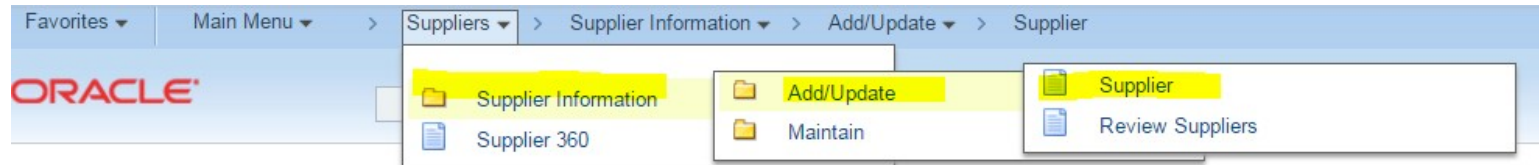


# **HOW TO CHECK FOR THE SUPPLIER ID**

**Presented by:  
Stacie Dee**

# 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

The screenshot displays a 'Supplier Information' search interface. The 'Search Criteria' section includes fields for SetID, CICMP, Supplier ID, Persistence, Short Supplier Name, Our Customer Number, and Supplier Name. The 'Short Supplier Name' field is highlighted in yellow and contains the text 'southern'. Below the search criteria are checkboxes for 'Include History' and 'Case Sensitive', and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

An inset window titled 'Look Up Short Supplier Name' is open, showing a search for 'SOUTHERN'. The 'Short Supplier Name' field is set to 'begins with SOUTHERN'. The 'Search Results' section shows a table of results with columns for Short Supplier Name, Supplier Name, and Supplier ID. The row for 'SOUTHERNCA-005 Southern California Edison Company' is highlighted in yellow, and an arrow points to its Supplier ID, '000007302'.

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	000007302
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**

Navigation breadcrumb: Favorites > Main Menu > Suppliers > Supplier Information > Add/Update > Review Suppliers

ORACLE

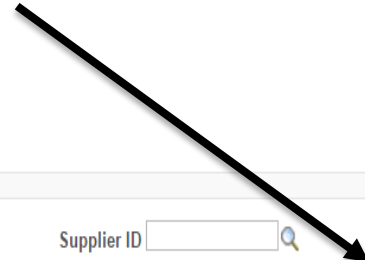
- Supplier Information
- Supplier 360
- Add/Update
- Maintain
- Supplier
- Review Suppliers

## 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"/>	Name <input type="text"/>	<input type="text" value="Equal to"/>	<input type="text" value=""/>
<input type="text" value="Equal to"/>	Withholding Name <input type="text"/>	Classification <input type="text"/>	<input type="text" value=""/>
Supplier Status <input type="text"/>		Type <input type="text"/>	<input type="text" value=""/>
		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"/>	

Search

Clear