

Requisitions: Ship to Home

Training Guide

Overview

This guide explains how to create a requisition for items that will be shipped to a home address. The Ship-to-Home address options are intended for off-campus delivery addresses and should not be used for KU campus locations.

Important: One Supplier per Requisition

Only one supplier is allowed per requisition. If you need to place an order with a different supplier, create a separate requisition. The options below describe different ways to assign a home shipping address within a requisition.

Choose the Ship-to-Home Method

Option	Use When	Address Setup
Option 1	All items in the requisition ship to the same home address.	One address for the entire requisition
Option 2	Different requisition lines need to ship to different home addresses.	Address entered separately for each line
Option 3	You want to set the home delivery address through your preferences.	Preference applies to the order

Option 1: One Ship-to Address for the Entire Requisition

Use this option when the requisition represents a single order with one supplier and all items will be shipped to the same home address.

Step 1: Return to Oracle/FITC

After creating the cart in the supplier site and transferring it back to FITC, click “Submit Order.” You will be redirected to Oracle/FITC. On the right-hand side, click the pencil icon to open the delivery details.

Cart
 Requisition L100229636

... Submit

Requisition summary

Description
 Office supplies for new virtual employees

Justification
 Please apply to (enter funding)

Subtotal
 \$519.10

Nonrecoverable Tax
 Tax not calculated

Approval Amount
 --

Funds Status
 Not reserved

> More information

Search for lines by description, category, or source

☐ 4 items

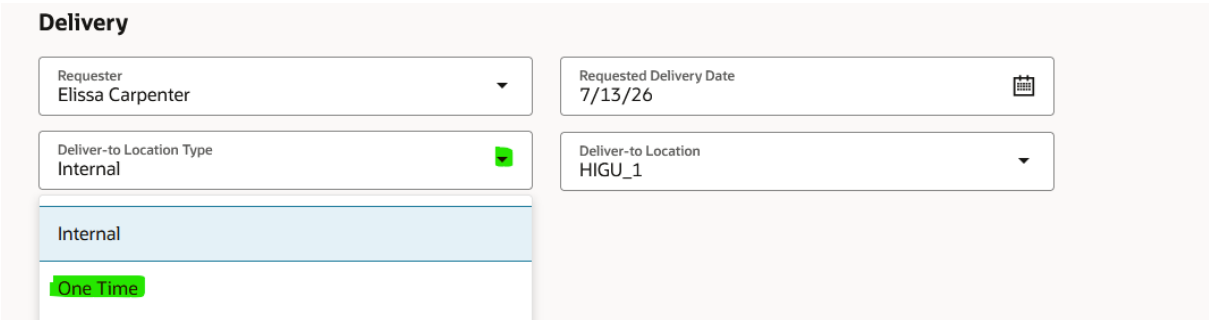
Duplicate
 Edit Multiple

Line	Description	Category	Source	Quantity	UOM	Price	Amount	Amount (USD)	Notes and Attachments	Edit	Delivery	Billing
1	Staples Corvair Ergonomic Luxura Swivel Co	Stationery & Office S	STAPLES ADVANTAC	1	EA	126.06 USD	126.06 USD	\$126.06				
2	Delton KB200 & S12 Wireless Ergonomic Ke	Computer Supplies	STAPLES ADVANTAC	1	EA	133.49 USD	133.49 USD	\$133.49				
3	Delton KB200 & S12 Wireless Ergonomic Ke	Computer Supplies	STAPLES ADVANTAC	1	EA	133.49 USD	133.49 USD	\$133.49				
4	Staples Corvair Ergonomic Luxura Swivel Co	Stationery & Office S	STAPLES ADVANTAC	1	EA	126.06 USD	126.06 USD	\$126.06				

Figure 1. Select the pencil icon to open the delivery details.

Step 2: Select “One Time”

Under the “Delivery” section, locate “Deliver-to-Location Type.” Click the drop-down arrow and select “One Time.”

