## POs – Classification

- **Remember to Classify your PO's:** Under the Header Details of your PO, click the magnifying glass next to *PO Type and select the type of PO you are generating – CONT or SM.  Please don't leave your PO Type as UNC.   While you're in Header Details, don't forget to look up your billing location and select it.   Also, remember to put the correct email address where you want the PO to be sent.   If the PO needs to be sent to the Supplier, enter SLCO-PURCHASING@slco.org for the email address so the PO can be signed and executed by Contracts and Procurement.