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 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.