There are multiple ways to request a New Supplier in UShop, as outlined below. With each method, please provide at least the **company name and email address**, and as much of the following information as you have available:

W-9 Form; contact name; physical address; remit address; phone number; and whether this company a Small Business, Woman Owned, Veteran Owned, Minority Owned, Service Disable Veteran Owned, or a HUB Zone Business.

On the home Shopping Dashboard, several of the Forms provide the opportunity to request a New Supplier, see highlighted forms below. The function of requesting a New Supplier is the same on each of these forms.  

(Note: the Central Administration Payments Form and the Print & Carry Form each have a dropdown list of specific suppliers. The Change Order Request is for existing POs which already specify a supplier.)

Each of the forms highlighted above contain a required "Enter Supplier" field.

To populate this field, start typing the name of the supplier.
If the supplier is not yet enabled in UShop, the system will give the message, "Try searching again". This lets you know that you must request a New Supplier. You may do this in one of two ways.

1. First, you may search for the supplier in the existing People Soft vendors using the Vendor Search web app in CIS.
   a. Click on the Vendor Search link found in the instructions above the Enter Supplier field.
   b. This brings you to the Vendor Search page in CIS.
      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.
   1 - Identify the supplier you need.
   2 - If the status is "Inactive", please go back to the Form and enter the New Supplier Details mentioned below in # 2.a.
   3 - If you see a blue "Reviewed" button, this most likely means that this supplier has opted not to be enabled in UShop and 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.
   4 - If the status is "Active", you may click on the red Activate link and follow the prompts to request activation.

<table>
<thead>
<tr>
<th>Short Name</th>
<th>Name</th>
<th>Name #2</th>
<th>Vendor ID</th>
<th>Status</th>
<th>UShop</th>
</tr>
</thead>
<tbody>
<tr>
<td>STARKERTRU-001</td>
<td>TRUMAN D STARKER</td>
<td></td>
<td>0000178486</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>LYONTRUMAN-001</td>
<td>TRUMAN M LYON</td>
<td></td>
<td>0000170208</td>
<td>Inactive</td>
<td></td>
</tr>
<tr>
<td>EARLMARK-001</td>
<td>TRUMAN MARK EARL</td>
<td></td>
<td>0000215108</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>TRUMANMEDI-001</td>
<td>TRUMAN MEDICAL CENTER-LAKEWOOD</td>
<td></td>
<td>0000133941</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>ROWLEYTRUM-001</td>
<td>TRUMAN ROWLEY</td>
<td></td>
<td>0000261520</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>BALLARDTRU-001</td>
<td>TRUMAN RUSSELL BALLARD</td>
<td></td>
<td>0000269345</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>TRUMANSTAT-001</td>
<td>TRUMAN STATE UNIVERSITY</td>
<td></td>
<td>0000098354</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>TATRUMAN-001</td>
<td>TRUMAN TA</td>
<td></td>
<td>0000111787</td>
<td>Inactive</td>
<td></td>
</tr>
</tbody>
</table>

PCard Only supplier list:

(continued on next page)
d. After submitting your request to activate this supplier, return to the form you are using in UShop.

1 - Type the words New Supplier in the Enter Supplier field.
2 - Type the name of the supplier in the Supplier name below, and make a note that you have requested activation of the supplier in CIS.

If you have requested the activation in CIS, you do not need to complete the remaining New Supplier Details fields on the form. Please provide at least the company name and email address.

You may now proceed to complete the rest of the form and submit your order. When the new supplier is activated, the name on the form will be changed and your order will become a PO.

(continued on next page)
2. Second, if you do not find the supplier you want in the CIS Vendor Search, provide all of the contact information on the form under New Supplier Details.

   a. 1 - Type the words New Supplier in the Enter Supplier field.
   2 - Complete all of the fields under New Supplier Details. Provide enough information for the supplier set up team to contact the correct supplier.
   Please provide at least the company name and email address.

After providing the New Supplier Details, you may proceed to complete the rest of the form and submit your order. When the new supplier is activated, the name on the form will be changed and your order will become a PO.