HOW TO CHECK FOR THE SUPPLIER ID

Presented by: Stacie Dee
Log in to CI FINANCIALS follow the path below

<table>
<thead>
<tr>
<th>Suppliers</th>
<th>Supplier Information</th>
<th>Add/Update</th>
<th>Supplier</th>
<th>Review Suppliers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Supplier Information</td>
<td></td>
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<tr>
<td></td>
<td>Supplier 360</td>
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</tr>
</tbody>
</table>

**Supplier Information**

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

**Search Criteria**

- SetID
- Supplier ID
- Persistence
- Short Supplier Name
- Our Customer Number
- Supplier Name

- Include History
- Case Sensitive

**Actions**

- Search
- Clear
- Basic Search
- Save Search Criteria
Search by **NAME**

Southern California Edison, for example

7302 is the supplier ID no.
Another way is **REVIEW SUPPLIERS**
Type in the last name or the vendor’s name on the **SHORT NAME**