| Business Process | Navigation |
|---|---|
| 1. To change the default Ship To location on a requisition. | 1. Main Menu **> Finance Navigation > eProcurement > Create Requisition** |

Use the following navigation to change the default Ship To on a requisition line.

1. From the Main Menu page, select **Finance Navigation > eProcurement > Create Requisition**

    a. If the requisition exists navigate **to Finance Navigation > eProcurement > Manage Requisitions** and search for the requisition.

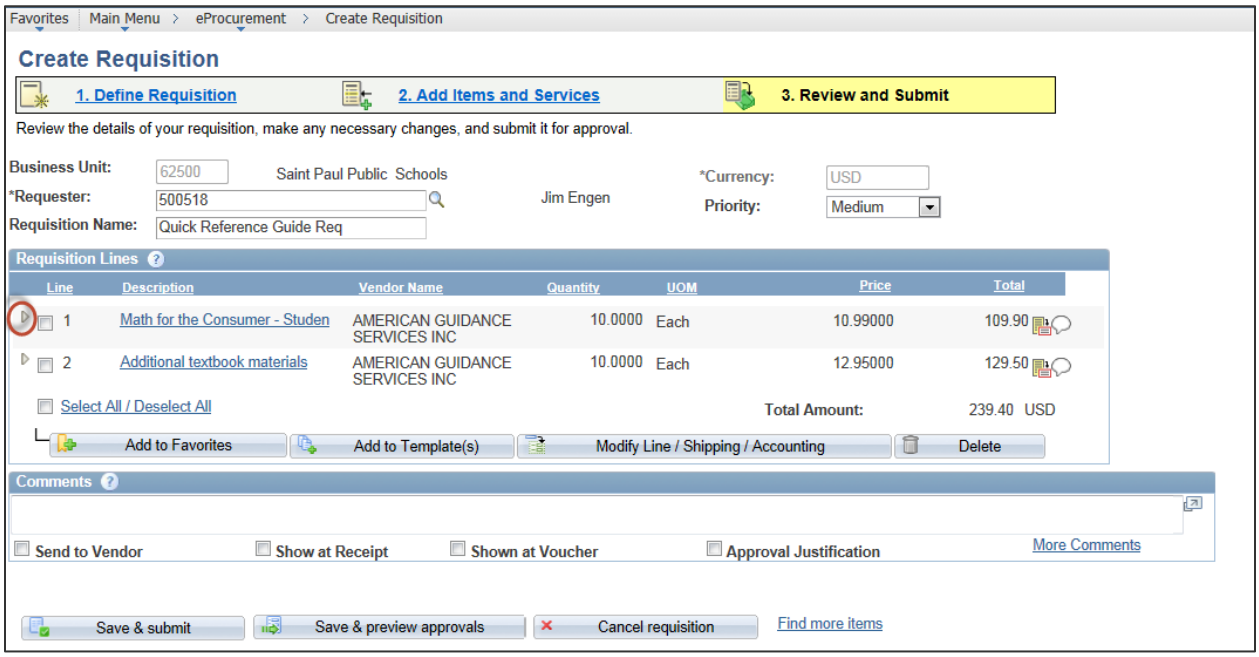
    b. Select the **Edit Requisition** option in the <Select Action> dropdown list and click **Go**.

    c. Skip to step 5.

