Update on Changes to Requisition Deliver-To Address

To ensure UWA and UWM are selecting the correct Deliver-To and Ship-To locations in Workday, a custom validation is now in effect.

Effective March 12, 2024, custom validation has been added to the Workday requisition process to help Requisition Requestors to select the correct Deliver-To Address that aligns with the appropriate company.

If the address selected does not align with the Company chosen, you will receive an error message stating that the address is invalid for your Company in the requisition header. Please edit by following the steps below. Use the Related Actions box at the bottom of the Checkout screen and select **Edit Address**.
Update to a Deliver-To that aligns with your Company. Do not use the Use Alternative Address box. Then click Apply and Submit the requisition.

Additional information is available in the Requisition Job Aids on how to select the correct Deliver-To and Ship-To address:

How to Create Requisitions for Catalog Suppliers (UWA)

https://uwconnect.uw.edu_kb_view.do?sys_kb_id=b80a3108c3d80ed426a0300f05013175#

How to Create a Non-Catalog Requisition (UWA)

https://uwconnect.uw.edu_kb_view.do?sys_kb_id=557b7775c3580a9826a0300f05013170#