

# Customization of contact person and address data

By default, a purchase order will show the data for contact person and address as they're specified in the selected Department. See example below:

Raley Purchase Orders

Department\*

Legal Department

Contact person

LD Contact person

Address

Address of legal department

Supplier\*

Bricks supplier

Add new order line

Description	Budget	Unit Price (USD)	Qnt	Tax	Total (USD)
hologramm	Office supplies	8,433.00	1	20%	10,119.60
Net amount (USD):					8,433.00
Tax amount (USD):					1,686.60

Nevertheless, sometimes you would want to set a custom Contact person and/or Address values for particular purchase order.

To do that, simply click on ... button next to "Add new order line" and choose "Set contact information". You'll be presented with a popup like this:

New headset

Link issue

PM

PO Team Member raised this request

View request in portal

Description

Add a description...

Raley Purchase Orders

Department\*

My Department

Contact person

Jack Smith

Address

Custom delivery address for MyDepartment

Supplier\*

My coffee vendor

Add new order line

Description	Budget	Unit Price (USD)	Qnt	Tax	Total (USD)
Something completely new	A	16,000.00	10	20%	192,000.00

Set contact information

Contact person

Jack Smith

Address

Custom delivery address for MyDepartment

Save

Cancel

The values that you specify in this popup for Contact person and Address will supersede the values which are taken by default from Department.

Later on you can access the values for Contact Person and Address in PDF template by using convenience fields [contactPerson](#) and [address](#).