![Workday logo] **VUMC BUSINESS EDUCATION**

Using Deliver-To Locations

When creating a requisition, you must select the Deliver-To Location first. The related Ship-To location will automatically populate and will not need to be changed. If you need a new Deliver-To location created in Workday, submit a Pegasus ticket.

Create Requisition

Requester *	✕ Dinah Mite (1234567)	
Company *	✕ Vanderbilt University Medical Center	
Currency *	✕ USD	
Requisition Type *		
Deliver-To *	✕ VANDERBILT HOSPITAL (LOC00133) > THE VANDERBILT CLINIC (LOC00130)	
Ship-To *	✕ 1301 MEDICAL CENTER DR NASHVILLE, TN 37232 United States of America	

> Select the **Deliver-To** location first.

> The **Ship-To** location will update based on your chosen Deliver-To location. **Do not change this.**

Full steps to create a requisition in Workday can be found here:

WDSC-501-Q1 How to Purchase—Requisitions for Materials and Services (Non-Clinical)

WDSC-501-Q2 How to Purchase—Requisitions for Materials and Services (Clinical)

QUESTIONS?
Please email BusinessEducation@vumc.org.

06-14-2023