Updating Requisition Preferences

- This job aid is intended for use by all Shoppers before they create their first requisition.
- Before creating a requisition, all Shoppers must set up a Favorite Charge Account and a default Deliver-to Location in their requisition preferences.
- Shoppers can create multiple Favorite Charge Accounts within their profile which simplifies and streamlines the requisition entry process.
- Shoppers will be unable to successfully complete a requisition until this information is recorded in their profile.
I. Navigating to Purchase Requisitions

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.
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**

1. Select the **More Tasks** dropdown. Then, select **Update Requisition Preferences**.
2. Under Shipping and Delivery, input a **Deliver-to Location** (likely your department name or office address). Then, under Favorite Charge Accounts add a **Charge Account** and **Nickname** to easily remember which account is saved. Remember, you can add as many favorite charge accounts as you would like. Click **Save and Close**.