

**FAQ**

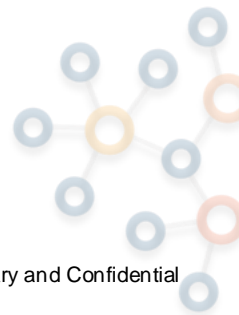


# **Explorer Professional:**

Subscription Features

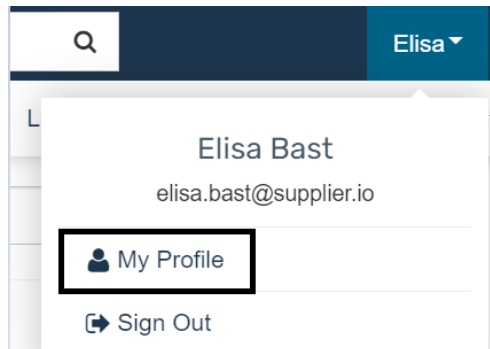


**supplier.io**



## Email Subscriptions

Option to choose 3 email subscriptions within the explorer platform. This can be found under the user 'My Profile' section under the username in the top right-hand corner of the screen.



### ✉ Email Subscriptions

- Monthly Supplier Diversity Dashboard**  
Sent once a month with latest status on your company's diverse suppliers
- Updates on my suppliers**  
Status changes on suppliers you follow
- Monthly Usage Stats**  
Sent once a month of usage stats like searches conducted, suppliers & commodities viewed, reports viewed, evaluations completed etc.

## Monthly Supplier Diversity Dashboard:

- Monthly Supplier Diversity Dashboard**  
Sent once a month with latest status on your company's diverse suppliers

This email is triggered when only 1st option (Monthly Supplier Diversity Dashboard) is selected from the profile notifications options.

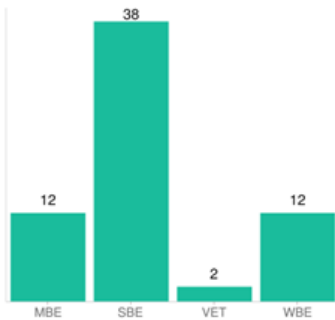
**APRIL SUPPLIER DIVERSITY UPDATE**

Hi Simona,

Here is the monthly update on your diverse suppliers. This month you have **45** suppliers with expiring certifications. Additionally, **16** have not updated their certifications in more than 12 months, and will no longer be available as diverse suppliers in Explorer per VISA requirements.

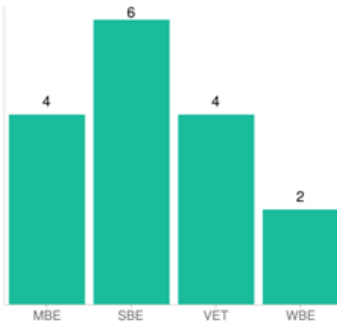
**Supplier Expirations**

These suppliers' certifications have expired in the past month. Suppliers must renew their certifications within 12 month.



**No Renewals**

These suppliers have not renewed their certification 12 months after expiration



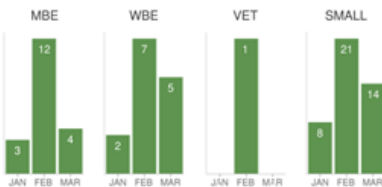
**Upcoming Expirations**

These suppliers have will lose their certifications in 3 months



**Suppliers at Risk**

These suppliers will not be considered diverse if they do not renew their certifications.



There are updates for additional suppliers that you follow. View the complete report for details.

[View Complete Report](#)

This email was sent from [supplier.io](#) based on the preferences set in your profile. If you would like to unsubscribe from this email, [change the settings](#) for your account on Explorer.

