# Supplier - Add A New “7” 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:** Identifying Information

**Section:** Additional ID Numbers

**Verfiy:** That “Customer SetID” is populated with your agency setid

**Type:** SSN (for employee) or TIN (for Sole Proprietorship). Do not enter dashes in the SSN field.

**\*\*\* VERY IMPORTANT:** You MUST enter a valid SSN/TIN number. CAPPS will check across all agencies to make sure that the SSN/TIN you enter is not in use by another vendor under any other agency. Do NOT enter a “place holder” or “test” SSN/TIN in this field. Make sure that you have their valid SSN/TIN before you set up their vendor id in CAPPS.



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

2. **Tab:** Location
**Enter:** Location (Mailcode), Description (*you will see this description when entering vouchers in CAPPS*)

**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).

**Enter:** Payment Type

**NOTE:** If Payment Type is “D”, you will be required to enter “Bank Type” and “DD Bank #” and “DD Routing #”. These are required fields, however, CAPPS does not use “Bank Type” and “DD Bank #” and “DD Routing #”. This information is already in TINS and USAS will pull it from TINS when processing a payment for this vendor, so our recommendation is to populate “Bank Type” and “DD Bank #” with dummy numbers since this is sensitive information and not used in CAPPS.



1. **Click**: Save.

**NOTE:** If you are entering a vendor with Ownership Type = “S”, you will be required to enter “Owner Name” and then “Owner SSN”. In the “Owner SSN” field you will need to prefix the “Owner SSN” value with a “2”.

Example of Ownership Information for a “Sole Owner” in CAPPS on the “TINS Information” tab:

