

How to Change the “Location” on eProcurement Requisitions Updated March 2007

The “Location” code is where the Logistics Delivery team will deliver your merchandise from Central Receiving to your department. To prevent delays in receiving your merchandise, always validate the correct “Location” code appears on your requisition.

Pathway: eProcurement > Create Requisition > Settings



Click the **Override** radio button.

The screenshot shows the "Requisition Defaults" section with two tabs: "Requisition Defaults" and "Search Settings". Under "Default Options", there are two radio buttons: "Default" and "Override". The "Override" radio button is selected, and a mouse cursor is pointing to it. The text for "Override" reads: "If you select this option, all default values entered on this page override the default values found in the default hierarchy."

Click the **More Details 2** tab.

The screenshot shows the "Distribution Defaults" section with a table. The table has columns: "Distrib Line", "Pct", "Speed Chart", "GL Unit", "Account", "Oper Unit", "Fund", and "Dept". The "More Details 2" tab is selected. The table contains one row with the following values: "1", an empty box, an empty box with a search icon, "UTMBG" with a search icon, an empty box with a search icon, "14062" with a search icon, "310" with a search icon, and "224900" with a search icon. There are also "+" and "-" icons at the end of the row.

Click the **Location Lookup** icon.

The screenshot shows the "Distribution Defaults" section with a table. The table has columns: "Affiliate", "Fund Affiliate", "Location", and "IN Unit". The "More Details 2" tab is selected. The table contains one row with the following values: an empty box with a search icon, an empty box with a search icon, "L05211" with a search icon, and an empty box with a search icon. There are also "+" and "-" icons at the end of the row. A mouse cursor is pointing to the "Location" field.

Enter appropriate information in one or more of the search criteria fields. You may also use the “wildcard” (%) feature to find the appropriate **Location** code. Click the **Look Up** button.

SetID: UTMBG

Location Code: begins with

Description: begins with

Room #: begins with

[Basic Lookup](#)

To select the appropriate Location code, click the **Location Code** or **Description** hyperlink.

Search Results

View All First 1-44 of 44 Last

Location Code	Description	Room #
L07103	MOODY MEDICAL LIBRARY 2.1	
L28113	MOODY MEDICAL LIBRARY 201	
L28114	MOODY MEDICAL LIBRARY 202	
L07100	MOODY MEDICAL LIBRARY 202A	

Click OK to save changes and exit the Settings page.

Distribution Defaults Customize | Find | First 1 of 1 Last

[Distributions](#) [More Details](#) **More Details 2** [Asset](#)

Affiliate	Fund Affiliate	Location	IN Unit
<input type="text"/>	<input type="text"/>	<input type="text" value="L28113"/>	<input type="text"/>