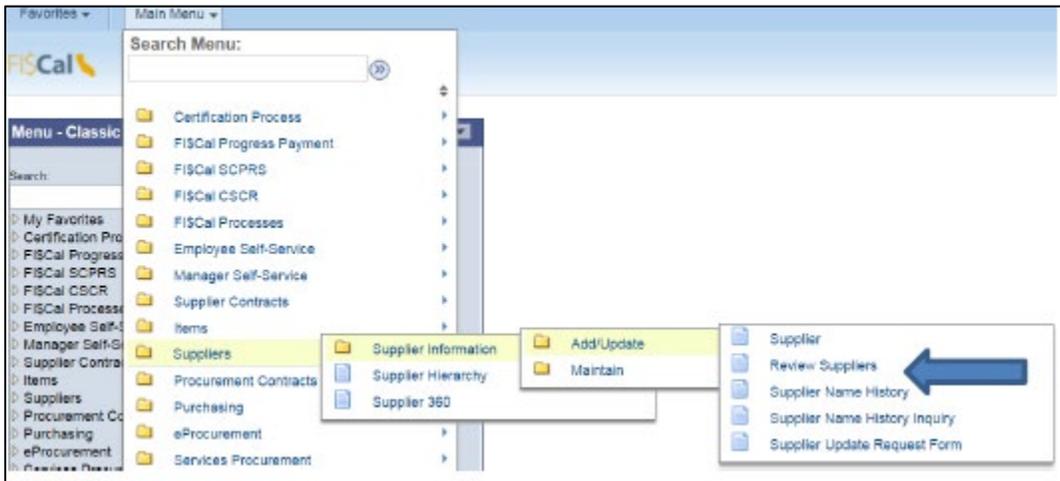


How to look up a Supplier in FI\$Cal

1. Log in to FI\$Cal
2. Click “Main Menu” “Suppliers” “Supplier Information” “Add/Update” “Review Suppliers”



3. Enter the information you have on your supplier and click “Search”

A screenshot of the 'Review Suppliers' search form. The form is titled 'Review Suppliers' and has a 'Search Criteria' section. It contains several search fields: '*SetID STATE', '*Name' (with a dropdown menu set to 'Equal to'), 'Withholding Name', 'Supplier Status', '*Address', 'Customer Number', 'ID Type', 'Tax Identification Number', 'VAT Registration ID', 'Withholding Tax ID', 'Supplier ID', '*Short Name' (with a dropdown menu set to 'Equal to'), 'Classification', 'Type', 'Persistence', 'City', 'Country', 'State', 'Postal', and 'Bank Account #'. There are 'Search' and 'Clear' buttons at the bottom, and a blue arrow pointing to the 'Search' button. An 'Add Supplier' link is visible at the bottom right.

Tips

- Change parameters from “Equal to” to “Contains”
- Less is more when searching by Name
- ID type is best if you have the Tax ID(FEIN)