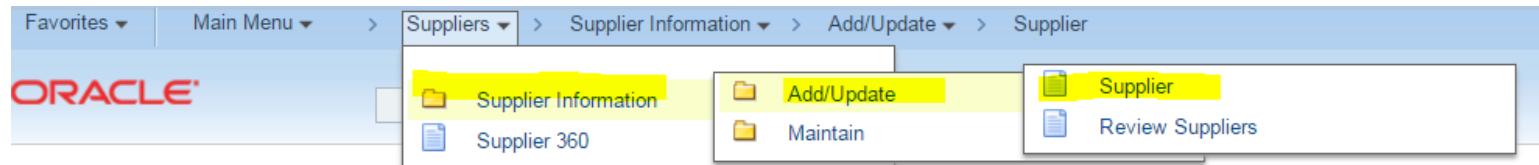


# **HOW TO CHECK FOR THE SUPPLIER ID**

**Presented by:  
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# Log in to CI FINANCIALS follow the path below



## Supplier Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

### Search Criteria

SetID =

Supplier ID

Persistence =

Short Supplier Name

Our Customer Number

Supplier Name

Include History  Case Sensitive

# Search by **NAME**

## Southern California Edison, for example

**Supplier Information**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

SetID =  CICMP

Supplier ID begins with

Persistence =

**Short Supplier Name** begins with

Our Customer Number begins with

Supplier Name begins with

Include History  Case Sensitive

**Look Up Short Supplier Name**

SetID  CICMP

Short Supplier Name begins with

Supplier Name begins with

Supplier ID begins with

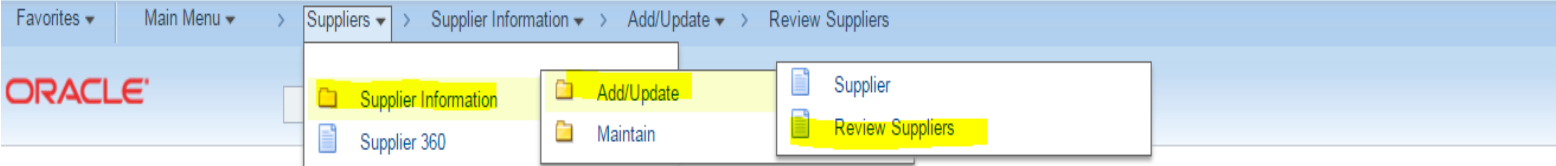
**Search Results**

View 100 First 1-9 of 9 Last

Short Supplier Name	Supplier Name	Supplier ID
SOUTHERNCA-002	Southern California Academy of Sciences	0000005606
SOUTHERNCA-003	Southern Cal Third Party Inc.	0000005829
SOUTHERNCA-004	Southern California Collegiate Volleybal	0000006049
SOUTHERNCA-005	Southern California Edison Company	0000007302
SOUTHERNCA-007	Southern California Conferences for	0000009896
SOUTHERNCA-008	Southern California Biomedical Council	0000010300
SOUTHERNCA-009	Southern California Professional	0000010865
SOUTHERNCA-010	SOUTHERN CALIFORNIA COLLEGIATE	0000012005
SOUTHERNCA-011	SOUTHERN CALIFORNIA WATER AND MOLD, LLC	0000014831

**7302 is the supplier ID no.**

# Another way is **REVIEW SUPPLIERS**



## Review Suppliers

Search Criteria

*SetID <input type="text" value="CICMP"/>	Supplier ID <input type="text"/>	Short Name <input type="text"/>
<input type="text" value="Equal to"/>	<input type="text" value="Equal to"/>	<input type="text" value=""/>
<input type="text" value="Equal to"/>	Name <input type="text"/>	Classification <input type="text"/>
Supplier Status <input type="text"/>	Withholding Name <input type="text"/>	Type <input type="text"/>
<input type="text" value="Equal to"/>	Address <input type="text"/>	Persistence <input type="text"/>
Customer Number <input type="text"/>	City <input type="text"/>	Country <input type="text"/>
ID Type <input type="text" value="Tax Identification Number"/>	<input type="text"/>	State <input type="text"/>
VAT Registration ID <input type="text"/>	Postal <input type="text"/>	Bank Account # <input type="text"/>
Withholding Tax ID <input type="text"/>		

# Type in the last name or the vendor's name on the **SHORT NAME**

## Review Suppliers

Search Criteria

*SetID <input type="text" value="CICMP"/>	Supplier ID <input type="text"/>	Short Name <input type="text" value=""/>
<input type="text" value="Equal to"/>	<input type="text" value="Name"/>	<input type="text" value="Equal to"/>
<input type="text" value="Equal to"/>	Withholding Name <input type="text"/>	Classification <input type="text"/>
Supplier Status <input type="text"/>		Type <input type="text"/>
		Persistence <input type="text"/>
<input type="text" value="Equal to"/>	Address <input type="text" value=""/>	City <input type="text"/>
Customer Number <input type="text"/>		Country <input type="text"/>
ID Type <input type="text" value="Tax Identification Number"/>	<input type="text"/>	State <input type="text"/>
VAT Registration ID <input type="text"/>		Postal <input type="text" value=""/>
Withholding Tax ID <input type="text"/>		Bank Account # <input type="text"/>
<input type="button" value="Search"/>		<input type="button" value="Clear"/>