



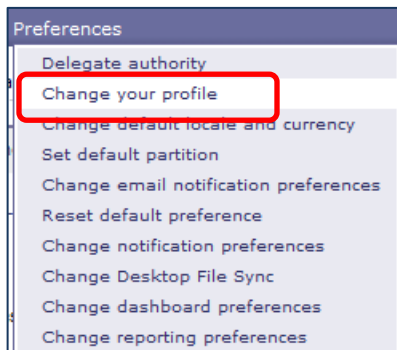
Requisitions require shipping information to be provided at both the document header and line item levels. If you provide this data on your User Profile, it will be defaulted into these fields, reducing the amount of data entry required when creating a requisition. You can change the shipping information on requisitions to override your defaults when necessary.

Required shipping information on requisitions:

SHIPPING - ENTIRE REQUISITION		SHIPPING - BY LINE ITEM	
Ship To:	* (none selected) ▼	Ship To:	* NSU OIIT ▼
Deliver To:	*	Deliver To:	* Wardlaw, Elizabeth M
Floor:	*	Floor:	* 1
Room:	*	Room:	* 11
Phone (xxx-xxx-xxxx):	*	Phone (xxx-xxx-xxxx):	* 954-262-4980
Need-by Date: ⓘ		Need-by Date: ⓘ	

If you would like to provide default shipping information on your User Profile, follow the steps below.

1. Go to 'Preferences' in the purple navigation bar at the top of your screen and select 'Change Your Profile' from the dropdown menu:



2. Confirm that the first page of data is correct and then click 'Next' to get to the 'Account/Ship' section. Review your default accounting and then enter the Floor/Room/Phone information and select a Ship To location if you have not done so already. Click 'Next'.

Personal Profile UP12097: Quijada, Marissa R

The accounting and shipping information is used as the default account to which the items you order are charged, and the default address to which the items are sent. You can change the information for a specific request, by ...

1. Change your accounting information:

Dept/Prog: * 66005-BUS SVS ▼

Activity Code: * 66-Business Services ▼

Account: (none selected) ▼

Index/Org: 160100-Off of Procurement ▼

2. Change your shipping and delivery information:

Ship To: College of Dental Medicine ▼

Deliver To: Quijada, Marissa R

Floor: TEST

Room: TEST

Phone (xxx-xxx-xxxx): 954-262-TEST

(*) indicates a required field

Next



3. Justify your changes in the Comments box. Click 'Next'.

Personal Profile UP12097: Quijada, Marissa R

Enter comments explaining why you are changing your personal profile.

COMMENTS - ENTIRE USER PROFILE

Setting up default Floor/Rm/Phone information so it will be automatically added to my information when I create a Purchase Requisition.

Comments:

☐ Visible to Supplier

ATTACHMENTS - ENTIRE USER PROFILE

Add Attachment

(*) indicates a required field

Prev Next Exit

4. Verify that your current supervisor is shown in the approval flow. If not, go back to the first page and correct. Click 'Next'.

Personal Profile UP12116: Lettice, Elizabeth M

Review the approvers assigned to review the request. Add and delete approvers as necessary, depending on your permissions.

APPROVAL FLOW - USER PROFILE

Legend: ☐ Pending

UP12116 ☐ Harward, Mary J ☐ Approved

Add Approver

(*) indicates a required field

Prev Next Exit

5. Confirm the changes then click 'Submit'.

Personal Profile UP12116: Lettice, Elizabeth M

Review your request and then submit it for approval.

Change	From	To
Floor		1
Room		12
Phone (xxx-xxx-xxxx)		954-262-4980

(*) indicates a required field

Prev Submit Exit

6. Once the User Profile document has been approved, the defaults will take effect.

Please contact aribahelp@nova.edu if you have any questions or need assistance with this new feature.