

# Ship-To vs Deliver-To fields in Workday

The *Deliver-To* field (live 3/9/19) will be useful for orders that must be delivered to a receiving dock or Information Technology.

<http://workday.miami.edu>

## Why is the Deliver-To field being added to Workday Purchase Requisitions?

With the release of Workday version 32, you can define a Ship-To location with an associated Deliver-To at the header level. This will be useful for orders that need to be shipped from the supplier, to a receiving dock or Information Technology. For example, a Procurement Data Entry Specialist - needs to order a new computer for the Department Chair. The *Ship-To* will be Information Technology. The *Deliver-To* will be the Chair's workspace.

## What is the difference between the Ship-To and Deliver-To fields?

**Default Ship-To** - The receiving dock or Information Technology. If the goods/services will be shipped straight to a desktop location, the information in both the *Ship-To* and *Deliver-To* fields will be repeated with the *Receiver* or requisitioner's workspace information.

**Default Deliver-To** - The *Receiver* or requisitioner's workspace as designated by the supervisor in Workday

## My current address/work space doesn't match the Deliver-To?

Contact your supervisor or HR Partner to update the employee's information in Workday. Managers can use the *Change job* function to update or correct the employee's *Work Space*. This field is driving the *Default Deliver-To* field. Once a manager updates the employee's work space, all purchase requisitions created afterwards will have the updated information. Previous requisitions will not automatically update.

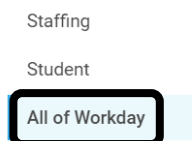
## My order needs to be delivered to someone else's desktop? (i.e. new computers)

Start creating the requisition using the following steps.

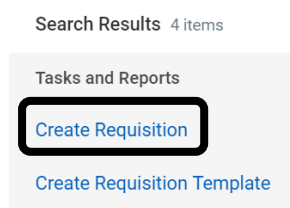
1. In the Workday search box, type **create req** and click the magnifying glass icon.



2. If no results appear, click **All of Workday** located in the left hand column, at the bottom.



3. Click **Create Requisition**.



4. Find the *Requester* field and populate with the employee's name that will have desktop delivery. Complete all fields and click **OK**.

Example 1 – I'm ordering office supplies and want the delivery to come to my desktop. Then I will distribute to the department.

*Requestor = my name*

Example 2 - I'm ordering a computer on behalf of another employee and need the delivery to go to their desktop.

*Requestor = another employee's name*

The screenshot shows a requisition form with the following fields:

- Company: 200 Academy
- Requester: Susan Montes (highlighted with a black box)
- Currency: USD
- Requisition Type: Goods

**The following error message appears after clicking Submit. “Please remove UM Accounts Payable as the default ship to address and select a valid ship to address from the drop down menu.”**

Go to the *Shipping Address* tab and update the *Default Ship-To Address* field to the receiving dock or Information Technology. If the goods/services will be shipped straight to a desktop location, the information in both the *Ship-To* and *Deliver-To* fields will be repeated with the *Receiver* or requisition initiator's workspace information.

The screenshot shows the **Shipping Address** tab with the following fields:

- Default Deliver-To: Gables One Tower > Floor 01
- Apply Deliver-To changes to all lines:
- Default Ship-To Address: UM Accounts Payable P.O., Box 248066 Coral Gables, FL 33124 United States of America (highlighted with a black box)