PO.020.790 – ADDING/MAINTAINING LOCATIONS

Purpose	To add and maintain Location Codes that are used within the eProcurement and Purchasing modules.
Description	Location Codes contain address and phone information for physical locations.
Security Role	**BOR_PO_SETUP_CONFIG**
Dependencies/ Constraints	None
Additional Information	**Important:** Locations are used by many different modules and great care should be taken when modifying. A Location Code must exist in the system before a Ship To location can be added. Location Codes used with the GeorgiaFIRST Marketplace are required to be entered in a specific format.

Procedure

Below are step by step instructions on how to create a location.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Set Up Financials/Supply Chain** link.
4.	Click the **Common Definitions** link.
5.	Click the **Location** link.
6.	Click the **Setting Up Locations** link.
7.	Click the **Add a New Value** tab.
8.	Enter the location code in the **Location Code** field.
9.	Click the **Add** button. The system navigates to the Location page.
10.	Enter location Description in the **Descr** field.
11.	If needed, enter the phone number in the **Phone** field. *Note: The **Prefix** field is used for international telephone codes only.*
12.	If needed, enter the fax number in the **Fax** field.
13.	Enter the institution name in the **Address 1** field. *Note: This is required for Locations used in the GeorgiaFIRST Marketplace.*
14.	Enter the physical street address in the **Address 2** field. *Note: This is required for Locations used in the GeorgiaFIRST Marketplace.*
15.	Users can enter additional information in the **Address 3** field.
16.	Enter city in the **City** field.
17.	Enter **County/BLDG** information. If the institution would like to include the building number on the Location in the GeorgiaFIRST Marketplace, enter the building name or number in this field. *Note: PeopleSoft does not pass the information entered in the **Building #** field on this page to the GeorgiaFIRST Marketplace.*
18.	Enter zip code in the **Postal** field.
19.	Enter state in the **State** field.

Step	Action
20.	If needed, enter the building number in the **Building #** field. **Note**: *Information entered in this field does **not** pass to the GeorgiaFIRST Marketplace.*
21.	If needed, enter the building floor number in the **Floor #** field. **Note**: *Information entered in this field does **not** pass to the GeorgiaFIRST Marketplace.*
22.	If needed, enter the sector number in the **Sector** field. **Note**: *Information entered in this field does **not** pass to the GeorgiaFIRST Marketplace.*
23.	Click the **Save** button.

Below are step by step instructions on how to update an existing location.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Set Up Financials/Supply Chain** link.
4.	Click the **Common Definitions** link.
5.	Click the **Location** link.
6.	Click the **Setting Up Locations** link.
7.	Click the **Find and Existing Value** tab.
8.	Enter the Location Code in the **Location Code** field.
9.	Click the **Search** button.
10.	**Important**: enter a new effective dated row when making a change to the Location.
11.	Update Location information as needed.
12.	Click the **Save** button.