

## Requisition help

### How to update your header address in Workday.

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While the RQ is in Edit mode, go to the very bottom of your screen, in the same area as the Submit button.

You will see either:

- A button called Edit Header
- A button with 3 dots
  - Click on this and Edit Header will be an option

The screenshot shows the bottom portion of a requisition form. At the top, there is a section titled "Attachments" with a right-pointing chevron. Below it is a section titled "Tax" with a downward-pointing chevron. Under the "Tax" section, there is a rounded button labeled "Update Tax" and the text "Total Tax Amount 1.13". Below this is a horizontal line. At the bottom of the form, there are four buttons: "Submit" (blue), "Save for Later", "Continue Shopping", and a three-dot menu button. A tooltip is visible over the three-dot menu button, containing the options "Edit Address" and "Cancel".

The screenshot shows the bottom portion of a requisition form. It features two checkboxes: "Consolidate Requisitions on Purchase Orders" and "Exclude Ship-To Address when Consolidating Requisition Lines". Below these is a "Memo to Suppliers" field and a "Ship to:" field. At the bottom, there are four buttons: "Submit" (blue), "Save for Later", "Edit Address", and "Cancel".