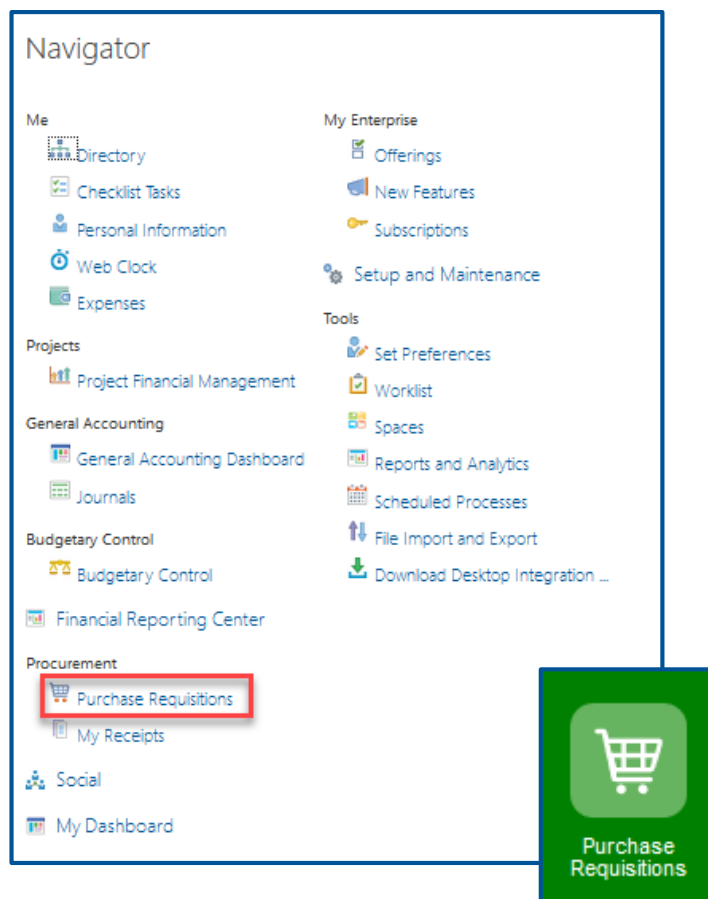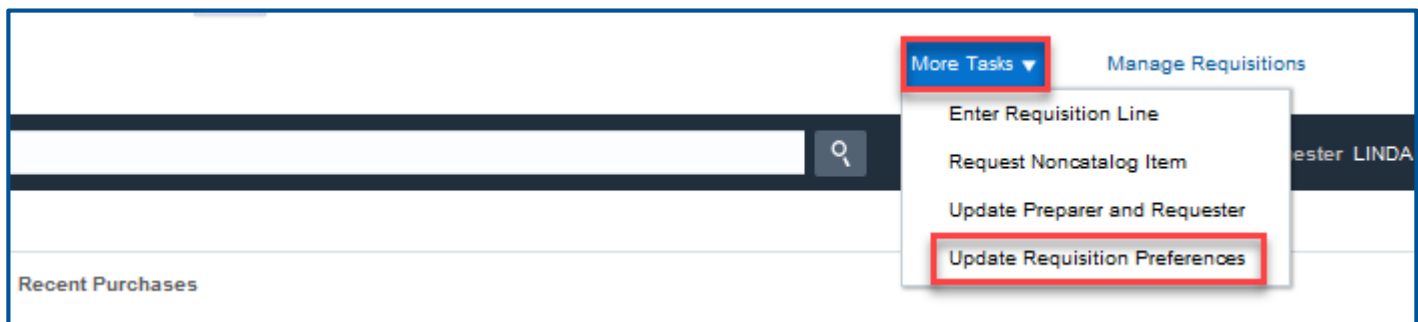# Setting up Deliver to Location

NOTE: New users must set up the Deliver-to Location in order to be able to access the Purchase Requisitions module. It is essential to always verify the Deliver-to Location during the review process when submitting a Purchase Requisition or Payment Request.

1. From the Home Screen, click on the **Navigator**. Under *Procurement*, click **Purchase Requisitions**

2. From the *Requisitions* page, click **More Tasks** and select, **Update Requisition Preferences**

3. Next to the *Deliver-to Location* field, click on the **Magnify Glass** to search

4. In the *Name* field, type in "UW" and click **Search**. Scroll through the list that is displayed ad select **UW – Main Campus – Receiving Dock**, click **OK**

5. In the *Edit Requisition Preferences* screen, review that you have selected the correct *Deliver-to Location*. Once confirmed, click **Save and Close**

NOTE: During the Purchase Requisition and Purchase Order review process, please verify the Deliver-to Location before submitting.

NOTE: If you are ordering goods or services to a USA location, select the following *Deliver-to Location*. *Deliver-to Location* should always be changed back to the preferred location once the purchase requisition to the US location is complete.