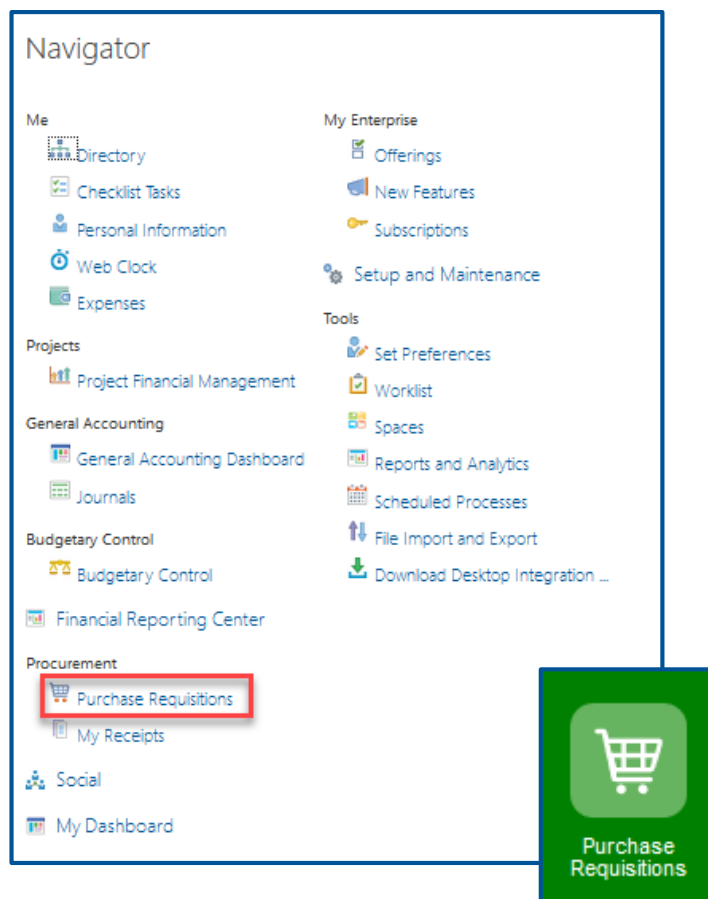
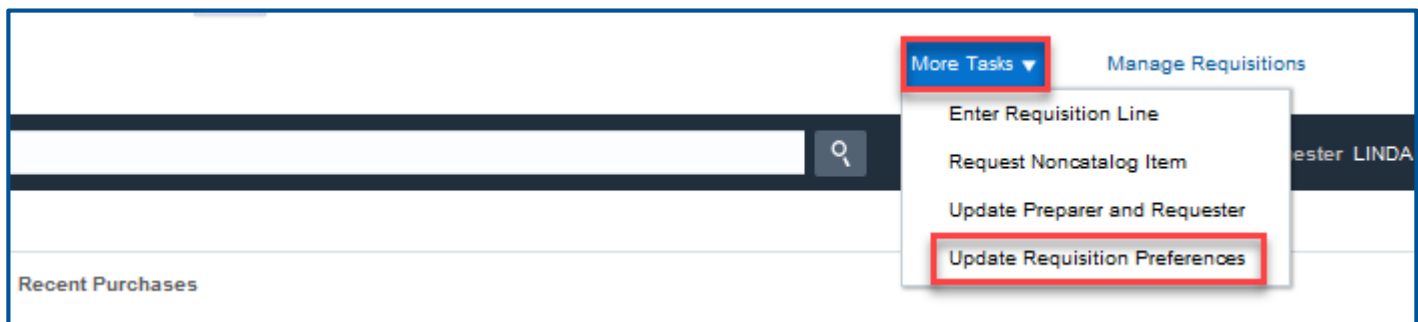


NOTE: New users must set up the Deliver-to Location in order to be able to access the Purchase Requisitions module. It is essential to always verify the Deliver-to Location during the review process when submitting a Purchase Requisition or Payment Request.

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

Edit Requisition Preferences

Requisitioning BU UW BU

Shipping and Delivery

* Requester YOUR NAME

* Deliver-to Location

Destination Type Expense

Billing

Projects

Project Number

Task Number

Expenditure Type

Expenditure Organization

Favorite Charge Accounts

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

Save and Close Cancel

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

Search and Select: Deliver-to Location

Search Advanced

Match All Any

** At least one is required

** Name UW

** Code

Search Reset

Name	Code	Address
UW - Off Campus - Saskatchewan	UWOCSK	Generic Adre
UW - Off Campus - Yukon	UWOCYT	Generic Adre
UW - Main Campus - Mailing Addr...	UWMCMA	401 Sunset Av
UW - Main Campus - Biology Buil...	UWMCBB	Biology Buildi.
UW - Sunset Avenue	UOW	401 Sunset Av
UW - Downtown Campus - Commu...	UWDCCLA	443 Ouellette
UW - Main Campus - Receiving D...	UWMCRD	Shipping and
UW - US Address	UWUSA	US Receiving .
UW - Main Campus - Bookstore	UWMCB	CAW Student .
UW - Main Campus - Law Library	UWMCCLAWL	Paul Martin La

OK Cancel

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

The screenshot shows the 'Edit Requisition Preferences' interface. At the top, it displays 'Requisitioning BU UW BU'. Below this, there are several sections: 'Shipping and Delivery' with fields for '* Requester' (YOUR NAME), '* Deliver-to Location' (UW - Main Campus - Receiving Doc), and 'Destination Type' (Expense); 'Billing'; 'Projects' with fields for 'Project Number', 'Task Number', 'Expenditure Type', and 'Expenditure Organization'; and 'Favorite Charge Accounts' which is currently empty. At the bottom right, there are two buttons: 'Save and Close' and 'Cancel'.

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.

Search and Select: Deliver-to Location [X]

Search [Advanced]

Match All Any ** At least one is required

** Name

** Code

[Search] [Reset]

Name	Code	Address
UW - Off Campus - Saskatchewan	UWOSK	Generic Adre
UW - Off Campus - Yukon	UWOCYT	Generic Adre
UW - Main Campus - Mailing Addr...	UWMCMA	401 Sunset Av
UW - Main Campus - Biology Buil...	UWMCBB	Biology Buildi.
UW - Sunset Avenue	UOW	401 Sunset Av
UW - Downtown Campus - Commu...	UWDCCLA	443 Ouellette
UW - Main Campus - Receiving D...	UWMCRD	Shipping and .
UW - US Address	UWUSA	US Receiving .
UW - Main Campus - Bookstore	UWMCB	CAW Student .
UW - Main Campus - Law Library	UWMCCLAWL	Paul Martin La

[OK] [Cancel]

