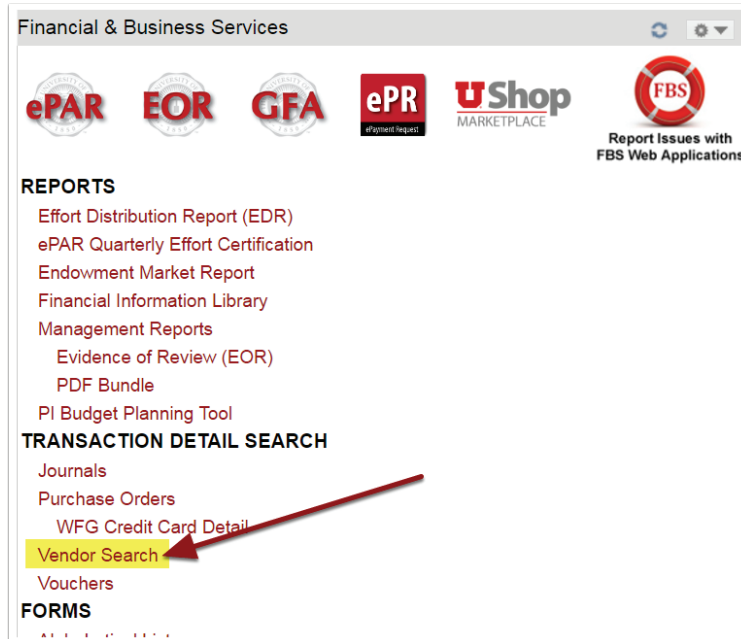


If you have verified that the supplier you are looking for is not already in UShop, you have the option of activating them through CIS.

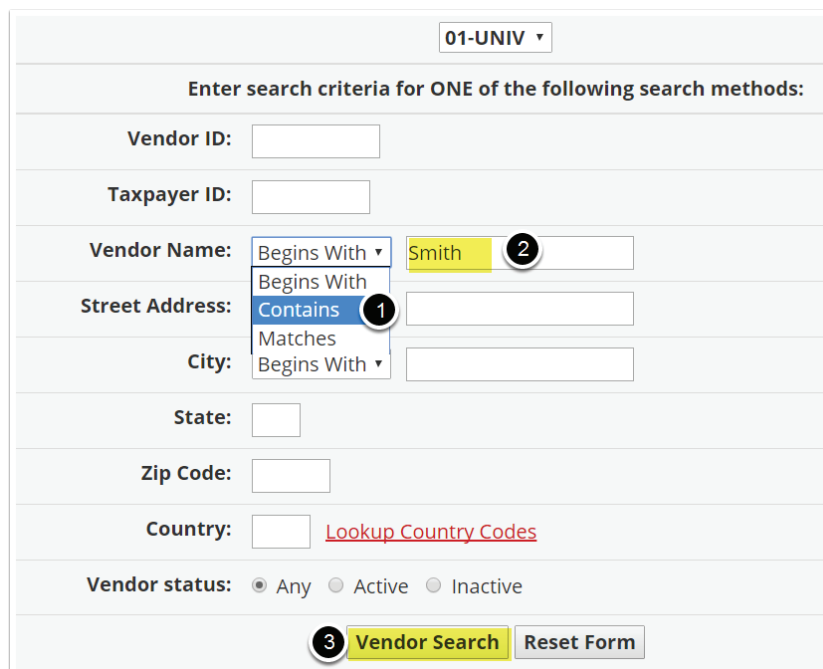
How To Activate a CIS Supplier in UShop:

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



**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***.



The screenshot shows the 'Vendor Search' form. At the top, there is a dropdown menu for '01-UNIV'. Below it, there is a heading 'Enter search criteria for ONE of the following search methods:'. The form contains several input fields: 'Vendor ID:', 'Taxpayer ID:', 'Vendor Name:', 'Street Address:', 'City:', 'State:', 'Zip Code:', and 'Country:'. The 'Vendor Name' field has a dropdown menu open with options: 'Begins With', 'Begins With', **Contains** (annotated with a circled 1), and 'Matches'. The 'Street Address' field has a dropdown menu open with options: 'Begins With', **Contains** (annotated with a circled 2), and 'Matches'. The 'City' field has a dropdown menu open with options: 'Begins With' and 'Matches'. The 'State' field is empty. The 'Zip Code' field is empty. The 'Country' field is empty, with a link 'Lookup Country Codes' next to it. At the bottom, there is a 'Vendor status' section with radio buttons for 'Any', 'Active', and 'Inactive'. At the very bottom, there is a 'Vendor Search' button (annotated with a circled 3) and a 'Reset Form' button.

**C.** A list of Vendors containing the name you typed will display.

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

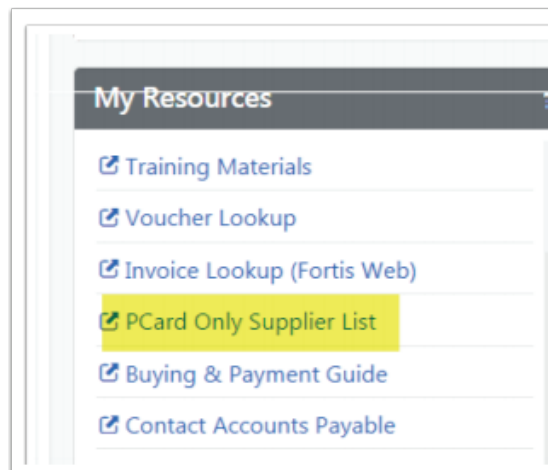
1. Enabled: This supplier is ready for ordering in UShop!
2. Inactive: Please login to UShop and use the Non-Catalog Form and enter the New Supplier details.
3. Reviewed: This most likely means that this supplier has chosen not to be enabled in UShop and prefers to do their business via credit card only.

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.

		SMITHNEPHE-003	SMITH AND NEPHEW RICHARDS INC	0000000392	Inactive	
		SMITHANDER-001	SMITH ANDERSON INC	0000240403	Active	1
		CELLULARON-002	SMITH BAGLEY INC	0000145207	Inactive	
		SMITHBUCKL-001	SMITH BUCKLIN & ASSOC LLC	0000039	Inactive	2
		SMITHBLDGC-001	SMITH BUILDING CATERING SERVICE	0000090853	Inactive	
		SMITHCOLLE-003	SMITH COLLEGE	0000238895	Active	<a href="#">Activate</a>
		SMITHCONCE-001	SMITH CONCEPTS & DESIGNS	0000004025	Active	<a href="#">Activate</a>
		MONSONSMIT-001	SMITH D MONSON	0000132846	Active	3
		SMITHLECTR-001	SMITH ELECTRIC LLC	0000203732	Active	4 <a href="#">Activate</a>
		SMITHENGIN-001	SMITH ENGINEERING INC	0000028133	Inactive	

**\* 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.