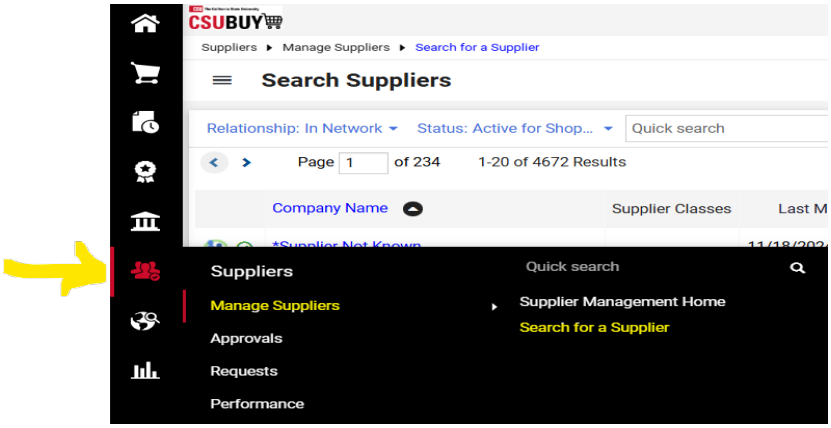
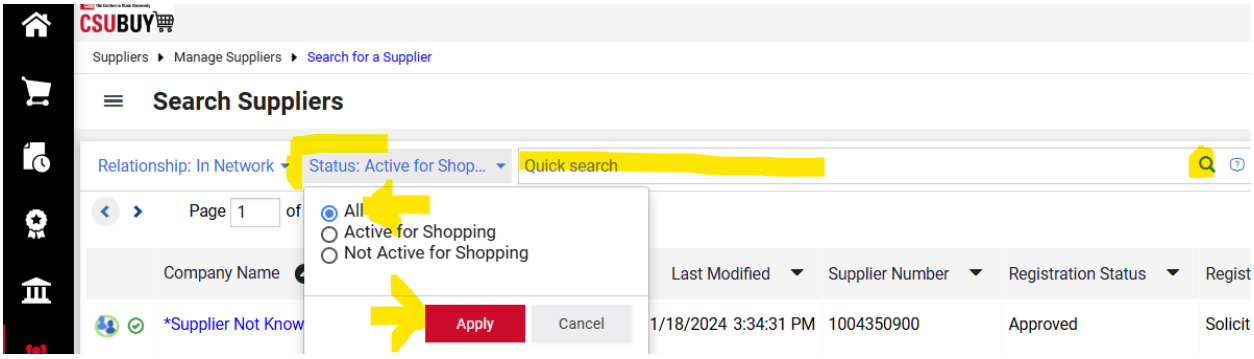
How to Look Up a Supplier in CSUBUY P2P

Follow these instructions to check if the supplier is set up at all in CSUBUY.

Go to the **Supplier flyout, Manage Suppliers, Search for Supplier**



Click on “Status:” and change to “ALL” instead of “Active for Shopping” and click apply. Type the name of the supplier in the “Quick search” box and click the magnifying glass.



If nothing comes up, the supplier has not been set up yet. Initiate a New supplier Form. The name and email address of the person who will complete the supplier registration will be needed.

April 10, 2025