

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 setting up your requisition preferences by navigating to the Oracle Procurement homepage from Oracle, found in the Purchase Requisitions module. 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 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. You can also enter Direct for off-campus addresses or Preferred for on-campus addresses, then enter the street name and number in the Address Line field which can be added as a field in your search.

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 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. If you will be consistently using one project, you can also enter the project's information in the Projects section. More information on projects can also be found in the Checking Out video guide.

Thank you for taking the time to watch our video guide – we hope this information has been helpful. 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.