

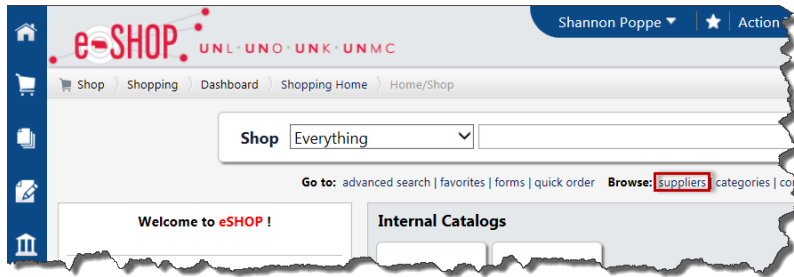
You should confirm a supplier is available in eSHOP before placing an order. The easiest way to find if a supplier exists in eSHOP is to browse suppliers.

If a non-enabled supplier exists in eSHOP, you can create an order to them by using the non-catalog order. If the supplier is not in eSHOP, you need to create the PO in SAP.

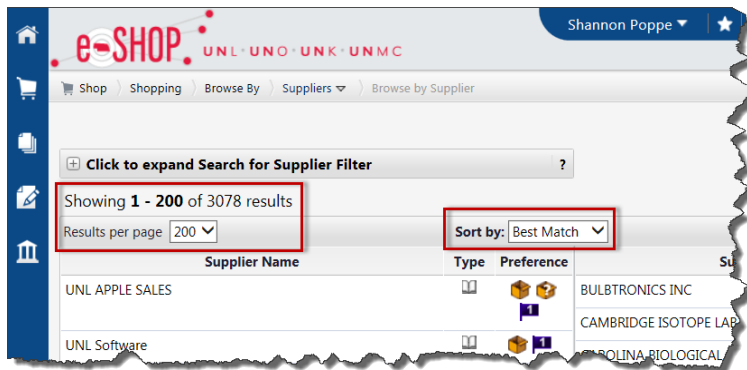
If the supplier is not in SAP, you will need to follow the process for requesting that a vendor be set up in SAP for you to use.

## FINDING A SUPPLIER

1. From the eSHOP home page, click on **Browse: Suppliers**.

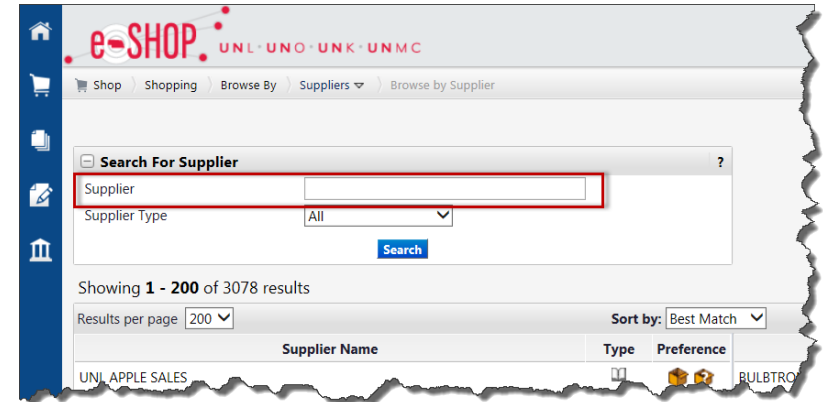


2. By default, all suppliers (punch-out, hosted, internal, non-catalog) will display. **Hint:** Change your **Results per page** to **200** to view the maximum results possible and choose **Name: A-Z** in the **Sort by:** field to sort the suppliers alphabetically.



## Searching – Suppliers in eSHOP (UNK, UNL, and UNO only)

- To search for a specific supplier, either scroll until you find it in the list, or click on **Click to expand Search for Supplier Filter** to expand the filter area. Enter the Supplier name and click **Search**.



When using **Browse By Suppliers**, if a supplier belongs to any supplier classes, the icon(s) denoting those classes will appear in the Preference column as shown below:

Supplier Name	Type	Preference
MIDWEST SCIENTIFIC INC		

Updated: July 28, 2016