

If our latest Lunch & Learn already feels like a lifetime ago, look no further. Here the main takeaways from **In An Orderly Fashion: How to Make Buying in iCompleat Your New Style**. Think less lunch hour, more coffee break.

Setting a default delivery address speeds up ordering

Go to **User Profile > Preferred Delivery Site** and do this for each person who orders, giving them one less decision to make at the point of raising a requisition.

Address book + manual address entry = delivery flexibility

Create a native address book in iCompleat by going to **Configuration > Ordering & Matching > Address Book**.

Enable manual address entry at the point of order in **Layouts > Purchase Orders > Field Configuration**. This lets purchasers enter an ad-hoc delivery address.

Supplier defaults automatically populate coding

Go to **Supplier Management > *select a supplier* > Supplier Defaults** to pre-set account codes and other values.

Restricting what users see improves accuracy

Go to **Configuration > Layouts > Purchase Orders > Security Groups** to limit fields like locations and departments, or to set viewing defaults by user group.

Catalogues auto-populate price and coding

Go to **Configuration > Catalogues** to create a go-to list of favourite items per supplier, complete with coding and price. You can add items manually or even import your own list.

Workflow Selectors automate approval routing

Contact Support to enable Workflow Selectors, then go to **Configuration > Workflows** and use the **Configure Criteria** step to determine when and why workflows are selected.