



# REQUISITION PREFERENCES

PO

## QUICK REFERENCE GUIDE PO-14

### Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation of how to update Requisition Preferences in the North Carolina Financial System (NCFS).

### Introduction and Overview

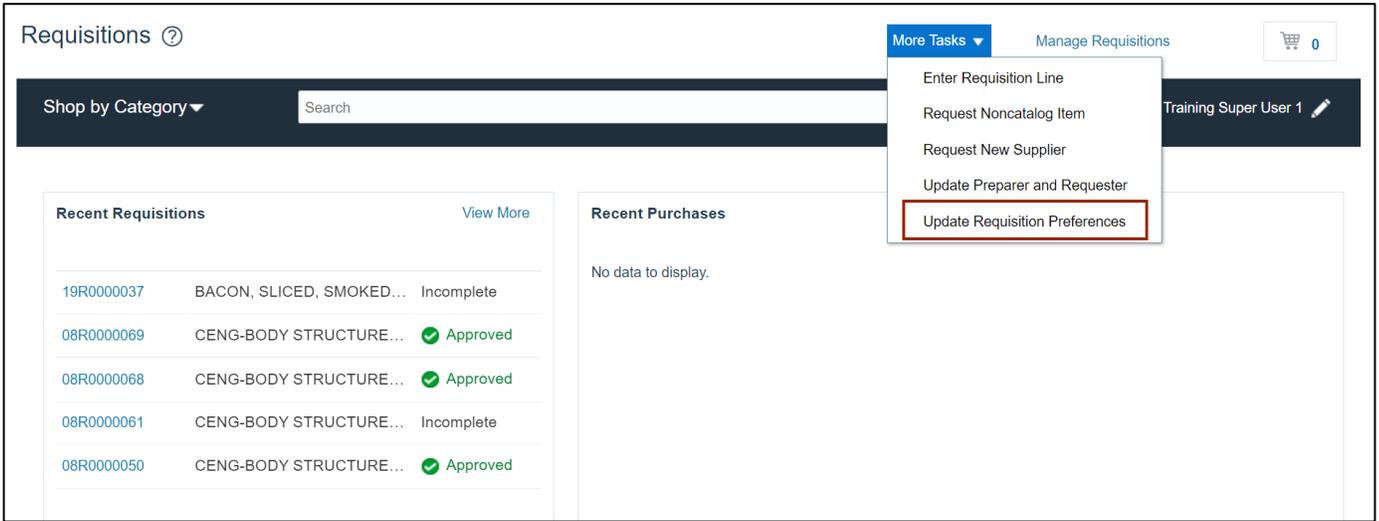
This QRG covers the steps to update Requisition Preferences.

### Update Requisition Preferences

1. Click the **Procurement** tab and then click the **Purchase Requisitions** app.



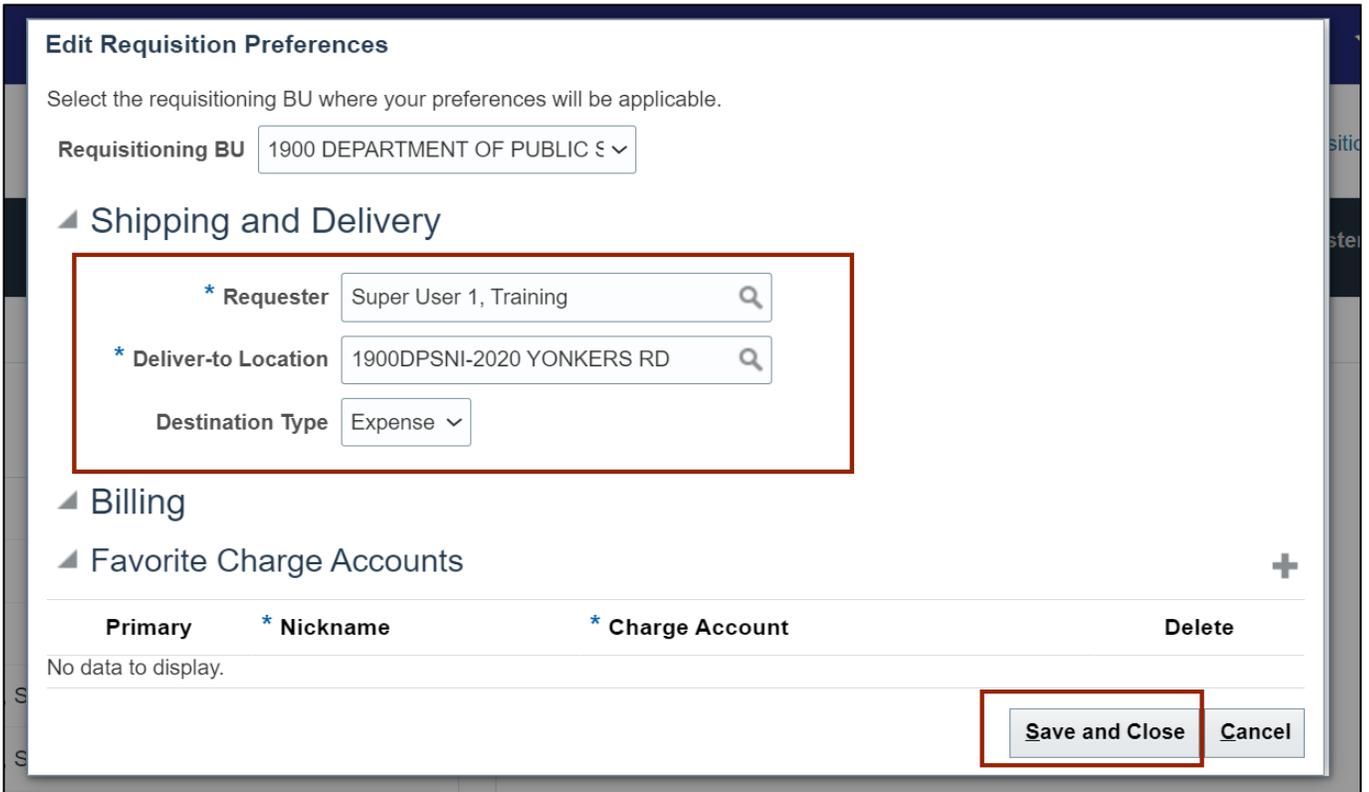
2. Click the *More Tasks* drop-down choice list and select **Update Requisition Preferences**.



3. The *Edit Requisition Preferences* pop-up appears. Under the **Shipping and Delivery** section, enter/update the details on the required fields and click the **Save and Close** button.

In this example, we choose, **Super User 1, Training** as *Requester*, **1900DPSNI-2020 YONKERS RD** as *Deliver-to Location* and **Expense** as *Destination Type*

Note: You will be redirected to the **Requisitions** page.



## Wrap-Up

Update requisition preferences in NCFS using the steps above.

## Additional Resources

### Virtual Instructor-Led Training (vILT)

- PO101: PO Procurement Requester

### Web Based Training (WBT)

- PO107: PO Advanced Procurement Requestor