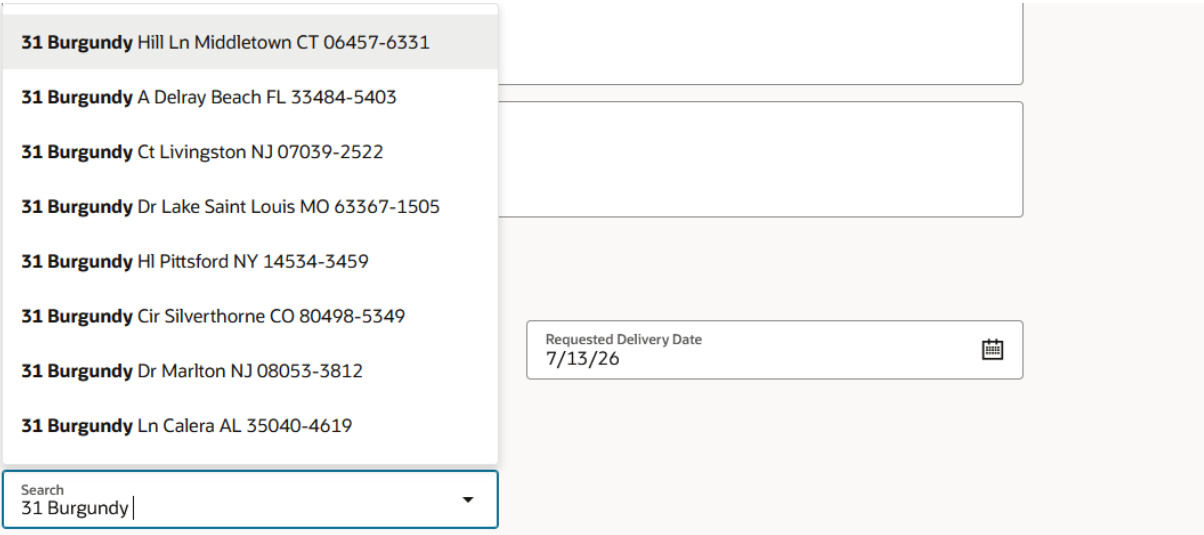


The screenshot shows the 'Delivery' section of a requisition form. It includes fields for 'Requester' (Elissa Carpenter), 'Requested Delivery Date' (7/13/26), 'Deliver-to Location Type' (Internal), and 'Deliver-to Location' (HIGU_1). The 'Deliver-to Location Type' dropdown is open, showing 'Internal' and 'One Time' options. 'One Time' is highlighted with a green background.

Figure 2. Select “One Time” for the Deliver-to-Location Type.

Step 3: Enter and Select the Home Address

A “Search” box will appear. Begin typing the home address. The system will automatically suggest addresses. Select the correct address from the results so the address populates into the field.



The screenshot shows the address search interface. A search box contains '31 Burgundy'. A dropdown list shows several address suggestions, with the first one selected. The 'Requested Delivery Date' field is also visible.

Figure 3. Select the correct home address from the search results.

Once the address has been selected, the requisition is ready to be reassigned to your Finance Shared Service Center contact.

Option 2: Different Ship-to Addresses by Requisition Line

Use this option when the requisition represents a single order with one supplier, but different items need to be shipped to different home addresses. The delivery steps must be repeated for each requisition line.

Step 1: Open the Delivery Details for a Line

After clicking “Submit Order” and returning to Oracle/FITC, each requisition line must be updated with the address where that item will be shipped. Click the delivery truck icon for the line you want to update.

Cart
Requisition L100229636

Requisition summary

Description: Office supplies for new virtual employees

Justification: Please apply to (enter funding)

Subtotal: \$519.10 | Nonrecoverable Tax: Tax not calculated | Approval Amount: -- | Funds Status: Not reserved

More information

Search for lines by description, category, or source

4 Items

Line	Description	Category	Source	Quantity	UOM	Price	Amount	Amount (USD)	Notes and Attachments	Edit	Delivery	Billing
1	Staples Corvair Ergonomic Luxura Swivel Co	Stationery & Office S	STAPLES ADVANTAGE	1	EA	126.06 USD	126.06 USD	\$126.06				
2	Delton KB200 & S12 Wireless Ergonomic Ke	Computer Supplies	STAPLES ADVANTAGE	1	EA	133.49 USD	133.49 USD	\$133.49				
3	Delton KB200 & S12 Wireless Ergonomic Ke	Computer Supplies	STAPLES ADVANTAGE	1	EA	133.49 USD	133.49 USD	\$133.49				
4	Staples Corvair Ergonomic Luxura Swivel Co	Stationery & Office S	STAPLES ADVANTAGE	1	EA	126.06 USD	126.06 USD	\$126.06				

Figure 4. Select the delivery truck for the requisition line you want to update.

