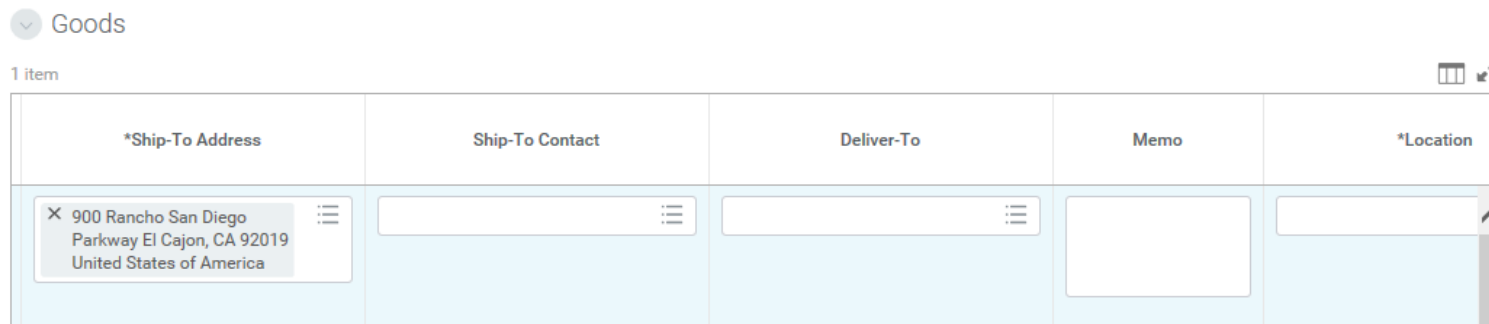


# Updates to Requisition Screen(s) in Workday 28 Version (effective March 10, 2017)

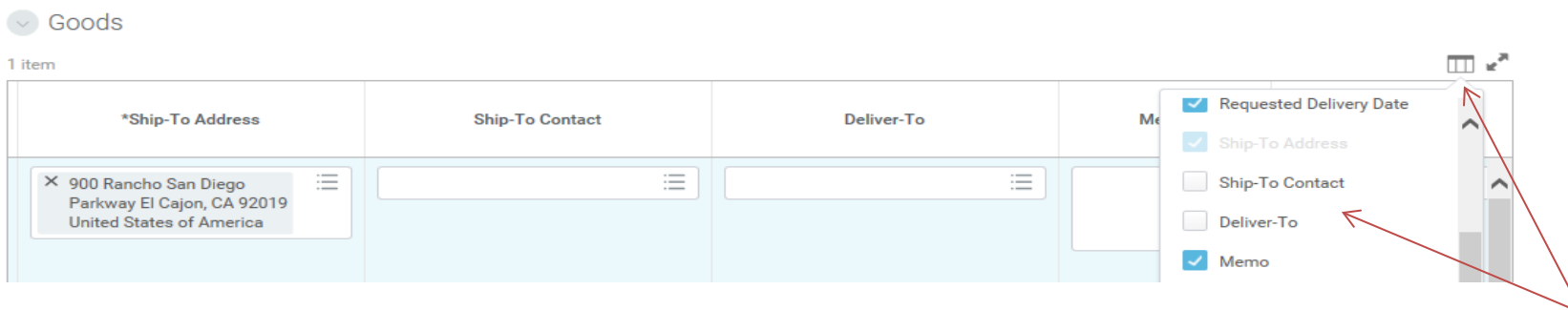
The “twinkie” is gone and has been replaced with a blue oval icon with “Actions” although it remains in the same place on your screen. This is where you will click on for related actions available to you within any screen in Workday, including requisitions.



There are three additional fields (Ship-To Address, Ship-To Contact and Deliver-To) that have been added to the “line items” within the requisition screen as follows:



The Ship-To Address is required and will pre-populate from your login. The Ship-To Contact and Deliver-To fields are not required and next, we will show you how to hide them if you choose.



The “grid” icon above the line items can be clicked and you will see a drop down menu of columns to show. If you “uncheck” the boxes marked Ship-To Contact and Deliver-To, they will no longer be visible on your screen.