



# Procurement Services

## Campus News Flash

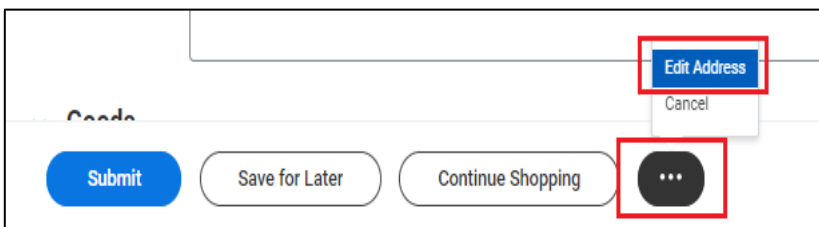
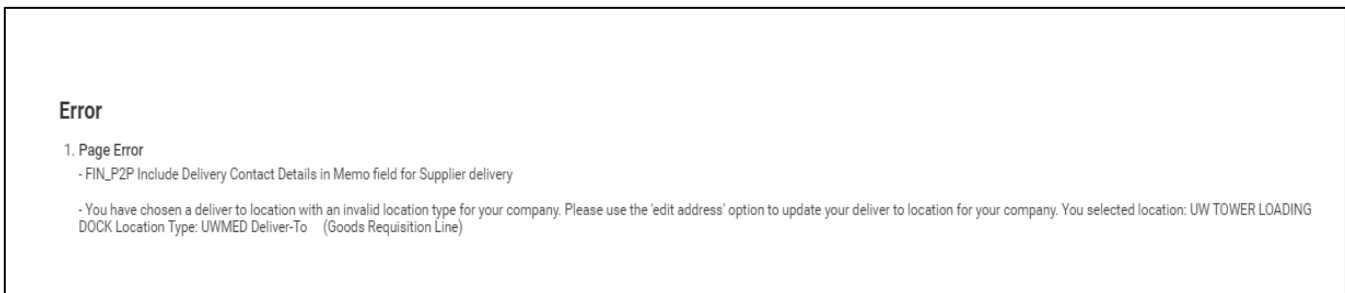
March 11, 2024

### Update on Changes to Requisition Deliver-To Address

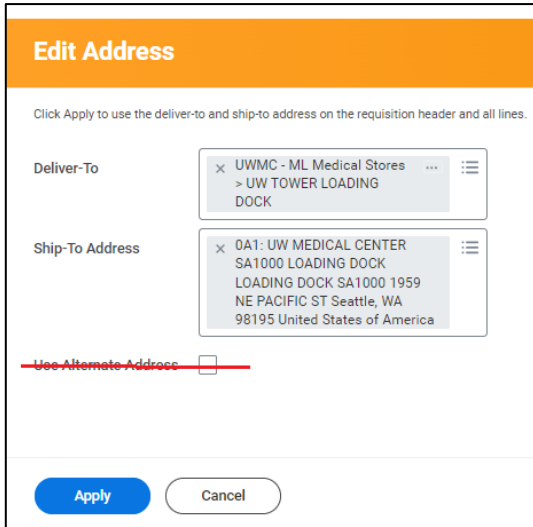
To ensure UWA and UWM are selecting the correct Deliver-To and Ship-To locations in Workday, a custom validation is now in effect.

**Effective March 12, 2024**, custom validation has been added to the Workday requisition process to help Requisition Requestors to select the correct Deliver-To Address that aligns with the appropriate company.

If the address selected does not align with the Company chosen, you will receive an error message stating that the address is invalid for your Company in the requisition header. Please edit by following the steps below. Use the Related Actions box at the bottom of the Checkout screen and select **Edit Address**.



Update to a Deliver-To that aligns with your Company. **Do not use the Use Alternative Address box.** Then click **Apply** and Submit the requisition.



**Edit Address**

Click Apply to use the deliver-to and ship-to address on the requisition header and all lines.

Deliver-To: UWMC - ML Medical Stores > UW TOWER LOADING DOCK

Ship-To Address: 0A1: UW MEDICAL CENTER SA1000 LOADING DOCK SA1000 1959 NE PACIFIC ST Seattle, WA 98195 United States of America

~~Use Alternate Address~~

**Apply** Cancel

Additional information is available in the Requisition Job Aids on how to select the correct Deliver-To and Ship-To address:

How to Create Requisitions for Catalog Suppliers (UWA)

[https://uwconnect.uw.edu/kb\\_view.do?sys\\_kb\\_id=b80a3108c3d80ed426a0300f05013175#](https://uwconnect.uw.edu/kb_view.do?sys_kb_id=b80a3108c3d80ed426a0300f05013175#)

How to Create a Non-Catalog Requisition (UWA)

[https://uwconnect.uw.edu/kb\\_view.do?sys\\_kb\\_id=557b7775c3580a9826a0300f05013170#](https://uwconnect.uw.edu/kb_view.do?sys_kb_id=557b7775c3580a9826a0300f05013170#)

## [PROCUREMENT SERVICES](#)

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