Step 2: Select “One Time”

On the delivery page, locate “Deliver-to-Location Type” under the “Delivery” section and select “One Time.”

Requisition Line Details
Requisition L100229636, Line 1

Cancel Save Save and Close

Line: Line 1 - Staples Corvair Ergonomic Luxura Swivel Co

Line Details Delivery Details Billing Details

Line Description: Staples Corvair Ergonomic Luxura Swivel Computer and Desk Chair, Black (23097)

Quantity: 1

Delivery

Requester: Elissa Carpenter | Requested Delivery Date: 8/11/26

Deliver-to Address: THE UNIVERSITY OF KANSAS, 2101 CONSTANT AVE RM 1, TAKERU HIGUCHI HALL 1, LAWRENCE, KS 66047-3759, UNITED STATES

UN Number: One Time | UN Number Description: One Time

Deliver-to Location Type: Internal | Deliver-to Location: HIGU_1

Hazard Class Description:

☐ Urgent

Figure 5. Select “One Time” for the selected requisition line.

Step 3A: Search for the Home Address

Select the “Search” option and begin typing the home address. Select the correct address from the automated results so the address populates into the field.

The screenshot shows the 'Requisition Line Details' form for 'Requisition L100229636, Line 1'. At the top right are buttons for 'Cancel', 'Save', and 'Save and Close'. A dropdown menu at the top right shows 'Line 1 - Staples Corvair Ergonomic Luxura Swivel Co'. A search bar on the right contains '31 Burgundy'. Below this, a list of addresses is displayed: '31 Burgundy Dr Nashua NH 03062-3660', '31 Burgundy A Delray Beach FL 33484-5403', '31 Burgundy Cir Silverthorne CO 80498-5549', '31 Burgundy Ct Livingston NJ 07039-2522', '31 Burgundy Hl Pittsford NY 14534-3459', '31 Burgundy Dr Greenville SC 29615-1215', '31 Burgundy Dr Lake Saint Louis MO 63367-1505', and '31 Burgundy Dr Marlton NJ 08053-3812'. A 'Search' button with a magnifying glass icon is next to the search bar. Below the list, there are input fields for 'UN Number', 'UN Number Description', 'Hazard Class', and 'Hazard Class Description'. A 'Deliver-to Location Type' dropdown is set to 'One Time'. At the bottom left, there is an 'Urgent' checkbox.

Figure 6. Search for and select the home address.

Step 3B: Enter an Address Manually

You can also select “Enter an address.” This expands the page and allows the shipping address to be entered in long form.

The screenshot shows the 'Requisition Line Details' form for 'Requisition L100229636, Line 1'. The 'Delivery Details' tab is selected. The 'Line Description' is 'Staples Corvair Ergonomic Luxura Swivel Computer and Desk Chair, Black (23097)'. The 'Quantity' is '1'. The 'Requester' is 'Elissa Carpenter'. The 'Requested Delivery Date' is '8/11/26'. The 'Deliver-to Location Type' is 'One Time'. A search bar contains 'Search for an address'. Below this, a dropdown menu shows 'Enter an address'. Below the dropdown, there are input fields for 'UN Number', 'UN Number Description', 'Hazard Class', and 'Hazard Class Description'. At the bottom left, there is an 'Urgent' checkbox.

