# Supplier - Inactivate a Supplier in CAPPS

*NOTE: The individual that is performing this action must have “Authority to Inactivate” suppliers checked in their User Preferences security.*

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:** Identifying Information
**Action:** Select “Inactive” in the “Supplier Status” dropdown

**Click:** Save
