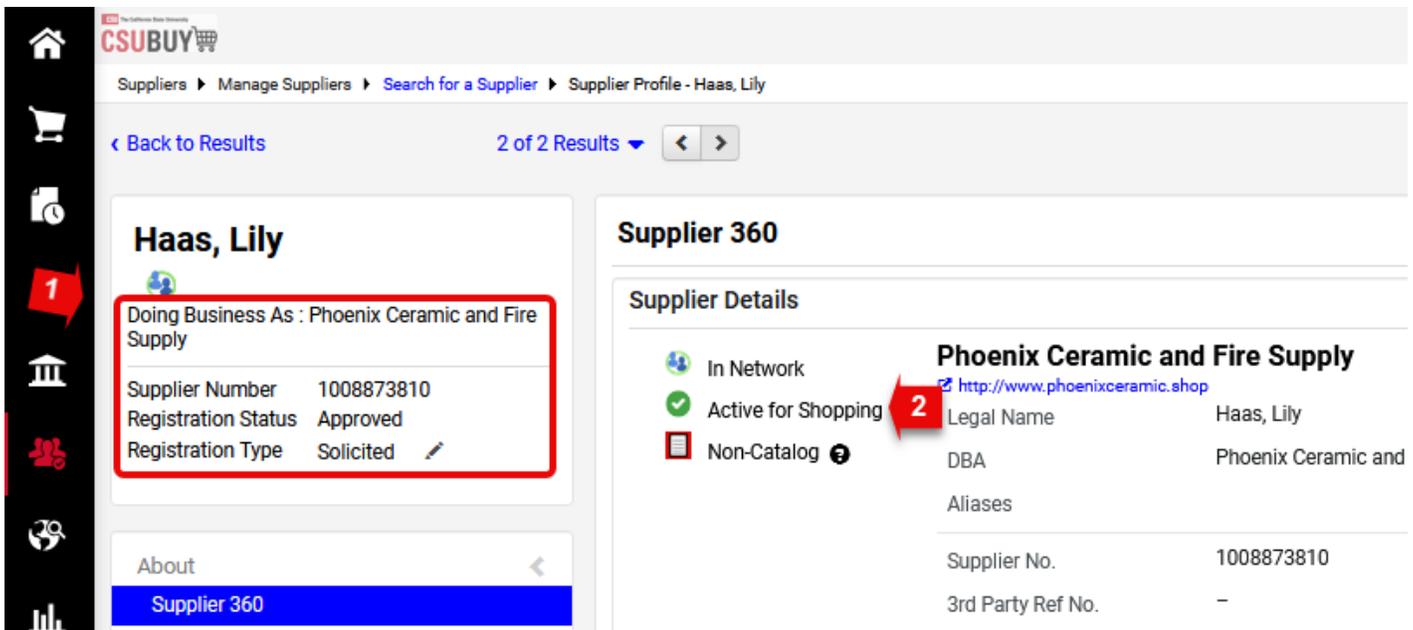


Navigating a Supplier Profile

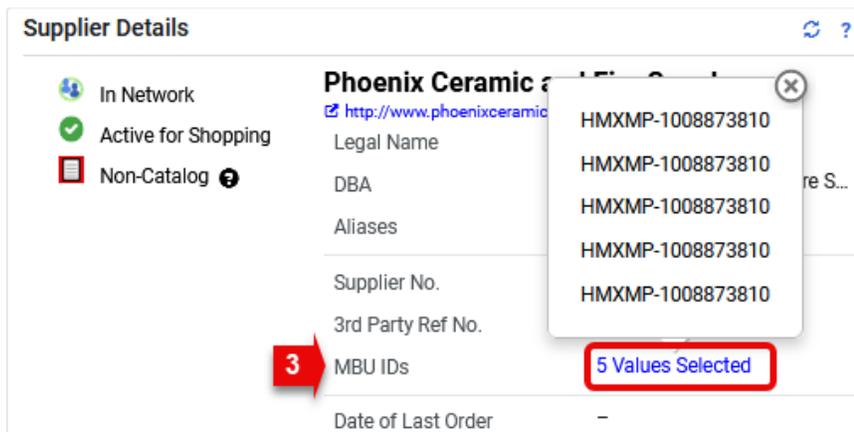
To view a supplier's profile in P2P, search for the supplier in the P2P Supplier Search and click on their name in the search results.

