

PROCUREMENT: Requisition Preferences Shipping & Delivery Address

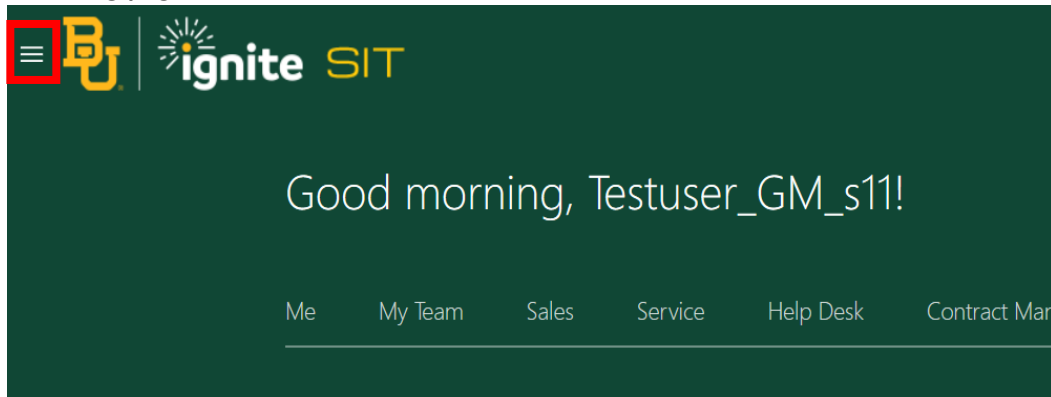
Requisition Preferences

- This job aid is intended for use by all Shoppers before they create their first requisition.
- All Shoppers need to set up default Deliver-to Location in their requisition preferences.
- Shoppers will be unable to successfully complete a requisition until this information is recorded in their profile.

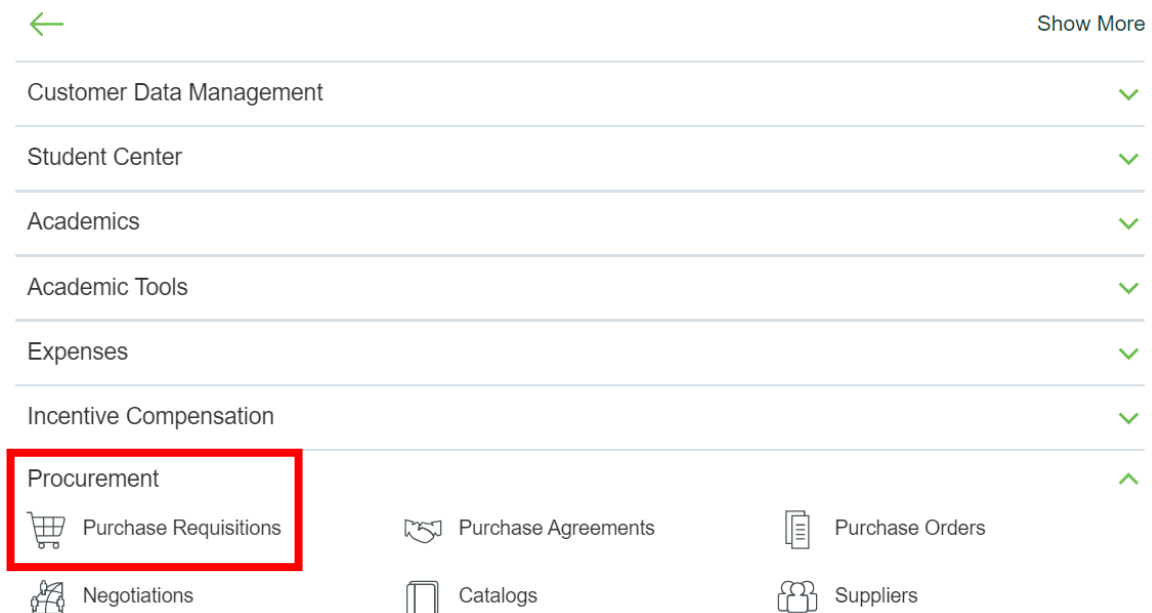
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I. Navigating to Purchase Requisitions

- I. The **Purchase Requisitions** task may be accessed in two ways:
 - a. (Option 1) Click the **Navigator** icon in upper left-hand corner of the Ignite landing page.

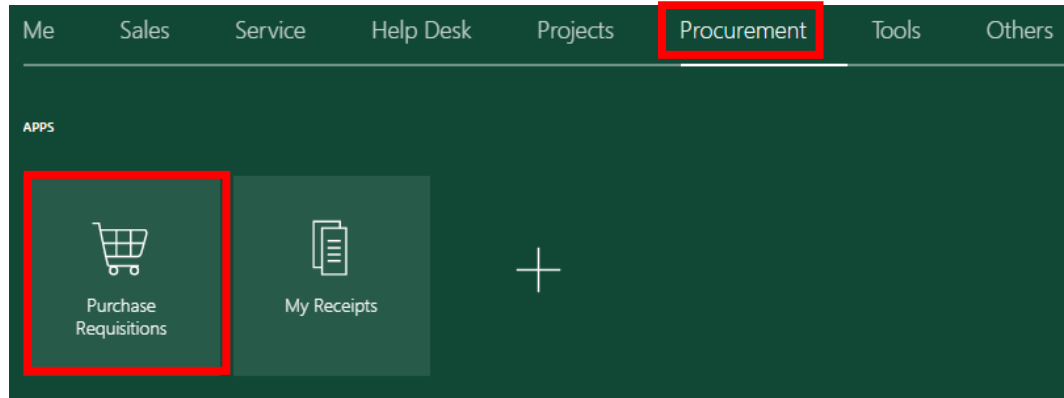


- b. Under the **Procurement** section, click the drop-down arrow, and select **Purchase Requisitions** from the drop-down list.