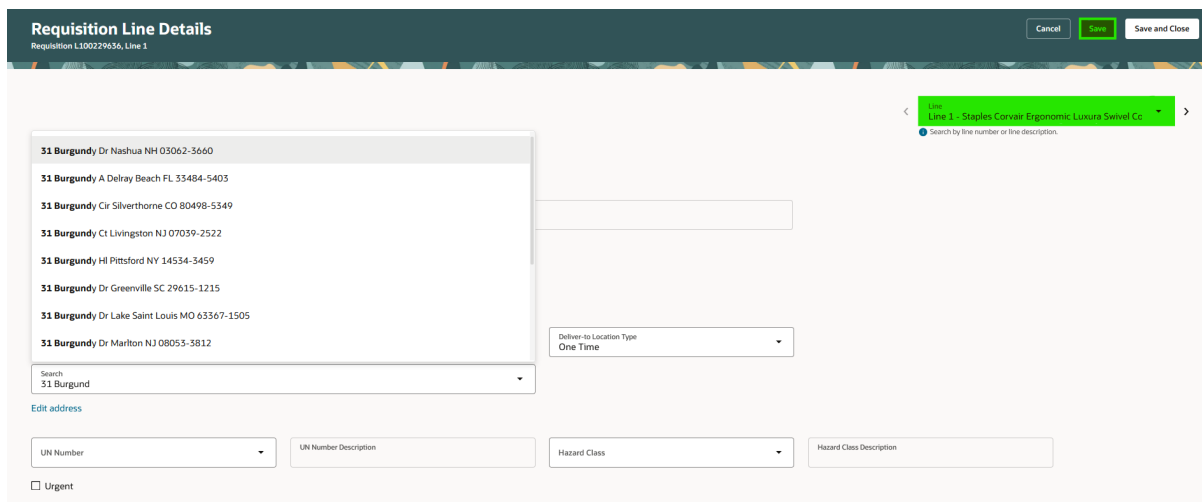
Figure 7. Select “Enter an address” to enter the shipping address manually.

The screenshot shows the 'Requisition Line Details' form for 'Requisition L100229636, Line 1'. The 'Delivery Details' tab is selected. The 'Line Description' is 'Staples Corvair Ergonomic Luxura Swivel Computer and Desk Chair, Black (23097)'. The 'Quantity' is '1'. The 'Requester' is 'Elissa Carpenter'. The 'Requested Delivery Date' is '8/11/26'. The 'Deliver-to Location Type' is 'One Time'. The 'Country/Region' is 'United States'. The 'Address Line 1' is 'Address Line 1'. The 'Address Line 2' is 'Address Line 2'. The 'Address Line 3' is 'Address Line 3'. The 'City' is 'City'. The 'State' is 'State'. The 'Postal Code' is 'Postal Code'. The 'Postal Code +4' is 'Postal Code +4'. Below the address fields, there is a 'Search for new address' link. Below the search link, there are input fields for 'UN Number', 'UN Number Description', 'Hazard Class', and 'Hazard Class Description'. At the bottom left, there is an 'Urgent' checkbox.

Figure 8. Enter the shipping address in the expanded address fields.

Step 4: Save and Move to the Next Line

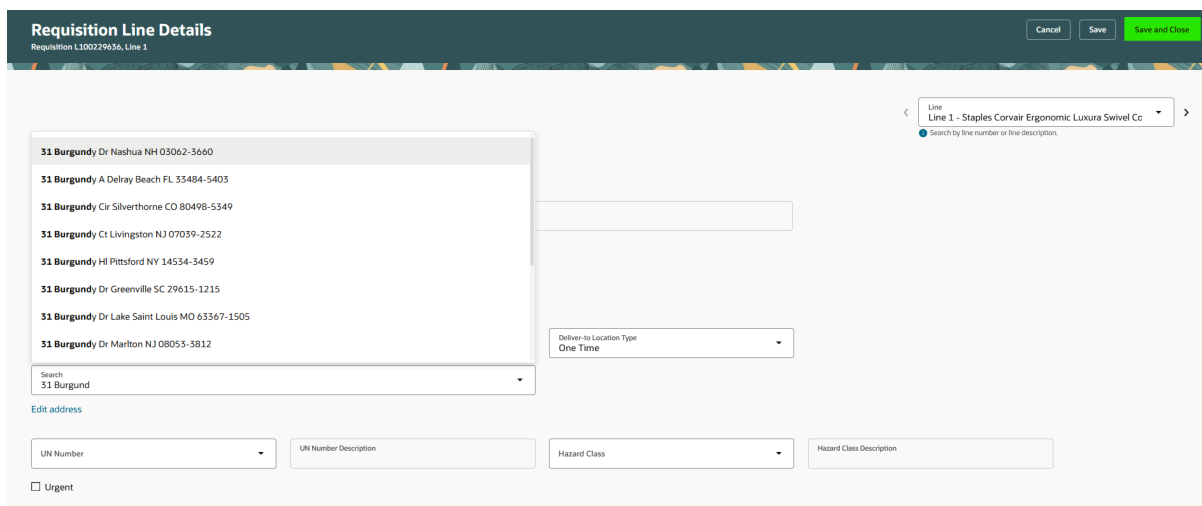
After entering the address, click “Save” in the upper-right corner. The information must be saved before advancing to another line.



