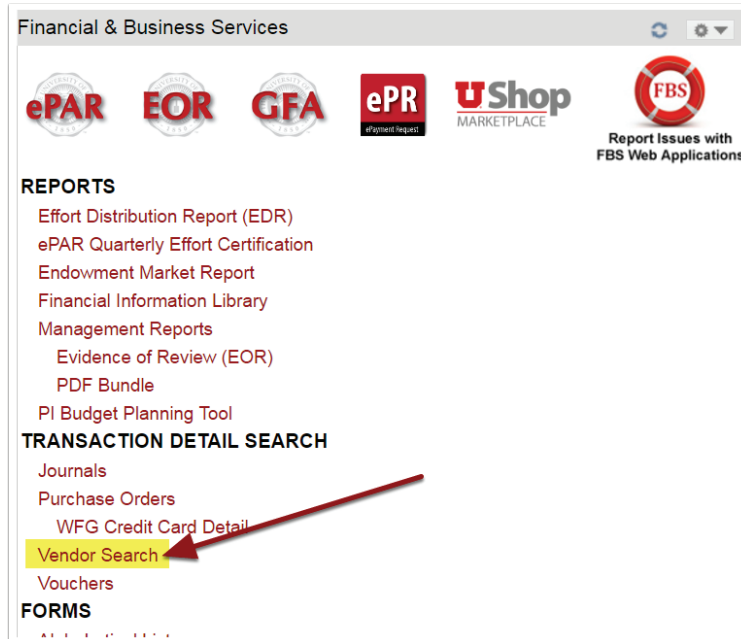If you have verfied that the supplier you are looking for is not already in UShop, you have the option of activating them through CIS.

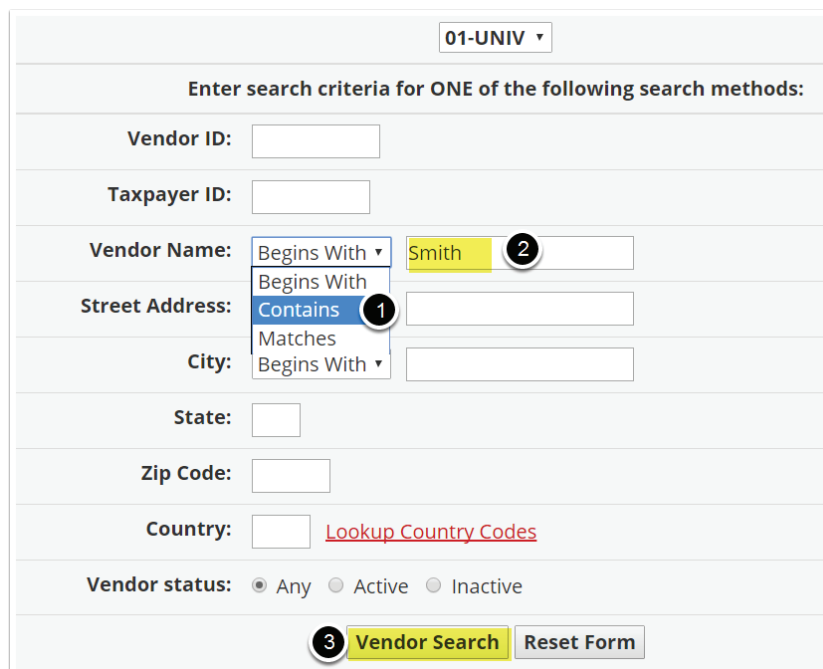How To Activate a CIS Supplier in UShop:

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*.

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

After you identify the supplier you need, look at the vendor status:
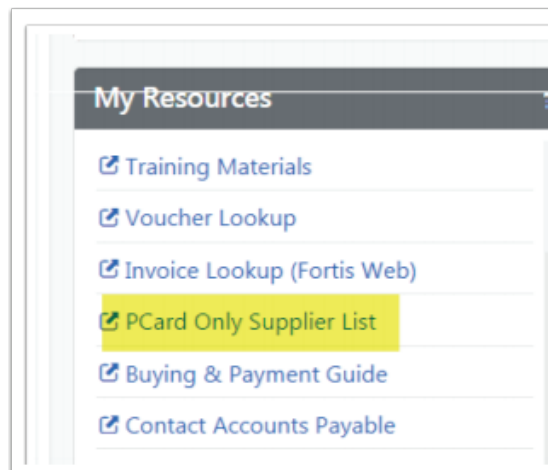
1. Enabled: This supplier is ready for ordering in UShop!

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	Act ①	Enabled
CELLULARON-002	SMITH BAGLEY INC		0000145207	Inactive	
SMITHBUCKL-001	SMITH BUCKLIN & ASSOC LLC		000003 ②	Inactive	
SMITHBLDGC-001	SMITH BUILDING CATERING SERVICE		0000090853	Inactive	
SMITHCOLLE-003	SMITH COLLEGE		0000238895	Active	Activate
SMITHCONCE-001	SMITH CONCEPTS & DESIGNS		0000004025	Active	Activate
MONSONSMIT-001	SMITH D MONSON		0000132846	Ac ③	Reviewed
SMITHLECTR-001	SMITH ELECTRIC LLC		0000203732	Ac ④	Activate
SMITHENGIN-001	SMITH ENGINEERING INC		0000028133	Inactive	

* PCard Only Supplier List:

My Resources

☑ Training Materials

☑ Voucher Lookup

☑ Invoice Lookup (Fortis Web)

☑ PCard Only Supplier List

☑ Buying & Payment Guide

☑ Contact Accounts Payable

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.