

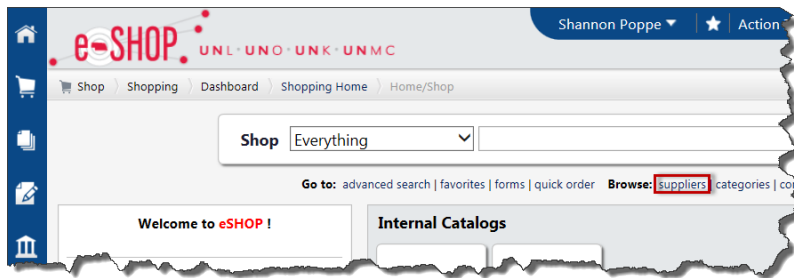
You should confirm a supplier is available in eSHOP before placing an order. The easiest way to find if a supplier exists in eSHOP is to browse suppliers.

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, please complete and submit a Vendor Request Form.

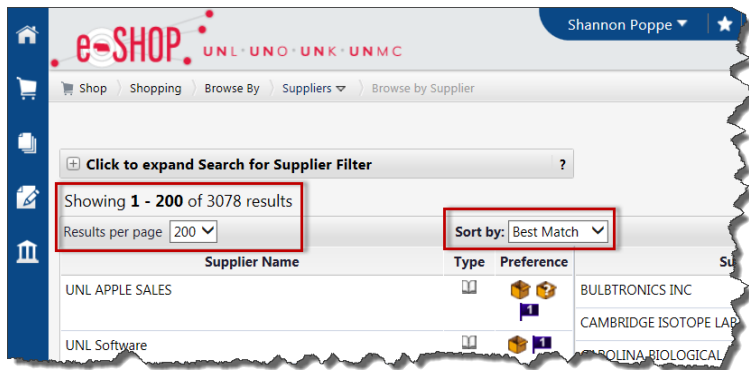
If the supplier is not in SAP, you will need to follow the process for requesting that a vendor be set up in SAP for you to use.

FINDING A SUPPLIER

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

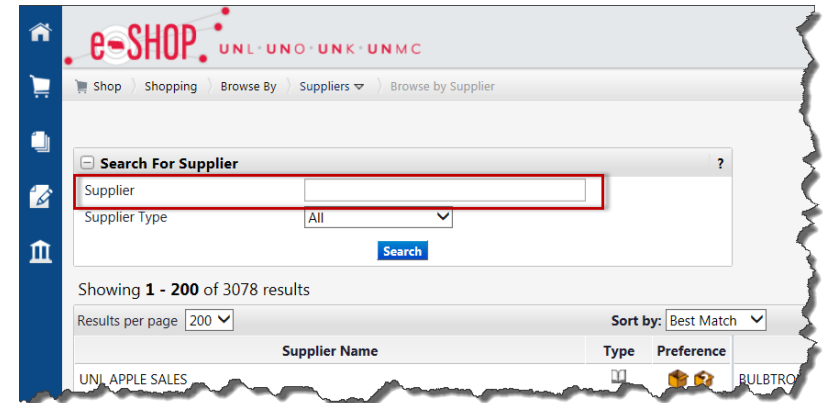


2. By default, all suppliers (punch-out, hosted, internal, non-catalog) will display. **Hint:** Change your **Results per page** to **200** to view the maximum results possible and choose **Name: A-Z** in the **Sort by:** field to sort the suppliers alphabetically.



Searching – Suppliers in eSHOP

- 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: April 24, 2018