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.
I. Navigating to Purchase Requisitions

1. 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.

![Procurement Interface](image)

**2. Edit Requisition Preferences**

1. Select the **More Tasks** dropdown. Then, select **Update Requisition Preferences**.
2. Under **Shipping and Delivery**, you will select the appropriate details that will default as Ship To instructions on all of your requisitions.

   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.
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,

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.