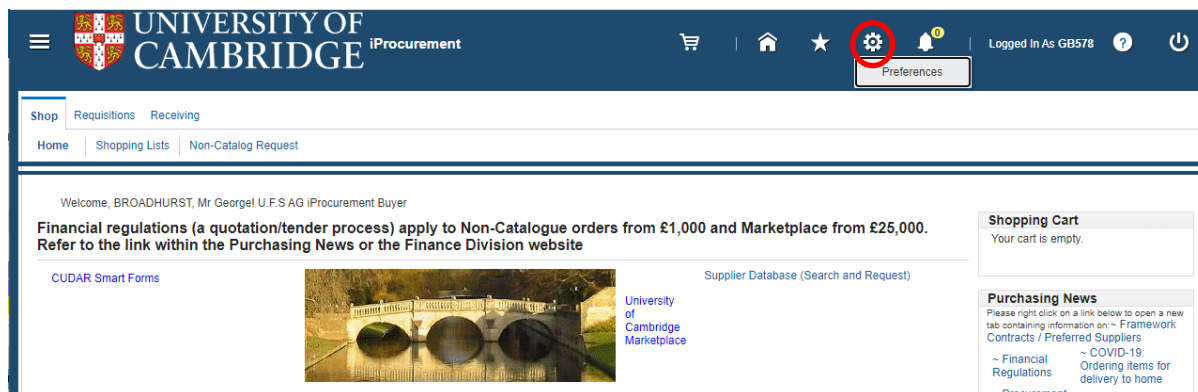




## Essential Set up: iProcurement Preferences

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 a \* is a mandatory field. The information that you set up in Preferences will default in against the requisition when you are checking out.

1. When you are in the iProcurement home page Click on the settings icon and select **Preferences**



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

**iProcurement Preferences** [Cancel] [Apply]

\*Indicates required field

**Shopping**

\* My Favorite Store: No Preference

\* Search Results Per Page: 10  
For best performance, enter a number between 1 and 100.

\* Shopping Search Results Per Page: 10  
For best performance, enter a number between 1 and 25.

Sort Shopping Search Results By: No Preference | Ascending

**Shopping Search Results Layout**

☐ Grid View

☒ Paragraph View

☐ Hide Thumbnail Images

**Favorite Lists**

Use the Select column to set your primary favorite list.

Select Favorite List: [Set as Primary] | + ...

Sel...	* Favorite List Name	Primary
<input type="radio"/>	Personal Favorites	<input checked="" type="checkbox"/>

**One Time Address**

[Add Address] [Delete Address] | ...

☐ Alias

\* One Time Address

No results found.

**Delivery**

\* Need By Days: 7

\* Need By Time: 00:00  
(Example: 17:30)

\* Requester: BROADHURST, Mr George

\* Deliver-To Location: AG1

☒ Deliver to subinventory

Subinventory:

**Favourite Project**

Project:

Task:

Award:

Expenditure Type:

Expenditure Org:



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:

- a) **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.

**Favourite Project**

Project	PHZJ/490	↘ 🔍
Task	1	↘ 🔍
Award	RG83094	↘ 🔍
Expenditure Type	Other Costs/Consumables	↘ 🔍
Expenditure Org	PH_Biochemistry	↘ 🔍