The Supplier 360 tab shows the following information:

1. The supplier's legal name, Doing Business As (DBA) name, supplier ID number, and registration status are displayed on the left side of the screen. Note that suppliers can be searched in the Supplier Search by their legal name and DBA.
2. Active/inactive status displays further toward the center of the screen, under Supplier Details.



3. MBU IDs, also shown under Supplier Details, indicate which campuses and business units the supplier is set up for. Click the number of values selected to view the supplier's MBU IDs. HMXMP will display 5 times if the supplier is set up for all 5 Humboldt business units.



QUICK REFERENCE GUIDE

4. **NAICS** and **Commodity Codes** are shown on the right side of the screen. NAICS codes are general classifications that describe the supplier's industry or business sector; commodity codes are more specific codes for the various products and services the supplier offers.

Note that NAICS codes and commodity codes are useful for differentiating between suppliers with similar names, as shown below with Dell and Dell Financial Services LLC. You can also scroll down to the bottom of the Supplier Details box to view the supplier's **Business Description** (short description of the supplier and/or the services they offer), as shown on the next page.

The screenshot shows the 'Supplier Details' and 'Products and Services' panels for the supplier 'Dell'. In the 'Supplier Details' panel, the name 'Dell' is highlighted with a red box. The 'Products and Services' panel shows 'NAICS Codes' with '334111 - Electronic Computer Manufacturing' highlighted in red. Below it, a list of 'Commodity Codes' is shown, with '115001 (IT Accessories/Supplies)', '115002 (IT Hardware)', '115003 (IT Hardware Maintenance)', '115004 (IT Software)', '115005 (IT Software Maintenance)', and '140001 (Computer Lease/Rental)' all highlighted in red.

| Supplier Details | Products and Services |
|---|---|
| Dell Legal Name: Dell DBA: Dell Supplier No.: 0004050097 3rd Party Ref No.: - MBU IDs: 10 Values Selected Date of Last Order: 5/23/2024 Registration Status: Approved | NAICS Codes Primary: 334111 - Electronic Computer Manufacturing Secondary: No Secondary NAICS Codes Selected Commodity Codes 115001 (IT Accessories/Supplies) 115002 (IT Hardware) 115003 (IT Hardware Maintenance) 115004 (IT Software) 115005 (IT Software Maintenance) 140001 (Computer Lease/Rental) |

The screenshot shows the 'Supplier Details' and 'Products and Services' panels for the supplier 'Dell Financial Services LLC'. In the 'Supplier Details' panel, the name 'Dell Financial Services LLC' is highlighted with a red box. The 'Products and Services' panel shows 'NAICS Codes' with '522220 - Sales Financing' and '532420 - Office Machinery and Equipment Rental and Leasing' highlighted in red. Below it, a list of 'Commodity Codes' is shown, with '140001 (Computer Lease/Rental)' and '140002 (Equipment Lease/Rental)' highlighted in red. A 'Business Description' is visible at the bottom of the 'Supplier Details' panel.

| Supplier Details | Products and Services |
|--|---|
| Dell Financial Services LLC Legal Name: Dell Financial Services LLC DBA: Dell Financial Services LLC Supplier No.: 0019572070 3rd Party Ref No.: - MBU IDs: 10 Values Selected Date of Last Order: 5/6/2024 Registration Status: Approved Business Description DFS is a dedicated financial services entity focused on the financial and technology management needs of Dell's customers. Obtaining technology is only the beginning. DFS | NAICS Codes Primary: 522220 - Sales Financing Secondary: 532420 - Office Machinery and Equipment Rental and Leasing Commodity Codes 140001 (Computer Lease/Rental) 140002 (Equipment Lease/Rental) |

