Oracle Procurement Preferences – Section 1.0

This process is used to set your procurement preferences in Oracle:
- Shipping & Delivery
- Billing

Audience: All

Additional Resources:
- Glossary
- Video (where applicable – insert link)
- Help Text (where applicable – insert link)
- GMHEC Website (where applicable – insert link)
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1.1 Set Your User Preferences

Navigation Path:
➢ Procurement ➔ Purchase Requisition

Go to “More Tasks” and choose “Update Requisition Preferences”

Choose Update Requisition Preferences from the “More Tasks” menu.

The following pop-up will appear:
Here you can default:
1. Shipping and Delivery
2. Billing

To find your preferred deliver-to location, click on the search icon:

You can search from this pop-up:

However, doing an advanced search can find more results. Click the “Advanced” button (see above). Another pop-up will appear. Under any of the search criteria choose “Contains” – this will allow you to search any word that may be contained in the address you are looking for:
Click the search button and all addresses containing the search criteria will pop-up below. Highlight the address you want, and click “OK”.

You can also create “Favorite Charge Accounts” by clicking the “+” sign to the right of “Favorite Charge Accounts”.

Create a nickname and add your charge account by clicking the account icon:

Add your account information when the next pop-up appears. Hit “OK”, and then “Save and Close” when you're done.
You’re all set…. But **ALWAYS** double-check your Deliver-To and Billing information whenever performing a Self-Service Procurement action! You may not want to use your default.