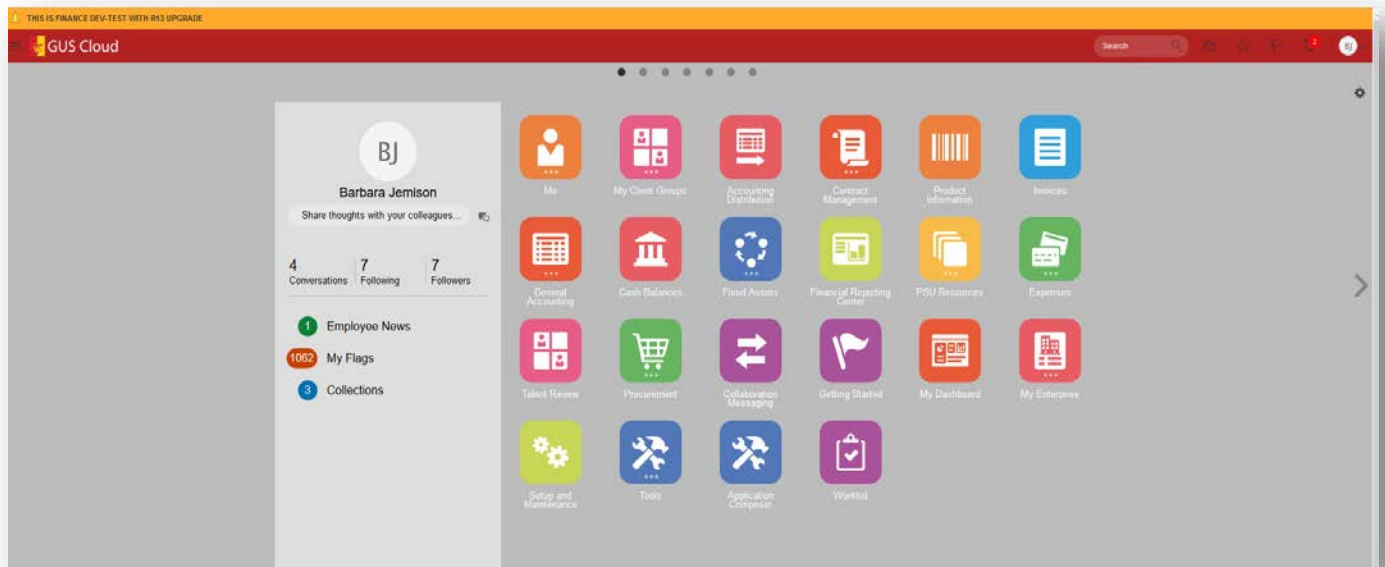


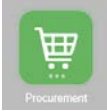
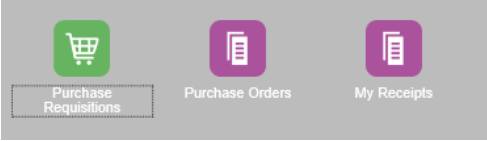
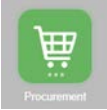
# Job Aid

## Requisition Preferences



This is a walkthrough of how to set up your Requisition Preferences, (favorite charge accounts and desktop delivery address) for your Procurement purchases.

