

Changing the Default Shipping Location in Bobcat Buy

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Steps

1. From the Oracle Cloud main screen select Purchase Requisitions (Figure 1).
2. From the requisitions page select more tasks and choose Update Requisition Preferences from the dropdown menu (Figure 2).
3. Click the search button next to the field labeled Deliver-to Location (Figure 3).
4. Click the Advanced button (Figure 4).
5. Under the name and code fields select is not blank and click Search (Figure 5).
6. From the search results click on the row for the location you want to be your default. For deliveries to the Main UC Merced campus select UC Merced Central Receiving (Figure 6). Click OK to close the search results window and Save and Close to close the Edit Requisition Preferences window. The default Search location should now be set.

Figures

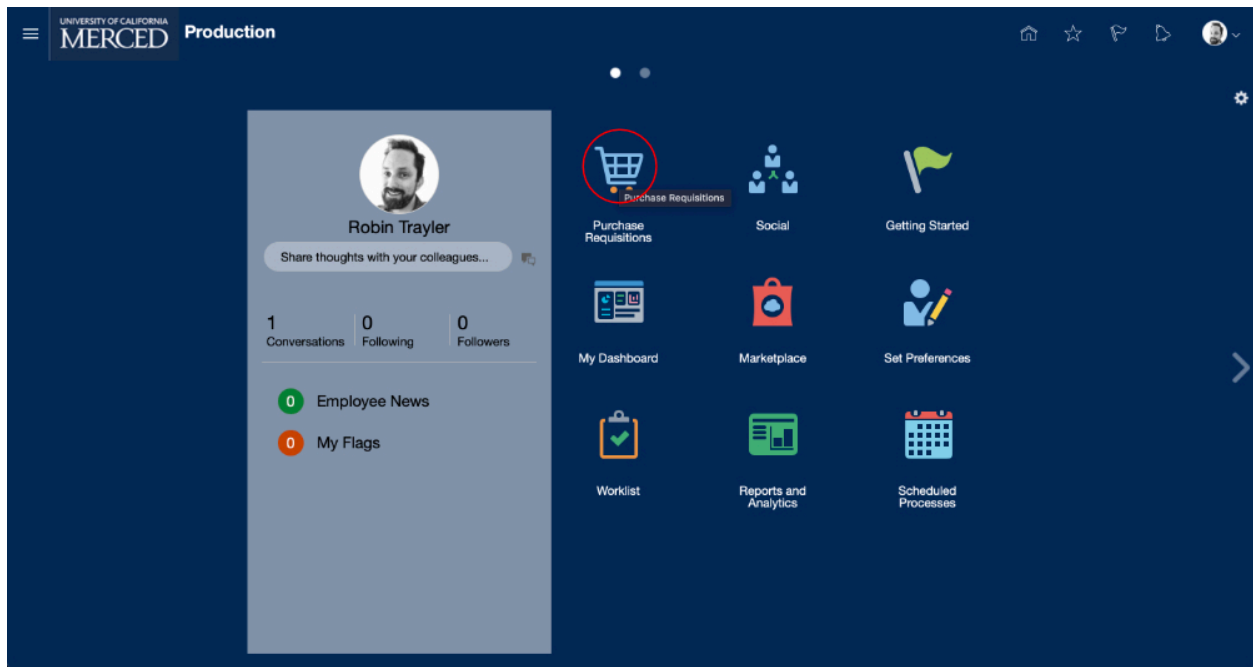


Figure 1: Main page.