The screenshot shows the 'Requisition Line Details' form for Requisition L100229636, Line 1. The form has a dark header bar with 'Cancel', 'Save', and 'Save and Close' buttons. A green banner at the top right indicates 'Line 1 - Staples Corvair Ergonomic Luxura Swivel Cc'. Below this, a search bar shows 'Search by line number or line description'. The main form area contains a list of addresses for '31 Burgundy' with a search bar below it. To the right of the address list is a 'Deliver-to Location Type' dropdown menu set to 'One Time'. At the bottom, there are fields for 'UN Number', 'UN Number Description', 'Hazard Class', and 'Hazard Class Description', along with an 'Urgent' checkbox.

Figure 9. Save the address before moving to another requisition line.

To move to another line, use the drop-down arrow to select a new line or use the right arrow to proceed to the next line. Repeat the address-entry process for each line.



This screenshot is identical to Figure 9, showing the 'Requisition Line Details' form. The key difference is in the top right corner, where the green banner now indicates 'Line 1 - Staples Corvair Ergonomic Luxura Swivel Cc'. The search bar below it also shows 'Search by line number or line description'. The rest of the form, including the address list, location type dropdown, and bottom fields, remains the same.

Figure 10. Select another requisition line and repeat the process.

After the final line has been updated, select “Save and Close” to return to the original page. The requisition can then be reassigned to your Finance Shared Service Center contact.

Option 3: Set the Ship-to Address in Preferences

Use this option when the items in the requisition will be shipped to the same home address and you want to set the delivery location through your preferences.

Reminder

Only one supplier is allowed per requisition. Setting a ship-to address in Preferences does not allow multiple suppliers on the same requisition.

Step 1: Open Preferences

After the cart has transferred back to FITC, go to the upper-right corner of the main screen and locate the box labeled “Conference.” Click it to open the preferences pop-up.

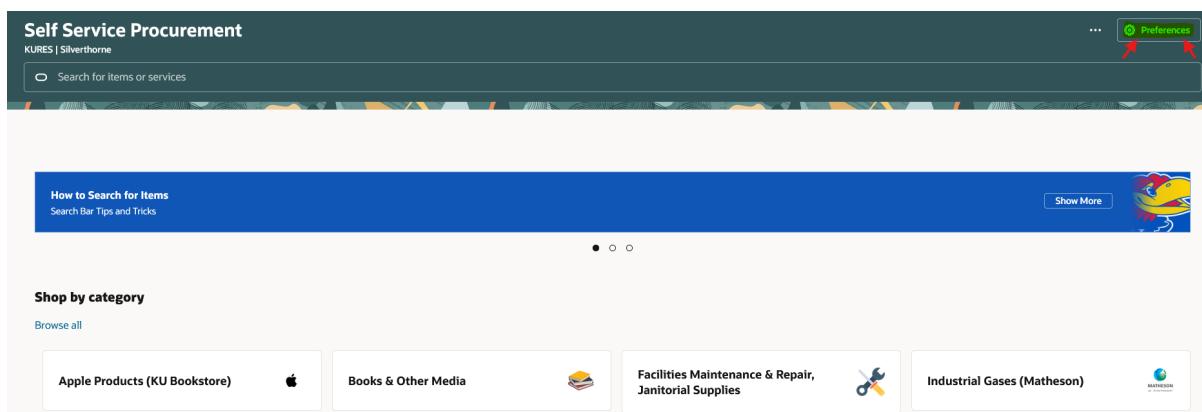


Figure 11. Open the preferences pop-up from the upper-right corner.

