If you have verified that the supplier you are looking for is not already in UShop, you have the option of activating them through CIS.

How To Activate a CIS Supplier in UShop:

A. Go to **Vendor Search** on the CIS Employee page

![Vendor Search](image)

B. On the Vendor Search page:

1. Select **Contains** in the dropdown menu by the Vendor Name.
2. Type in the name/partial name of the supplier.
3. Click on **Vendor Search**.
C. A list of Vendors containing the name you typed will display.

After you identify the supplier you need, look at the vendor status:

1. **Enabled:** This supplier is ready for ordering in UShop!

2. **Inactive:** Please login to UShop and use the Non-Catalog Form and enter the New Supplier details.

3. **Reviewed:** This most likely means that this supplier has chosen not to be enabled in UShop and prefers to do their business via credit card only.

   Check the *PCard Only Supplier List* found in the My Resources section of the shopping Dashboard (see below) to see if this supplier is listed.

4. **Active:** Click on the red Activate link and follow the prompts to request activation.

   * PCard Only Supplier List:


D. If your supplier is not found in CIS Vendor Search, click here to submit your request to UShop.

For additional methods, see the New Supplier Request How-to in the UShop Training Materials.