This quick reference guide will step you through the process for adding standard comments on the PO Header Comments page of an Express Purchase Order. Two new standard Comment Types and Comment IDs have been created: TRV for travel comments and CON for consultant comments. The Comment Type/Comment ID, ‘TRV’ will display travel information such as Traveler’s Name, Travel To, Dates and Purpose of Travel. The Comment Type/Comment ID, ‘CON’ will display consultant information such as Name of Consultant, FEI# and Address.

Note: Please refer to the Express Purchase Order User Manual, pages 44 - 55 for detailed information on creating a travel and consultant purchase order.  
http://www2.gsu.edu/~wwwspc/Training/POTrainingGuide8.pdf

Navigation: Purchasing > Purchase Orders > Add/Update Express PO’s

Step 1: On the Express PO Main Page, click on the Edit Comments link.

Step 2: Click on Copy Standard Comments.
Step 3: Select a **Comment Type**, using Lookup icon (magnifying glass).

Select **TRV** for Travel and **CON** for Consultant.
Step 4: Select a **Comment ID**, using Lookup icon (magnifying glass).

Note: Comment Type must be selected before proceeding to select Comment ID. Comment Type will limit the values available in the Comment ID lookup.
Select **TRV** for Travel and **CON** for Consultant.

Step 5: Press **OK**.
Step 6: Comments are copied into Comments section on PO Header Comments page.