CSU The California State University

Supplier Search

CSUBUY

The P2P Supplier Search lets you find suppliers and view the status of their profiles.

Follow the steps to search for a supplier:

1. From the P2P homepage, navigate to **Suppliers > Search for a Supplier**

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2. Set Relationship to In Network and Status to All

Suppliers Manage Suppliers Search for	r a Supplier					
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Quick Filters My Searches 2		Relation	ship: In Network 🔻	Status: All 👻	Quick search	
Approved By	~	< >	Page 1 of	 O All ○ Active fo ○ Not Active 	r Shopping	
Martin, Margot	2704			O NOT ACTIV	e for Shopping	
Kuhnert, Kathryn	2130		Company Name		Apply	Cancel
Taylor, Melissa	2029	6	ZYMO RESEARCH (Арріу	Cancel
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QUICK REFERENCE GUIDE

- 3. Type part of the supplier's name into the search bar and click the search icon.
- 4. The icon that displays to the left of the supplier's name in the search results indicates whether or not the profile is active. A green checkmark indicates an active profile. A red X indicates an inactive profile. Active profiles are available for shopping, and inactive profiles are not.

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- 5. The **Registration Status** field shows a more specific description of the profile's status. All active profiles have a status of **Approved.** Inactive profiles may be any of the following five statuses: **None:** supplier has not yet received the invitation to register their profile.
 - Invited: supplier has received the invitation but has not initiated registration.
 - In Progress: supplier has initiated registration but has not completed it.
 - **Profile Complete:** supplier has completed registration, and the profile is awaiting approval from the Chancellor's Office.
 - **Rejected:** profile was rejected by the Chancellor's Office.

Relation	ship: In Network Status: All Quick search	n				Clear All Filters		
< >	Page 1 of 50 1-200 of 10305 Results							
	Company Name	Supplier Classes	Last Modified 🔻	Supplier Number 🔹	Registration Status 🔻	Registration Type		
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