PO Admin Checklist
CREATING LOCATIONS

Purchasing and Asset Management share this table. The PO Administrator will have access to this screen to maintain the "Ship To" and "Bill To" addresses for the agency.

Locations identify Ship To, Bill To, PO Default, and asset management addresses. All addresses need to be set up in **Locations.**

Navigation: *Set Up Financials/Supply Chain > Common Definitions > Location > Location*

1. Click **Add a New Value** Tab

2. Select/Verify the SetId (Business Unit).

3. Enter the new location identified. This can be up to 10 digits either alpha, numeric, or both. (Check under 'Find an Existing Value' to keep consistent with your agency.)

4. Click **Add**.

5. Enter a Description (Descr:).

6. Enter the address, phone number, and other information.

7. Click **Save**.