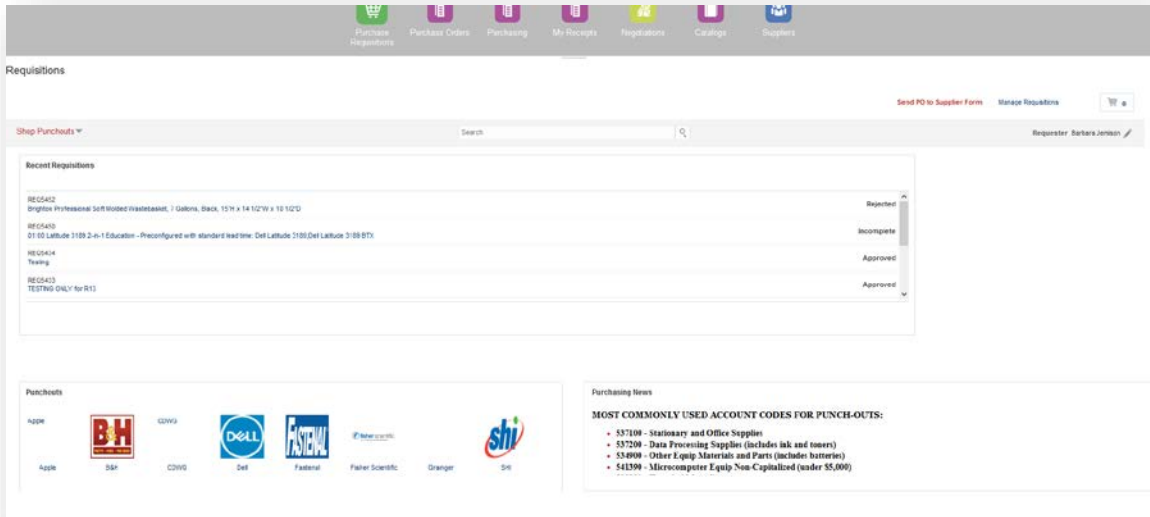
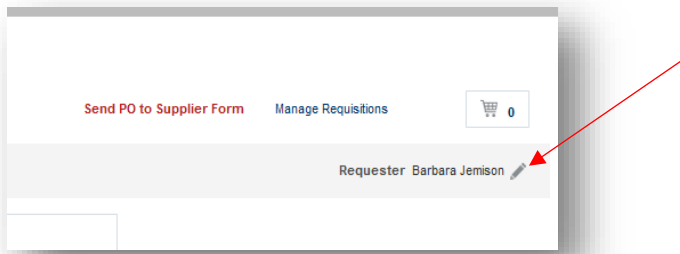


Step	Action
1.	<p>Beginning from your <b>Home Springboard</b> (shown above) click on your Procurement Icon</p>  to reveal your sub-modules  <p>and then click on Purchase Requisitions icon</p> 

# Job Aid

## Requisition Preferences

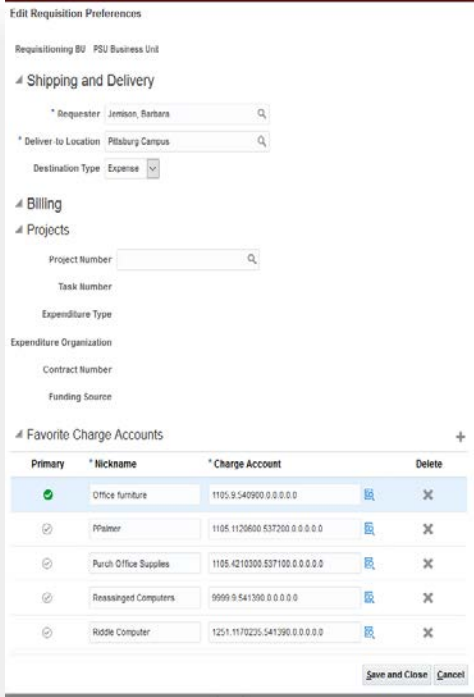


Step	Action
2.	<p>This takes you to your <b>Purchase Requisitions</b> page</p>  <p>The screenshot shows the 'Purchase Requisitions' page. At the top, there are navigation tabs: Purchase Requisitions, Purchase Orders, Packaging, My Receipts, Requisitions, Catalog, and Suppliers. Below the tabs, there's a search bar and a 'Requester' dropdown menu set to 'Barbara Jemison'. A list of 'Recent Requisitions' is displayed, including items like 'Original Professional Softwood Workstation', 'Dell Latitude 3189 2-in-1 Education', and 'Training'. At the bottom, there are logos for various suppliers like Apple, BH, Dell, Federal, and SHI, along with a 'Purchasing News' section listing account codes.</p>
3.	<p>In the upper right of your screen you will see your name as <b>Requester</b></p> <p>Click on the pencil to <b>edit</b> your <b>requisition preferences</b></p>  <p>The close-up screenshot shows the 'Requester' dropdown menu. It contains the text 'Requester Barbara Jemison' and a small pencil icon to its right. A red arrow points to the pencil icon, indicating that clicking it will allow the user to edit their requisition preferences.</p>

