



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Purchase Requisition – Selecting a 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.

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Purchase Requisition – Selecting a Supplier

Does My Requisition Need a Supplier?

Entering a Supplier (vendor) on a requisition may or may not be required by your agency. CAPPS does not require a Supplier on the requisition line. The purchaser has the ability to change the supplier on the purchase order (PO).

Agencies that use requisitions for procurement card purchases will enter the merchant in the requisition line SUPPLIER field. These will *pass thru* the PO to the eventual voucher lines when the credit card invoice is received.

Select a Supplier While Entering the Requisition Line

1. Select the **Supplier ID** in the Special Requests page.

2. Select the **Expand** icon to view/search criteria.

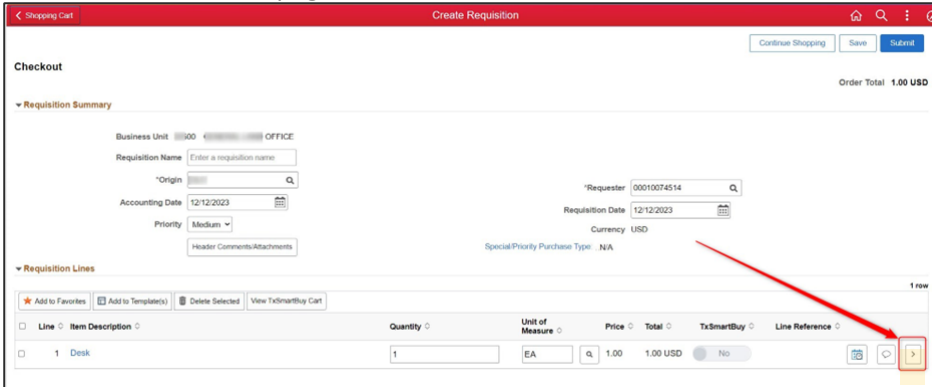
3. Select **Show Operators**.

4. Search by **Supplier ID** (a number or short supplier name) using either the *begins with* or *contains* filter.

Tip: Entering fewer characters in the search field yields more results. For example, try *UNIV* instead of *UNIVERSITY*.

Select a Supplier After Entering the Requisition Line

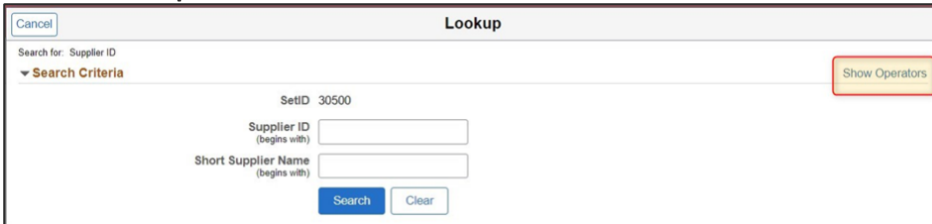
1. Go to the line's details page.



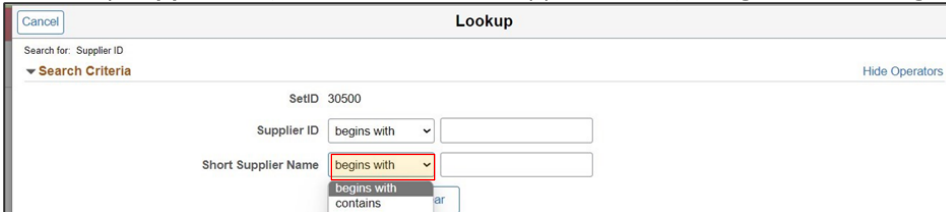
2. Expand the **Supplier Information** section.



3. Select **Show Operators**.



4. Search by **Supplier ID** (a number or Short Supplier Name) using either the *begins with* or *contains* filter.



Tip: Entering fewer characters in the search field yields more results. For example, try *UNIV* instead of *UNIVERSITY*.

Revision History

Date	Description of Change	Changed By
March 27, 2024	Updated, converted to new template, added 508-compliance.	J. Goodman
Dec. 8, 2025	Converted to the template with the new CAPPS branding logo/colors.	N/A