**How to Update Requisition Preferences:**

* Under the Procurement tab, click Purchase Requisitions:



* Go to More Tasks drop down and select ‘Update Requisition Preferences’:



* Please update your default Deliver-To location and add or remove favorite charge accounts.



To add a new account to you favorites, click the ‘+’ icon on the right.

To delete an account, click the “X”.

* Enter your Charge Account number or use the search option to find the correct segments. Give the account a name to designate it. If you have multiple favorites, you can also designate one as your primary account:
* 
* When you are finished, Save and Close.