# Supplier- Add A New Supplier in CAPPS

1. **Suppliers** > **Supplier Information** > **Add/Update** > **Supplier**
2. **Tab:** Add a New Value **Enter:** SetID

**Enter:** Supplier ID (Must be a valid TINS number)

**Enter:** Persistence (should always be “Regular”)
**Click:**  Add

1. **Tab:** Identifying Information
**Enter:** Supplier Name, Supplier Short Name

**Verify:** Classification is “Outside Party”

**Verify:** Persistence is “Regular”

**Verify:** “Open for Ordering” box is checked on



1. **Tab:** Address
**Enter:** Description (*Optional*), Address 1, City, Postal (Zip), State

2. **Tab:** Location
**Enter:** Location (Mailcode), Description

**Verify:** Address box is populated with “1”

**Verify:** Default box is checked on.


1. **Tab:** TINS Information
**Enter:** In the Vendor Ownership Information section, enter **Ownership Type** and other required fields as required by Ownership Type
In the “Vendor Location Information” section, enter **Location Name** (name that will be displayed on the printed Voucher).

2. **Click**: Save.