# Supplier- Add A Location to an Existing ITV Supplier in CAPPS

1. **Suppliers** > **Supplier Information** > **Add/Update** > **Supplier**
2. **Tab:** Find an Existing Value **Enter:** SetID, and one or more Search Parameters such as all or part of Supplier Name or Supplier Id
**Click:**  Search
3. Select your supplier from the Search Results list by clicking on it:



1. **Tab:** Address
**Action:** Click on the “+” in the “Supplier Address” section



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

**Click:** Save
Notice that you now have an additional Address ID, in this example it is Address Id #2.

Your next step will be to add a new Location to this vendor that references this new Address Id #2.

1. **Tab:** Location
Action: Click the “+” in the “Location” section



**Enter:** Location (Mailcode), Description (*you see this when entering vouchers in CAPPS)*

**Select:** The new Address in the “Address” drop down. (*In this example it is Address Id #2).*

**Optional:** Click on “Default” if this is the new default location for this vendor, otherwise, leave it unchecked.


**Click** on the “Procurement” hyperlink.

**Click** on the arrow next to “Additional Procurement Options” to expand that section.

**Select** “Specify at this level” in the “Accounting Options” box.

**Select** the “ITV DOC T” template in the “Accounting Template” box.

**Click** “OK”.

**IMPORTANT:** If you have more than one location for this vendor, then you must click on the “Procurement” hyperlink for EACH location and do these steps.



1. **Tab:** TINS Information
In the “Vendor Location Information” section:
* **Enter** the “**Location Name”** (name that will be displayed on the printed Voucher).
* **Select** “T”in the **“Payment Type”** box
1. **Click**: Save.