Overview
The Express PO contains a Location field that is used to determine where the goods requested should be delivered to when they are received by the GSU Warehouse personnel. The Location field, if left unchanged, defaults to the GSU Purchasing Office at 1 Park Place. Changing the Location code to the correct department will ensure that the goods are delivered to the appropriate area.

NOTE: Updating the Location Code is required for the purchase of goods, where they will be received by GSU and delivered to a Department. If the Purchase Order is for Travel, Consulting Fees or other services, then changing the Location is not required.

The following quick reference guide will explain the process of how the Requester can update the Location field on the Express Purchase Order.

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

1. On the Purchase Order Header section, you will enter the following values:
   a. Workflow Origin
   b. Workflow Department or Project (depending on Origin)
   c. Vendor
   d. Buyer

2. The next step is to select your SpeedChart through the PO Defaults hyperlink.
3. On the Purchase Order Defaults page, select the SpeedChart you will use as the default for the PO.
4. After you have selected the SpeedChart, you can scroll to the far right of the Purchase Order Defaults page to see the default Location Code.

5. Click on the Location look up icon to change it from the default.
6. You can search for your Location Code either through the Location Code field or the Location Description field.
7. Select the Location where you want the goods delivered to.

8. To accept your PO Defaults, go to the bottom of the page and click the “OK” icon.
9. You can then complete your PO Lines, PO Schedule, and review your PO Distribution Lines.

10. The Location field is on the PO Distribution Lines section of your PO, on the “Details/Tax” tab.
11. **NOTE**: You can also change the Location code on the PO Distribution Line Details/Tax tab if needed.

12. The Location will then be used by Central Receiving when they receive the goods to determine where the goods should be delivered.