## Updates on My Suppliers:

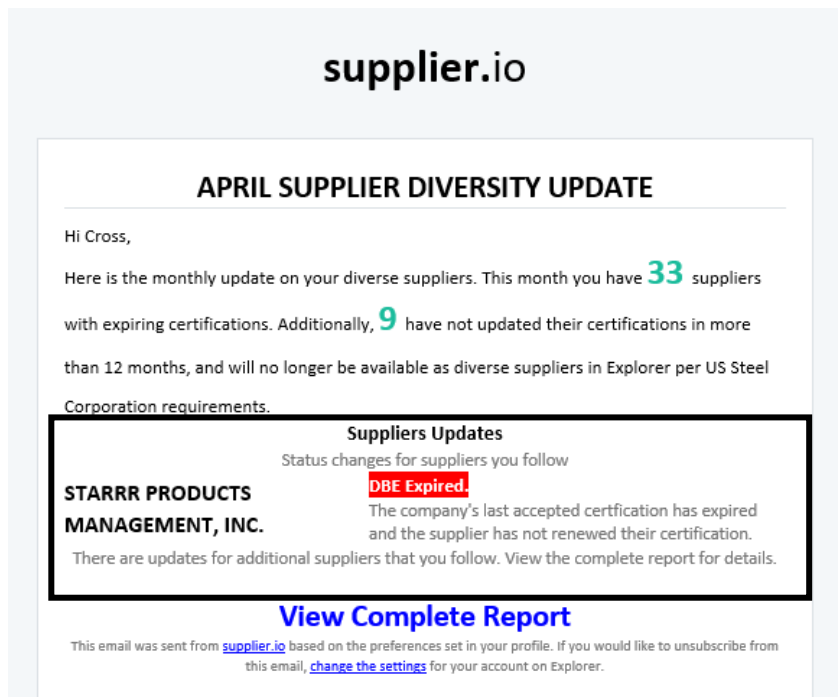
Used for tracking key suppliers. Opting into the 'Updates on my suppliers' will trigger emails sent monthly on suppliers followed.

### Updates on my suppliers

Status changes on suppliers you follow



This email is triggered when only 2nd option, Updates on my suppliers is selected from the profile notifications options.



Any suppliers that are being followed, will be listed in the email. Only suppliers with expired certifications will be listed under the 'Suppliers Updates' Section.

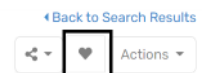
## Following Suppliers:

To follow a supplier, simply click the 'Heart' icon below.

NORTH ADRIAN'S COLLEGE OF BEAUTY, INC.

Also does business as: NORTH ADRIAN BEAUTY COLLEGE

[Overview](#) [Lists & Activities](#) [Certifications](#) [Commodities & Industries](#) [Similar Companies](#) [Evaluations](#) [Notes](#)

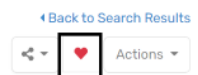


### Following:

NORTH ADRIAN'S COLLEGE OF BEAUTY, INC.

Also does business as: NORTH ADRIAN BEAUTY COLLEGE

[Overview](#) [Lists & Activities](#) [Certifications](#) [Commodities & Industries](#) [Similar Companies](#) [Evaluations](#) [Notes](#)



Any time a supplier is being followed; they will automatically be added to your "My Suppliers" list:

My Lists	Supplier Lists	Saved Search
<b>My Lists</b> Lists of suppliers to track your sourcing projects		
Name	Suppliers	Actions
My Suppliers 🐾	5	<a href="#">View</a> <a href="#">Download</a>

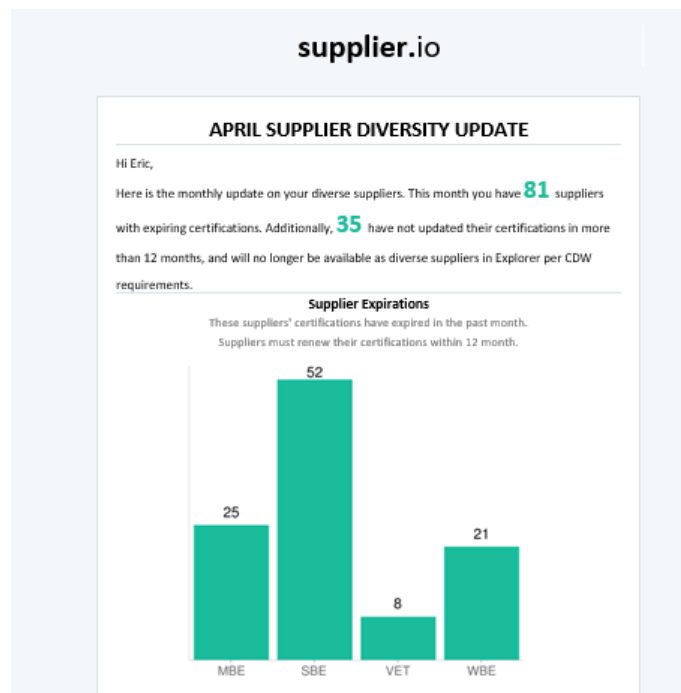
Only suppliers that you follow, will be added to this list. For any suppliers that have expired certifications within the 'My Suppliers' list and email notification will be sent monthly.