QUICK REFERENCE GUIDE

Supplier Details

ACTIVE
PunchOut Supplier

| | |
|---------------------|--------------------|
| Legal Name | Dell |
| DBA | Dell |
| Aliases | |
| Supplier No. | 0004050097 |
| 3rd Party Ref No. | - |
| MBU IDs | 10 Values Selected |
| Date of Last Order | 5/23/2024 |
| Registration Status | Approved |

Business Description
Computers

Summary Tag

The **Summary** tab shows the supplier's classes and contact email address. A legend of supplier class icons is provided on the final page of this guide.

Bell, Lora Lee

Doing Business As : Paradise Balloon Designs

| | |
|---------------------|------------|
| Supplier Number | 1007750794 |
| Registration Status | Approved |
| Registration Type | Solicited |

About
Supplier 360
Summary
General
Additional Information
Supplier Classes
System Settings
Contacts and Locations
Workflow and Review
Legal and Compliance

Summary

General Supplier Information

| | |
|------------------------------|---|
| Supplier Name | Bell, Lora Lee |
| Doing Business As (DBA) | Paradise Balloon Designs |
| JAGGAER Indirect Supplier ID | 1007750794 |
| Contract Party Types | Supplier |
| Supplier Number | 1007750794 |
| Business Unit Vendor Id(s) | 5 Values Assigned. |
| Active for Shopping | ✓ |
| Supplier Classes |      |
| Order Acknowledgment | ✗ |
| Advanced Ship Notice | ✗ |
| e-Invoicing (CXML Invoicing) | ✗ |
| Portal Invoicing | ✓ |

Supplier Registration Information

| | |
|--------------------|--|
| Date Registered | 9/5/2023 1:17 PM |
| Invitation Sent to | paradiseballoondesigns@gmail.com on 8/14/2023 12:19 PM |
| Invitation Sent by | Bryan Grushcow on 8/14/2023 12:19 PM |
| Last Updated | 5/9/2024 11:35 AM |

Registration Workflow

To view registration workflow, navigate to Workflow and Review > Supplier Registration Workflow. The last step in the flowchart with a green checkmark is the last step that has been completed.

The screenshot displays a user interface for a supplier profile and a registration workflow. On the left, a sidebar menu is visible with a red circle containing the number '2' next to the 'Supplier Registration Workflow' option. The main content area is divided into two sections. The top section, titled 'Bell, Lora Lee', shows the supplier's details: 'Doing Business As : Paradise Balloon Designs', 'Supplier Number 1007750794', 'Registration Status Approved', and 'Registration Type Solicited'. Below this is a navigation menu with 'Supplier Registration Workflow' selected. The bottom section, titled 'Supplier Registration Workflow', shows a flowchart with four steps: 'Submitted' (9/5/2023 5:24 PM), 'OFAC Check' (Completed with a green checkmark and a red box around it), 'Send to GIACT' (Completed with a green checkmark), 'GIACT Results Review' (Notification Sent), and 'TIN Valid' (Com). A red arrow points to the 'OFAC Check' step.

Supplier Class Legend

See legend below for the various supplier class icons that may appear on the Summary tab of a supplier's profile

| Icon | Supplier Class |
|---|--|
|  | Preferred Supplier |
|  | ACH Supplier |
|  | CA Supplier |
|  | Certified Service Disabled Veteran Owned Small Business (DBVE) |
|  | Certified Veteran Owned Small Business |
|  | Check Supplier |
|  | Foreign Supplier |
|  | Independent Contractor |
|  | Insurance Provided |
|  | Non-Resident Withholding |
|  | Nonresident Alien Withholding |
|  | Wire Transfer Supplier |
|  | Withholding Applicable |