**Essential set up: iProcurement Preferences**

Preferences enable you to set up and save specific purchasing defaults. This is a one off task, though you can change it later. Any field marked with an * is a mandatory field. The information that you set up in Preferences will default in against the requisition when you are checking out.

1. Click on **Preferences** from the Shop page and the General Preferences screens displays.

2. Click **iProcurement Preferences** to display the screen below.

3. From this screen you can complete a couple of set ups in the **Delivery** section:
   - **Need By Days**: Amend to what you would like to default in e.g. 1. If you don’t then 7 days will be the system default.
   - **Deliver-To Location**: Amend if applicable by either manually typing in the code or clicking on the Magnifying Glass to search for your departments location codes.

4. To set up a favourite project code:
   - **Project**: Type in your department or project code and **Tab** to list
all your department’s project codes. Click on **Quick Select** for the relevant code.

b) **Task**

Click on the **Magnifying Glass** for the Task field, click **Go** and **Quick Select** the relevant task number.

c) **Award**

Click on the **Magnifying Glass** for the Award field, click **Go** and **Quick Select** the relevant award number.

d) **Expenditure Type**

Click on the **Magnifying Glass** for the Expenditure Type field and click **Go** to view all types or enter in a key word followed by the wildcard % to help search. Click **Go** and **Quick Select** the relevant expenditure type.

e) **Expenditure Org**

Type in your department code and **Tab** and **Quick Select** the relevant Organization.

f) Click **Apply Changes** and all the fields should be completed as per example below. This code will take preference when checking out and you can amend this project code when checking out.