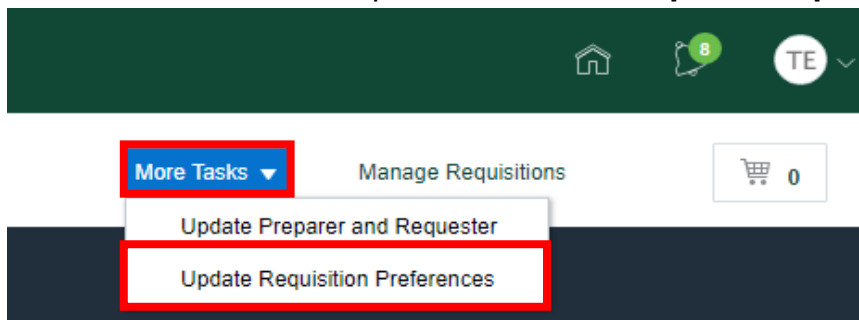
PROCUREMENT: Requisition Preferences Shipping & Delivery Address

- c. (Option 2) Under the **Procurement** heading on the home page, scroll down and click on the **Purchase Requisitions** tile on the Main Page.



2. Edit Requisition Preferences

- I. Select the **More Tasks** dropdown. Then, select **Update Requisition Preferences**.



PROCUREMENT: Requisition Preferences

Shipping & Delivery Address

2. Under **Shipping and Delivery**, you will select the appropriate details that will default as Ship To instructions on all of your requisitions.

Edit Requisition Preferences

Requisitioning BU BAYLOR

Shipping and Delivery

* Requester Doyle, Bobbie

Deliver-to Location Type Internal

* Deliver-to Location

Deliver-to Address

Destination Type Expense

Billing

Projects

Project Number

Task Number

Expenditure Type

Expenditure Organization

Contract Number

Funding Source

Favorite Charge Accounts

Primary	* Nickname	* Charge Account	Delete
No data to display.			

Save and Close Cancel

- a. Your name will auto-populate in the Requester field.
- b. If you work on campus, select **Internal** for the **Deliver-to Location Type**.
 - i. The **Deliver to Location** field is searchable by building location and includes floors, suites and rooms for all buildings on campus.
 - ii. Click on the magnifying glass icon to open the search feature.

Search and Select: Deliver-to Location

Search Advanced

Match All Any

** At least one is required

** Name Clifton Robinson tower

** Code RT-F06-670

Search Reset

Name	Code	Address
Clifton Robinson Tower	RT-F06-670	700 S University...
Clifton Robinson Tower	RT-F06-670.03	700 S University...
Clifton Robinson Tower	RT-F06-670.02	700 S University...
Clifton Robinson Tower	RT-F06-670.01	700 S University...

OK Cancel

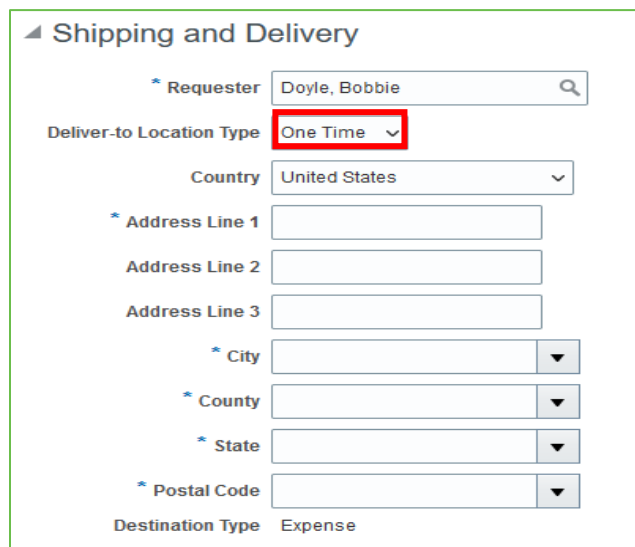
PROCUREMENT: Requisition Preferences

Shipping & Delivery Address

- iii. You can type the name of the building, or if you know the start of the Code you can enter that as well. The code is the Initials of the Building-F0_ and the floor#, followed by the suite or room number.
- iv. Highlight the location once you've found it.
- v. Click **OK** when complete.

Remember - Selecting the correct location which includes the Floor and Suite/Office number is crucial, since this is where the supplier will ship your goods.

- c. If you work remote and **DO NOT** have an office on campus, select **One Time** in the **Deliver-to Location Type**,



The screenshot shows a form titled "Shipping and Delivery". The "Requester" field contains "Doyle, Bobbie". The "Deliver-to Location Type" dropdown menu is highlighted with a red box and set to "One Time". Other fields include "Country" (United States), "Address Line 1", "Address Line 2", "Address Line 3", "City", "County", "State", and "Postal Code", all of which are currently empty. The "Destination Type" is set to "Expense".

- d. Proceed with entering the off-campus shipping address.
3. Once you've entered your default Shipping & Delivery information, select **Save and Close** to exit the screen.