Step 2: Confirm the Requisitioning Business Unit

The first field is “Requisitioning BU.” BU stands for Business Unit. Confirm that the requisition is in the appropriate purchasing business unit, UKANS or KURES. If you are unsure which business unit to use, contact your Finance Shared Service Center contact.

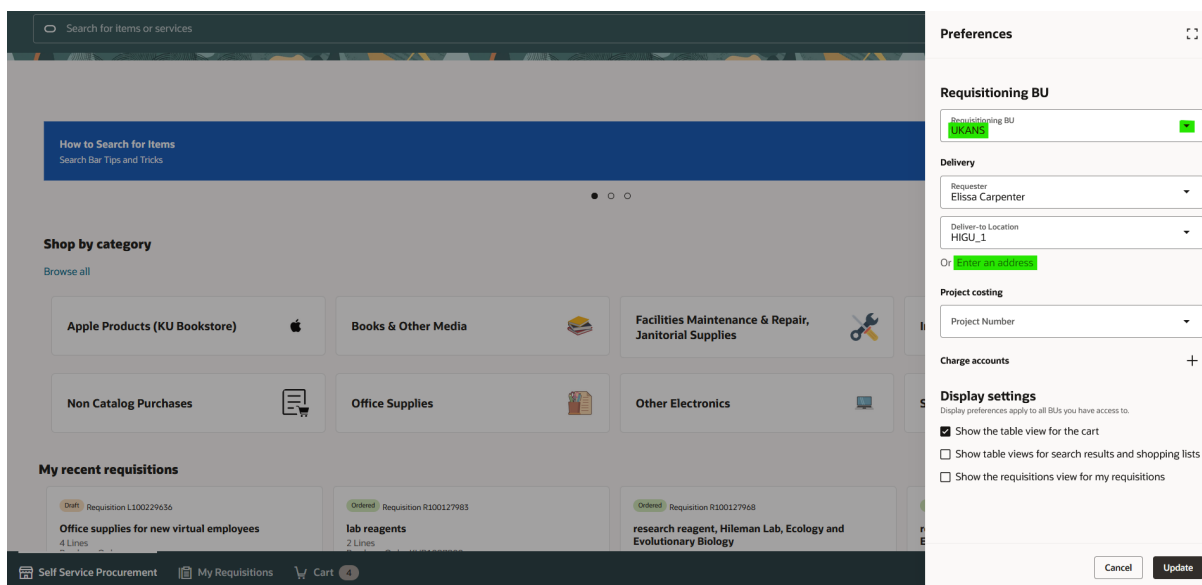


Figure 12. Confirm the Requisitioning BU.

Requisitions | Ship to Home

Select “Enter an address” to set the shipping address.

The screenshot shows the 'Self Service Procurement' interface. On the right side, the 'Requisitioning BU' is set to 'UKANS'. Under the 'Delivery' section, the 'Requester' is 'Elissa Carpenter'. The 'Delivery Location' dropdown menu is open, showing a list of addresses. The first option, '31 Burgundy', is highlighted with a green border. Below the list, there are 'Cancel' and 'Update' buttons.

Figure 13. Select “Enter an address” from the delivery-location options.

Step 3A: Search for the Home Address

The “Deliver-to Location” field will change to a search box. Type the shipping address and select the appropriate address from the results. Click “Update.” The pop-up will close and you can continue with the order.

Step 3B: Enter an Address Manually

Alternatively, click the drop-down arrow in “Deliver-to Location” and select “Enter an address.” Type the shipping address and click “Update.” The pop-up will close and you can continue with the order.

The screenshot shows the 'Self Service Procurement' interface. On the right side, the 'Requisitioning BU' is set to 'UKANS'. Under the 'Delivery' section, the 'Requester' is 'Elissa Carpenter'. The 'Country/Region' is set to 'United States'. The 'Address Line 1' field is highlighted with a green border. Below it are fields for 'Address Line 2', 'Address Line 3', 'City', 'State', and 'Postal Code', each with a 'Required' label. At the bottom right, there are 'Cancel' and 'Update' buttons.

Figure 14. Enter the shipping address manually and select “Update”.

Step 4: Return Preferences to Your KU Location

Important

After completing a ship-to-home order using Preferences, change your preferences back to your internal (KU) location. This is necessary so future orders are shipped to your KU location.