# Supplier- Add A Location to an Existing 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


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

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


1. **Tab:** TINS Information
**Enter:** In the “Vendor Location Information” section, enter **Location Name** (*name that will be printed on the Voucher*) and Payment Type. If required, entered Bank Type and DD Bank Account Information. The DD Bank Account Information is not used in CAPPS and not sent to USAS, so you can enter dummy values in the DD Bank # and DD Routing # fields if needed.
 
2. **Click**: Save.