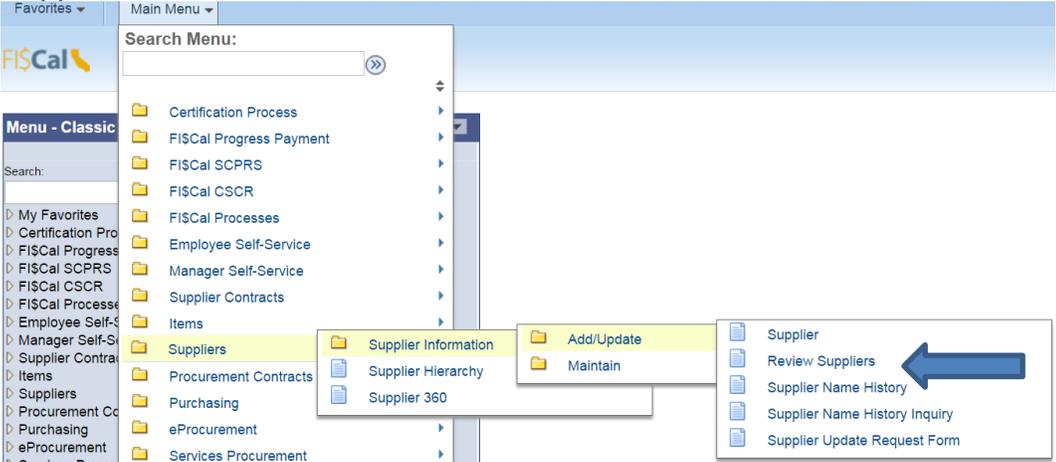
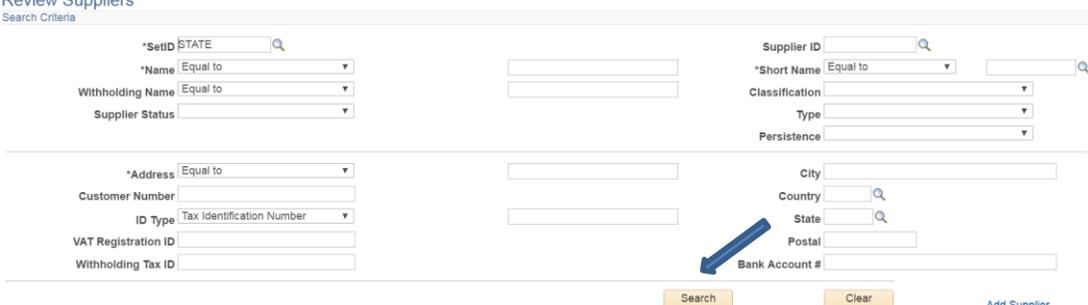


# How to look up a Supplier in FI\$Cal

Step	Action
1	Log in to FI\$Cal
2	<p>Click “Main Menu” “Suppliers” “Supplier Information” “Add/Update” “Review Suppliers”</p> 
3	<p>Enter the information you have on your supplier and click “Search”</p>  <p><b>**Tips</b></p> <ul style="list-style-type: none"> <li>• Change parameters from “Equal to” to “Contains”</li> <li>• Less is more when searching by Name</li> <li>• ID type is best if you have the Tax ID(FEIN)</li> </ul>