# Job Aid

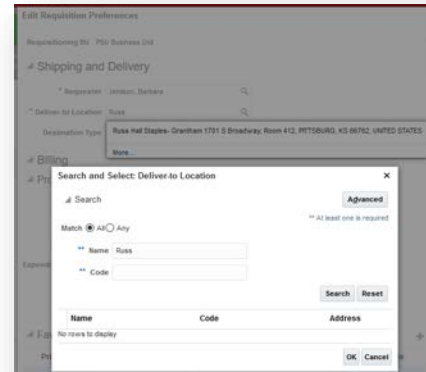
## Requisition Preferences



4.	<p>Requisition Preferences pop-up screen:</p>  <p><b>Favorite Charge Accounts</b></p> <table border="1"><thead><tr><th>Primary</th><th>* Nickname</th><th>* Charge Account</th><th></th><th>Delete</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>Office furniture</td><td>1105.9.549900.0.0.0.0.0</td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td>Printer</td><td>1105.1120650.537200.0.0.0.0.0</td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td>Purch Office Supplies</td><td>1105.4210300.537100.0.0.0.0.0</td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td>Reassigned Computers</td><td>9999.9.541390.0.0.0.0.0</td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td>Riddle Computer</td><td>1251.1170225.541390.0.0.0.0.0</td><td></td><td></td></tr></tbody></table>	Primary	* Nickname	* Charge Account		Delete	<input checked="" type="checkbox"/>	Office furniture	1105.9.549900.0.0.0.0.0			<input type="checkbox"/>	Printer	1105.1120650.537200.0.0.0.0.0			<input type="checkbox"/>	Purch Office Supplies	1105.4210300.537100.0.0.0.0.0			<input type="checkbox"/>	Reassigned Computers	9999.9.541390.0.0.0.0.0			<input type="checkbox"/>	Riddle Computer	1251.1170225.541390.0.0.0.0.0		
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<input type="checkbox"/>	Riddle Computer	1251.1170225.541390.0.0.0.0.0																													
5.	<p>From this screen: <b>Change your deliver to location to your DESKTOP Address.</b> Delete the address currently in the <b>Deliver-to-Location</b> and begin typing your building name Use the <a href="#">More</a> search if your name does not come up automatically.</p>																														

# Job Aid

## Requisition Preferences

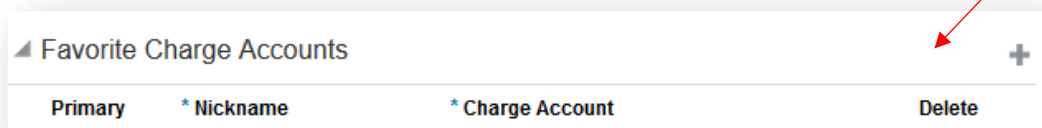


Select your desktop address and click the OK button.

6.

To add Favorite Charge Accounts or to change your Primary (default):

Click on the + to the right of **Favorite Charge Accounts**



Add your **Nickname** for easy reference in your dropdowns later

Add your Charge Account by clicking on the  icon and selecting your account numbers

# Job Aid

## Requisition Preferences



	<div data-bbox="321 426 841 903" data-label="Form"> </div> <div data-bbox="1084 982 1226 1171" data-label="Image"> </div> <p data-bbox="272 1161 1534 1270">Last, note and /or change which account is your <b>primary</b> (default) this is the funding that all your items in Procurement will be until you tell the system otherwise, by using your dropdown or manually entering a new funding string.</p>
7.	<p data-bbox="263 1312 462 1344"><b>Save and Close.</b></p> <div data-bbox="308 1375 500 1423" data-label="Image"> </div> <p data-bbox="263 1470 885 1512">Your new requisition preferences have been updated.</p>
8.	<p data-bbox="263 1690 755 1795">Congratulations! You have reached the end of this tutorial. <b>End of Process.</b></p>