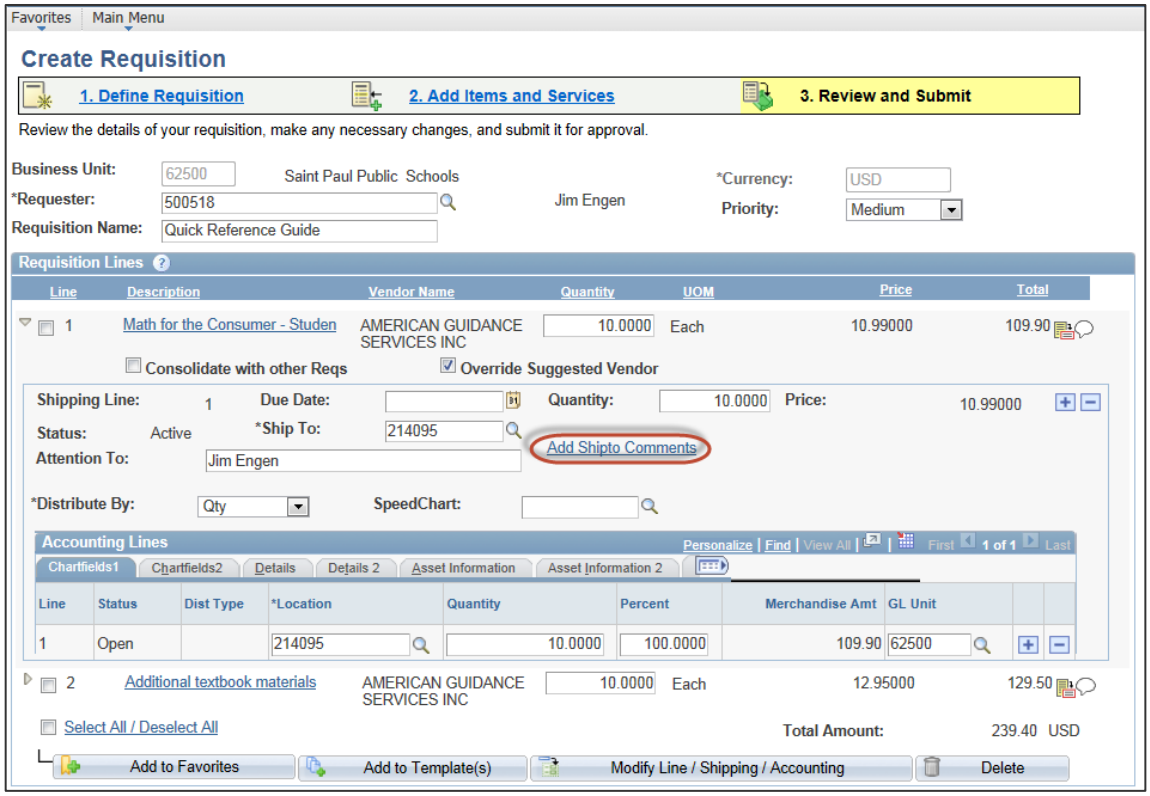
2. Enter the requisition header information. Details for creating a requisition header are in a separate training quick reference guide titled Enter a Requisition – 1.Define a Requisition.

3. Enter the requisition line information. Details for creating requisition lines are in a separate training quick reference guide titled Enter a Requisitions – 2.Add Items and Services.

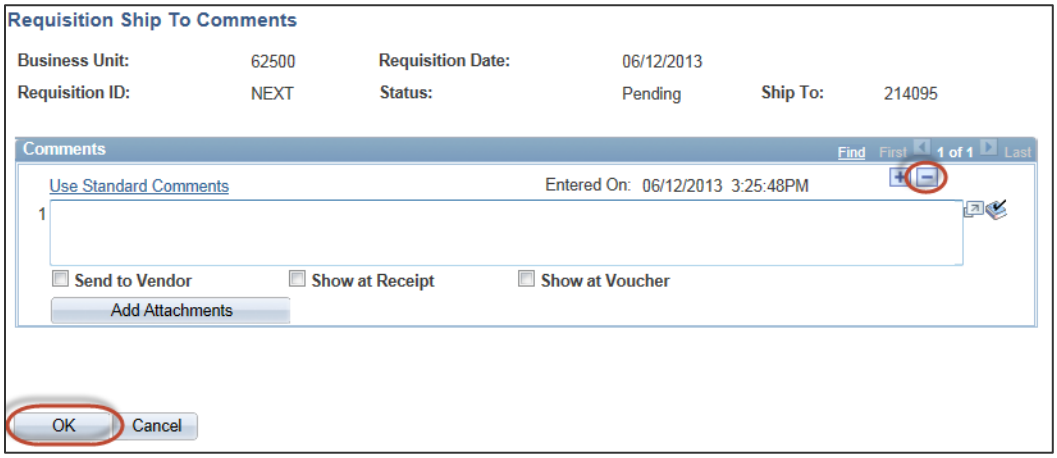
4. Click the **Review and Submit** link.




5. Click the Expand Section icon to display the requisition line's **Shipping Line** (schedule) and the **Accounting Lines** (distribution).