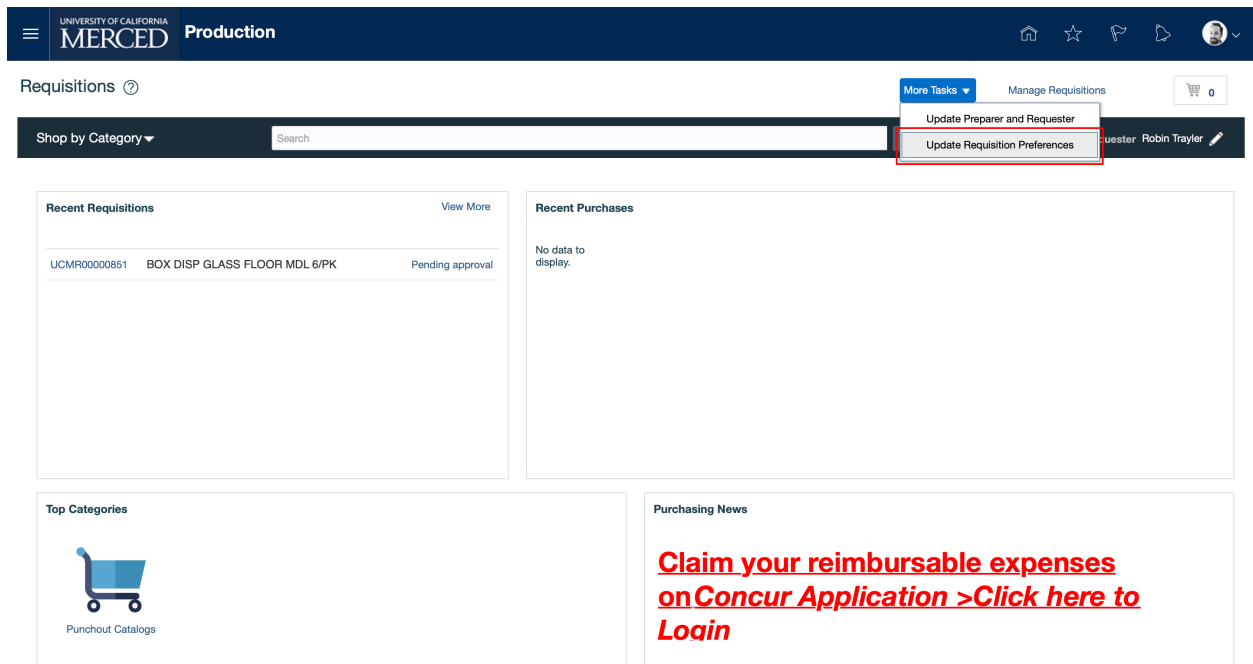


Figure 2: Requisitions page.

Edit Requisition Preferences

Requisitioning BU UCM Business Unit

Shipping and Delivery

* Requester Trayler, Robin

* Deliver-to Location UC Merced Central Receiving

Destination Type Expense

Search: Deliver-to Location

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

Figure 3: Requisition Preferences popup.

Search and Select: Deliver-to Location



 Search

[Advanced](#)

** At least one is required

Match ☒ All ☐ Any

** Name

** Code

Search

Reset

Name	Code	Address
No rows to display		

OK

Cancel

Figure 4: Search popup.

Search and Select: Deliver-to Location

Search

Basic

** At least one is required

Match ☒ All ☐ Any

** Name

Is not blank

Code Operator

** Code

Is not blank

Town or City

Starts with

Postal Code

Starts with

Country

Starts with

Search

Reset

Add Fields

Reorder

Name	Code	Address
No rows to display		

OK

Cancel

Figure 5: Advanced search options

Search and Select: Deliver-to Location



Search

Basic

** At least one is required

Match ☒ All ☐ Any

** Name Is not blank

** Code Is not blank

Town or City Starts with

Postal Code Starts with

Country Starts with

Search

Reset

Add Fields ▼

Reorder

Name	Code	Address
UC Davis Central Receiving	UCM0004	1 Shields Avenu...
UC Merced Accounts Payable	UCM0005	Downtown Cam...
UC Merced Center Fresno	UCM0002	550 E SHAW AV...
UC Merced Central Receiving	UCM0001	5200 NORTH L...
UC Merced Yosemite Field Station	UCM0003	7799 Chilnualna...
UCM - DCC	UCM - DCC	Technical Data, ...

OK

Cancel

Figure 6: Deliver-to location search results.