# Supplier- Default ITV Template and Payment Type T

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

**Select:** Correct History
**Click:**  Search

1. Select your supplier from the Search Results list by clicking on it:



1. **Tab:** Location
Action: For EACH applicable Location:

**Click:** Procurement hyperlink



**Scroll:** Scroll down to “Additional Procurement Options” section and click the triangle to expand that section

**Select:** “Specifiy at this Level” in the “Accounting Options” drop down box

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







**Click:** Ok

1. **Tab:** TINS Information
**Select:** Payment Type “T” for EACH Applicable Location



**Click:** Save