



Setting Requisition Preferences

This guide will cover:

- Requisition preferences allow for updating Deliver-to Location, a critical step to ensure proper delivery of goods.

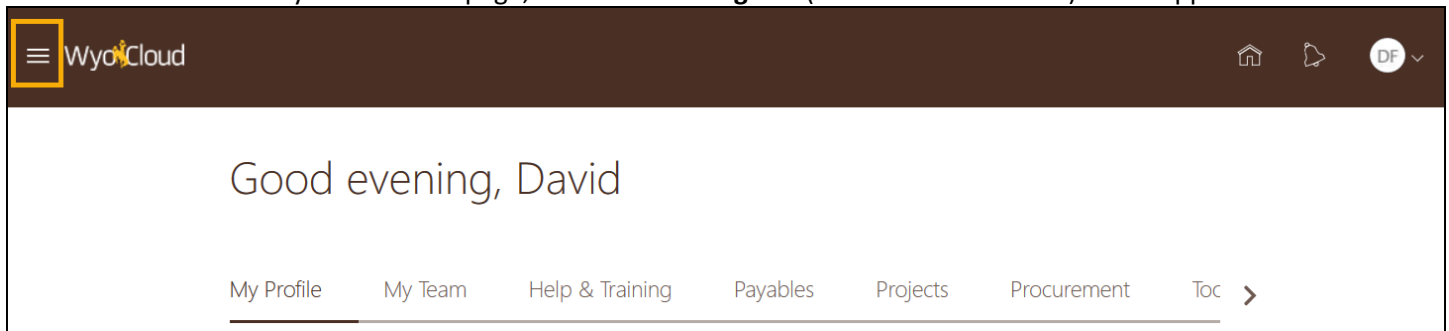


Note: Prior to completing a requisition be sure you have updated your Requisition Preferences. WyoCloud defaults the **Deliver-to Location** to the building you work in, you will need to change this to your **department name**. This one time change is important to be sure your items are delivered properly.

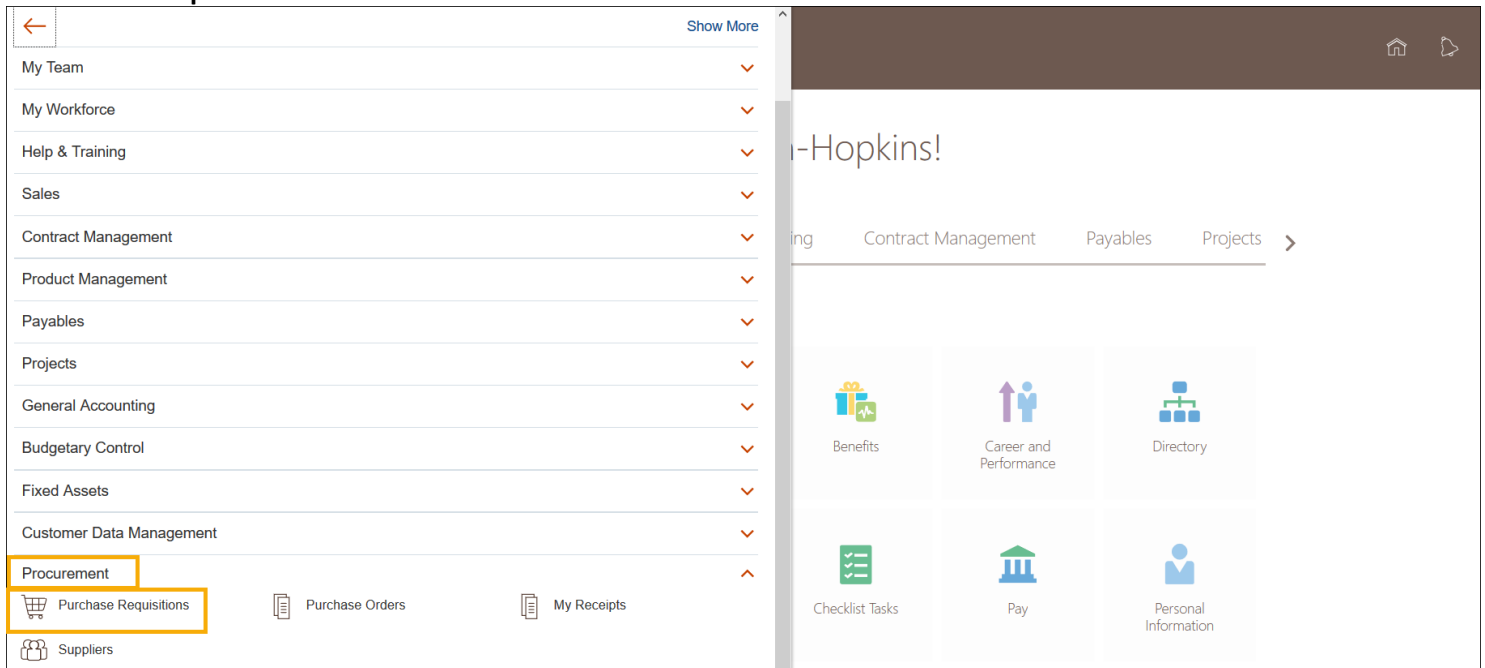
Step One

Navigate to the Procurement area of WyoCloud from WyoWeb.

- From the WyoCloud homepage, click on the **Navigator** (three horizontal lines) in the upper left corner.



- First click **Procurement** to expand (you may have to scroll down within the navigator), then click **Purchase Requisitions**.





- The **Purchase Requisition** page will display.
- Select **More Tasks** then **Update Requisition Preferences**.

Requisitions

More Tasks Manage Requisitions

Shop by Category Search

Recent Requisitions [View More](#)

Requisition Number	Description	Status
R137285	BIC(R) Mechanical Pen...	Pending approval
R137273	Epson Pro G7400U	Pending approval
R137272	Ethernet Switch	Incomplete
R137271	HON Concinnity L	Pending approval

Recent Purchases [View More](#)

Item Name	Price
HP ProDesk 600 G4 SFF Core i5 8500 8GB RAM 256G...	\$626.04 EA
Electronic HP Care Pack Next Business Day Hardw...	\$142.14 EA
HP ProBook x360 11 G2 Education Edi	\$891.49 EA

Step Two

This step is required prior to completing any requisition, however only has to be completed once.

- Select the **magnifying glass** next to *Deliver-to Location*.

Edit Requisition Preferences

Requisitioning BU UWYO

Shipping and Delivery

* Requester Harrison-Hopkins, Kaylen

* Deliver-to Location Wyoming Hall

Destination Type Expense

Billing

Projects

Project Number

Task Number

Expenditure Type

Expenditure Organization

Contract Number

Funding Source

Favorite Charge Accounts

Primary	* Nickname	* Charge Account	Delete
No data to display.			

Save and Close Cancel



- Enter your department name in the **Name** field then click **Search**.
- Highlight the correct result, then click **OK**.

Search and Select: Deliver-to Location

Search Advanced

Match All Any ** At least one is required

**** Name** Human Resources

**** Code**

Search Reset

Name	Code	Address
Human Resources	1000120	16 & Gibbon, Hu...

OK Cancel

- Click **Save and Close**.

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Project Number

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Expenditure Organization

Contract Number

Funding Source

Favorite Charge Accounts +

Primary	* Nickname	* Charge Account	Delete
No data to display.			

Save and Close Cancel

You have now completed updating Requisition Preferences.