# Supplier - Add A New ITV State Agency 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

**Select:** “State Agency” in the Classification box

**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)

**Enter:** Description (name that you will see on the CAPPS voucher entry page)

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

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


If you want vouchers that are entered for this vendor to automatically default to an accounting entry template of “ITV DOC T”, then **click** on the **“Procurement” hyperlink** and do the following:

*(NOTE: The “ITV DOC T” accounting entry template will assign a TCode of 225 and a Doc Type of “T” to the voucher. There are additional job aids that describe in more detail how this works. See “CAPPS Configuration - How USAS Document Types are Assigned to Vouchers” and “AET List for Courts” if you are interested in a more detailed explanation)*

**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 Ownership Information” section:
* **Select** “U” in the “**Ownership Type”** box

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.