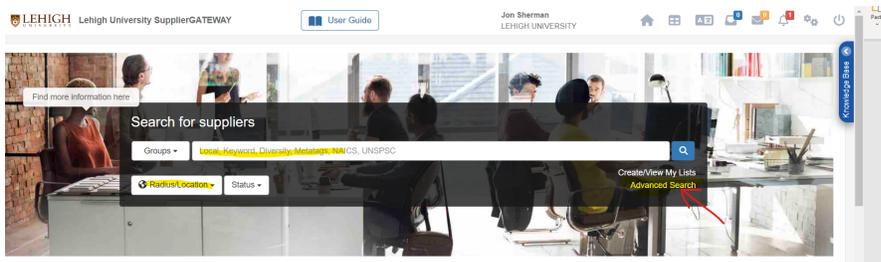# SupplierGateway – Supplier Search Instructions

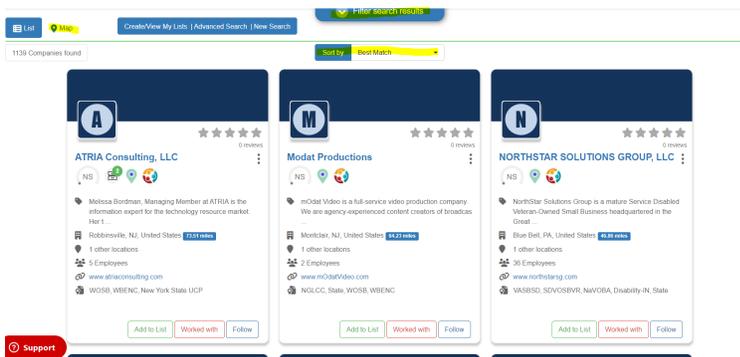To begin, visit: [SupplierGateway](#) and login with your Lehigh SSO

To perform a search for a supplier, enter a keyword(s) into the search bar. For example, if you are looking for an advertising company simply type in "advertising."

You can also narrow your search by radius by clicking the radius/location drop down box to enter more specific location detail.
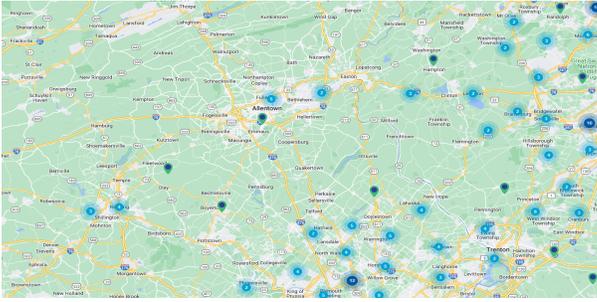

If you would like a more advanced search (UNSPSC or NAICS codes, demographics, certification types, etc.) click on 'Advanced Search'. (If you know the company name you are searching for, click Advanced Search to search specifically for that company as well).
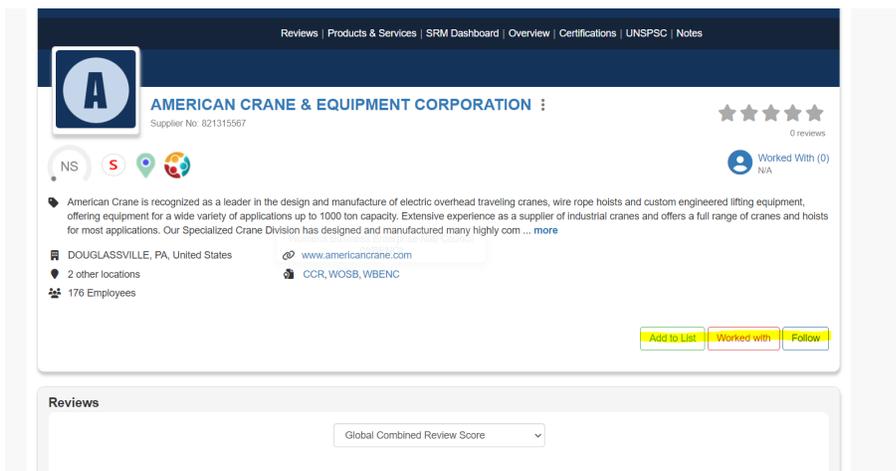
Returned results will appear. From here you can view in list form or click "Map" to view in map form to see the location of searched companies on a map. You can filter your search results by clicking "Filter Search Results". Companies that appear show a brief summary/description, where they are located, number of employees, website, and types of certifications they hold:

Map View:

You can then click on a company's profile to view additional info, contact info, reviews, certifications, etc. You can also add them to a personal list or follow the company and save their information for a later time. You can also enter any notes you'd like to add about the company in the "Notes" section.

Once you find a suitable supplier, please use their contact information to reach out or contact Purchasing to help acquire more information from the vendor. For additional information or questions, please visit Lehigh's Supplier Diversity [Webpage](#) or email insupdiv@lehigh.edu

Tips & Tricks: Supplier Searches

Required Fields - There are certain fields that must be provided with each supplier search. At minimum, you should include keywords for the companies that you are looking for.

- Keyword Search- This includes an industry name or any word that would be associated with your search

Recommended Fields - For best results, select criteria based upon business classification, industry and location.

- Classification - Use this to select diverse business owners based upon your selection
- Address, City, Country - makes it easier to match your suppliers

Supplier engagement - SupplierGateway can automatically connect with suppliers across various industries, locations, classification and diversity backgrounds. For the best results, start with one feature and search and then narrow your selection based upon what is important to you.

- Primary NAICS - Select the NAICS code as a filter option get selections based upon industry
- Location- Select the location of where you would like to see your companies (this can be as broad as city and state OR as specific as a zip code using the local search feature)
- Category-this attribute selects a specifics commodity to search

For more information on how to search for suppliers, please visit the SupplierGateway User Guide on the Home screen.