HOW TO CHECK FOR THE SUPPLIER ID

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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.

Search Criteria

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.