## Monthly Supplier Diversity Dashboard & Updates on My Suppliers:

If both options below are selected, only one email will be sent each month. One consolidated email will be provided including the Diversity Dashboard and Followed Supplier updates.

<input checked="" type="checkbox"/> Email Subscriptions	<b>Monthly Supplier Diversity Dashboard</b> Sent once a month with latest status on your company's diverse suppliers	<input checked="" type="checkbox"/>
	<b>Updates on my suppliers</b> Status changes on suppliers you follow	<input checked="" type="checkbox"/>

The below email is triggered when both the options are enabled from the profile notifications options.





## Monthly Usage Stats:

Provides a list of all searches, reports, suppliers viewed the individual user. This report will be provided once a month.

### Monthly Usage Stats

Sent once a month of usage stats like searches conducted, suppliers & commodities viewed, reports viewed, evaluations completed etc.



Below is the email you will receive each month if opting into the money usage stats:

## Your Monthly Usage Stats Update

Dear SupplierIO ,

Here are your april stats for Supplier Explorer.



You have conducted 1028 searches.



You have viewed 13 reports.



You have viewed 170 suppliers.

### TOPMOST COMMONLY VIEWED COMMODITIES

- 1. ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES - 541611**
- 2. OTHER COMPUTER RELATED SERVICES - 541519**
- 3. DATA PROCESSING, HOSTING, AND RELATED SERVICES - 518210**

This email was sent from supplier.io based on the preferences set in your profile. If you would like to unsubscribe from this email, [change the settings](#) for your account on Explorer.

## Saved Search Subscription: Bell Icon

Only available to clients that have Supplier Registration. If a user wishes to be notified via email each time a newly registered supplier is added and meets the criteria of the Saved Search, they need to click on the 'Bell' icon below.

My Lists   Supplier Lists   **Saved Search**

**Saved Search** Lists of suppliers to track your sourcing projects

Name

Actions

LGBT Owned


[View](#) [Download](#) [Share](#) [Delete](#) 

Once opted into, the icon will appear like the below:

My Lists   Supplier Lists   Saved Search

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**Saved Search** Lists of suppliers to track your sourcing projects

Name	Actions
LGBT Owned	<a href="#">View</a> <a href="#">Download</a> <a href="#">Share</a> <a href="#">Delete</a> 

### Email Notification:

Sent anytime a new supplier registration is added to your saved search.

**We have received a new supplier registration in your HealthDownload saved search.**

**Company Information**

**Company:** LEO EVENTS (KING EVENT COMPANIES, LLC)

**Company Description:** LEO Events is an award-winning, Certified Woman-Owned Business, combining the experience, stability, and perspective of a legacy agency with the enthusiasm and agility of a startup. With more than 60 full-time staffers in three offices (Memphis, Chattanooga, and Nashville), we have the resources, tools, processes, and people-power to create, manage, and produce dozens of projects simultaneously. Our roots in hospitality have infused our company with unparalleled customer service and constant commitment to client satisfaction. You will not find a more collaborative, communicative partner. Most weeks, we are executing multiple events in numerous locations. Total transparency drives our every effort. We have always considered everyone we work with to be a part of our family and each of these people deserves to know what is going on behind the scenes. As the ways in which we gather, connect, and communicate continue to change, so does LEO. While our deepest expertise lies in the design and production of large, live brand events, our investments in digital and strategic communications have only strengthened our abilities. When the pandemic struck in 2020, we acted quickly to augment our capabilities and expand our services with new solutions in Strategy, Virtual, and Hybrid events. Today, we have everything you need to effectively engage today's audience in any location. Our digital solutions include a proprietary virtual event platform (powered by Eventfinty), four in-house streaming studios, and cutting-edge XR, LED, and remote studio design and production capabilities, to make just about anything happen.

**Ownership:**

- SBE
- WBE

**Employees:** 100

**Revenues:** 6000000

[View Complete Profile](#)



## Support:

Have additional questions? Click the Support tab at the bottom of any page to contact Support directly. Access the Knowledgebase by clicking the magnifying glass icon and type keywords to search for articles. If you can't find the answer to your question, click Contact Us where one of our support professionals will address your specific inquiry.

