

Hello and welcome to our Oracle Procurement Video Guide series. This video on setting up your requisition preferences will cover finding your deliver-to address, defaulting your deliver-to address and defaulting charge accounts.

Begin by navigating to Oracle at ofc.ucsd.edu. From there, you can click on the Company Single Sign-On option, log in with your active directory information, and you will be brought to the Oracle homepage. Once there, you can click on **Procure to Pay** and then **Purchase Requisitions**. Once on the page, your requisition preferences can be accessed by clicking the **pencil** icon next to your name.

You can refer to our [Knowledge Base Article](#) for a full list of deliver-to locations, or you can search for your location within this window. Click the **magnifying glass** in the **deliver-to location** field, then click **advanced** to expand your search. Change the **name dropdown** to **contains**, and then search for your building name or acronym, or street name or number.

Preferred addresses should be set as your default location unless you are located somewhere not serviced by Trade Street for more reliable delivery. Direct addresses are, however, ideal for dry ice and liquid nitrogen. ACP Preferred addresses should only be used for ACP purchases. Whichever address you select, please keep in mind the room number cannot be defaulted and must be populated during checkout.

The second field to default in your requisition preferences is your charge account. You can determine your charge account number by reaching out to your supervisor or fund manager. Add a new charge account by clicking on the **plus** sign. A **nickname** for easy reference and your **full charge account string** appearing as a series of numbers separated by periods can be entered respectively. If your fund manager has instead given you individual values instead of one long string of numbers, you can also enter them separately by clicking the **stacked rectangles icon**. Any fields for which you do not have a value can be populated by entering a zero and clicking on the selection that appears. Depending on your charge account, all values below **Function** may be populated with zeroes.

The **account** field is special because it will always change to match the type of good or service you're purchasing, but it must be populated in your requisition preferences to finish defaulting your charge account. More information on that process may be found in our Checking Out video guide. You can select any value, or search for an account which matches your most common purchases in the meantime. Simply click on the **arrow** next to the **Account** field and then click **search**. Click **advanced** to expand your search and change the dropdown next to **description** to **Contains**. Enter any keyword and click **search**. Then, select an appropriate value and click **OK**. Once all fields have been populated, click **OK** to save your charge account values.

You can also indicate one charge account to default on all lines in your shopping cart by clicking the **checkmark** next to that charge account. Please remember that when you default a charge account, if the **project** field within the charge account has a value, then POETAF information will still need to be populated during checkout. If you will be consistently using one project, you can also enter the project's information in the **Projects** section. If you default a sponsored project in your preferences, this will prevent you from using a non-sponsored project during checkout. If you will be using a mix of non-sponsored and sponsored, we would recommend not defaulting a project in your preferences. More information on projects can also be found in the Checking Out video guide and our [How to Complete the Billing Section during Checkout in Oracle Procurement KBA](#).

Thank you for taking the time to watch our video guide – we hope this information has been helpful. All links referenced in the video are linked in the video description and script. If you have any further questions, please reach out to us by submitting a case through [Services & Support](#) or by calling us at 858.534.9494.