



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

## CAPPS Desk Aid

# Adding a Location to an Existing Supplier

**Note:** This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

## TABLE OF CONTENTS

Adding a Location to an Existing Supplier .....	1
Revision History .....	4

## Adding a Location to an Existing Supplier

### Navigation

Dashboard: Suppliers; Tile: Suppliers

1. Select the **Find an Existing Value** tab.

**Supplier Information**

**Find an Existing Value** + Add a New Value

**Search Criteria**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches  Saved Searches: Choose from saved searches

SetID: =

Supplier ID: begins with  TEST123

Persistence: =

Short Supplier Name: begins with

Our Customer Number: begins with

Supplier Name: begins with

^ Show fewer options  
 Case Sensitive  Include History  Correct History

**Search**

2. Enter the SETID.
3. Enter the SUPPLIER ID  
 –or–  
 Use other search parameters, such as *Supplier Name* or *Short Supplier Name*.
4. Select **Search**.
5. Select the hyperlink for the supplier from the search results.

**Search Results**  
 1 result SetID "[redacted]", Supplier ID "TEST"

1-1 of 1 | View All

SetID	Supplier ID	Persistence	Short Supplier Name	Our Customer Number	Supplier Name
[redacted]	TEST123	Regular	TEST VENDO-001	(blank)	TEST VENDOR

6. Open the **Location** tab.
7. Select the plus (+) icon in the *Supplier Address* section to create a new Address ID.

**Supplier Information**

Summary Identifying Information **Address** Contacts Location Custom TINS Information CMBL Information Hub Information

SetID [redacted]  
 Supplier ID TEST123 Short Supplier Name TEST VENDO-001 Supplier TEST VENDOR

**Supplier Address**  | 1 of 1 | View All

Address ID 1

Description test

8. Complete the following fields for the supplier's new address:

- DESCRIPTION (optional)
- ADDRESS 1
- CITY
- POSTAL (zip code)
- STATE

Summary Identifying Information **Address** Contacts Location Custom TINS Information CMBL Information Hub Information

SetID [redacted]  
Supplier ID TEST123 Short Supplier Name TEST VENDO-001 Supplier TEST VENDOR

**Supplier Address** [Search] [K] [2 of 2] [View All]

Address ID 2 [+] [-]  
Description Address #2

**Details** [Search] [1 of 1] [View All]

Effective Date 07/23/2025 Effective Status Active  
Country USA United States  
Address 1 123 W 2nd St  
Address 2  
Address 3  
City Austin  
County Postal 78724  
State TX Texas  
Email ID

> Payment/Withholding Alt Names

**Phone Information** [Search] [1-1 of 1] [View All]

Type	Location	Prefix	Telephone	Extension
Business Phone				

[Save] [Return to Search] [Notify] [Add] [Update/Display] [Include History]

9. Select **Save**.

10. Select the plus (+) icon in the *Location* section of the *Location* tab.

Summary Identifying Information Address **Location** Contacts Custom TINS Information CMBL Information Hub Information

SetID [redacted]  
Supplier ID TEST123 Short Supplier Name TEST VENDO-001 Supplier TEST VENDOR

A supplier location is a default set of rules which define how you conduct business with a supplier.

**Location** [Search] [1 of 1] [View All]

\*Location 001 Address 1 [TINS Check] [Default] RTV Fees Attachments (0) [+] [-]

11. Enter the LOCATION (mail code).

12. Enter the DESCRIPTION. This appears when entering vouchers.

13. Select the magnifying glass (search) icon in the ADDRESS field.

14. Select the newly created Address ID.

15. Check the box for **Default** if this newly created address should be the default location for the vendor. Otherwise, leave unchecked.

16. Select the **TINS Information** tab.

17. Enter LOCATION NAME in the *Vendor Location Information* section. This name will be printed on the voucher.

18. Enter PAYMENT TYPE.

**Note:** It is generally recommended to leave the PAYMENT TYPE blank (if possible) and allow TINS to dictate how the payment is made. The PAYMENT TYPE defaults to the voucher from the Supplier TINS Information page, but it can be changed on the voucher.

19. Enter the BANK TYPE and DD BANK ACCOUNT INFORMATION, if required.

**Note:** The DD Bank Account Information is not used in CAPPS and is not sent to USAS. You may enter dummy values in the DD BANK # and DD ROUTING # fields, if needed.

## Revision History

Date	Description of Change	Changed By
Dec. 31, 2025	Initial release	A. Respress