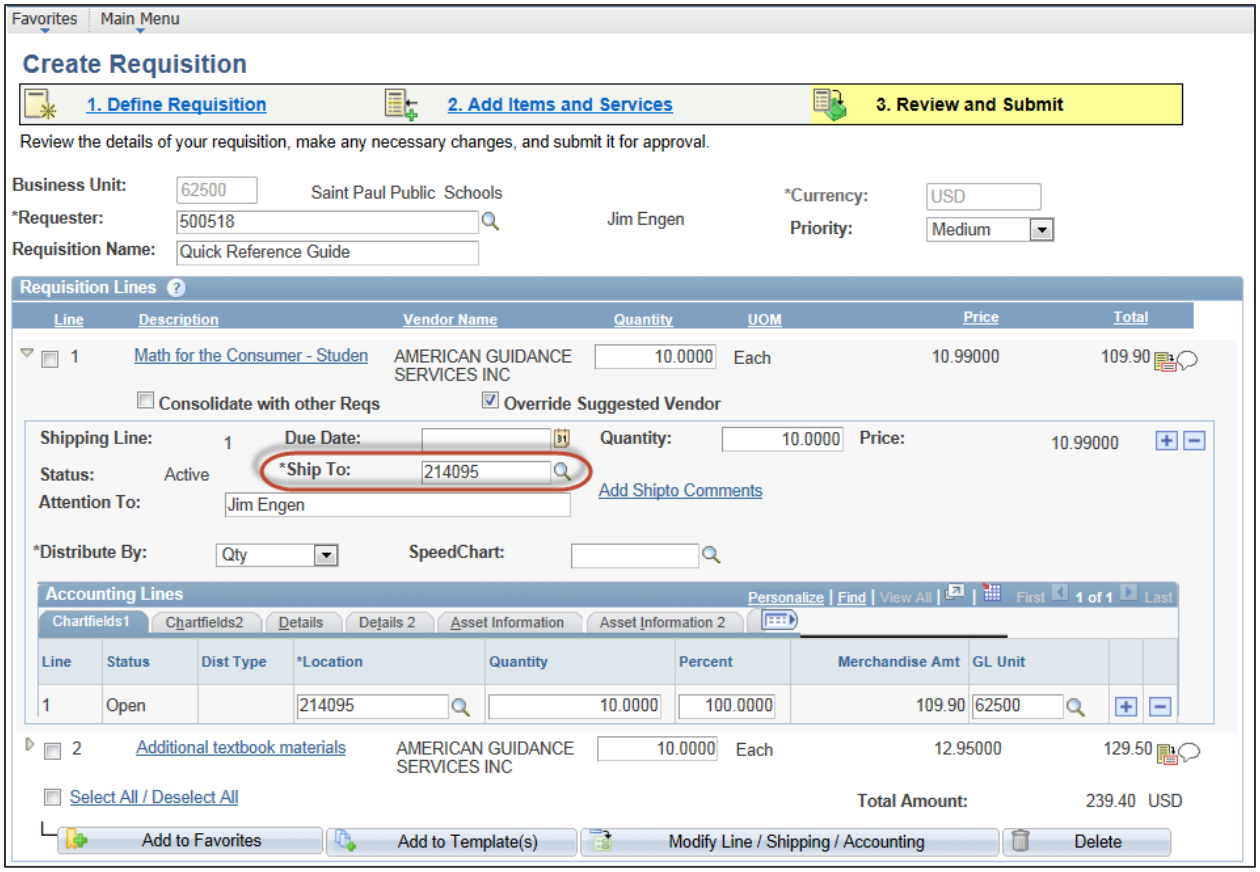



6. Click on the **AddShipto Comments** or **Edit Shipto Comments** hyperlink **before** you update the Ship To code. You will receive an error if you inadvertently update the Ship To code prior to deleting the comments when delivery comments automatically default.




7. Click the **Delete Row** icon and click **OK** to the pop up message to remove any default delivery comments associated with the default Ship To location.

8. Click the **OK** button to return to the 3.Reveiw and Submit page.




9. Enter the new **Ship To** location or click the magnifying glass to search for the Ship To location.

10. Complete the requisition by entering the ChartField information and any comments and attachments. Details for completing the requisition lines, shipping lines and accounting lines are in a separate training quick reference guide titled Enter a Requisitions – 3. Review and Submit. Details for adding comments and attachments are in a separate training quick reference guide titled Add Requisition Comments and Attachments.