

How to Bypass Central Receiving in Workday

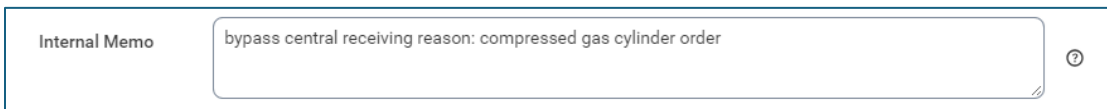
Audience: UW Academy Requisition Requesters

Use this process when placing orders for buildings serviced by C2 Central Receiving and your purchase qualifies for one of the approved [bypass categories](#) listed on the Central Receiving website. This process is meant to be used sparingly and only for orders that should not be delivered directly to Central Receiving due to being on the bypass category list.

⚠️ **Exception:** The Edit Address bypass workaround is not supported for any orders placed with **DELL MARKETING LP** and **GUY BROWN LLC**. If direct delivery is required, please use an alternative supplier or explore another purchasing method. If Edit Address is used for Dell or Guy Brown orders, your order will be significantly delayed and may not get issued to the supplier.

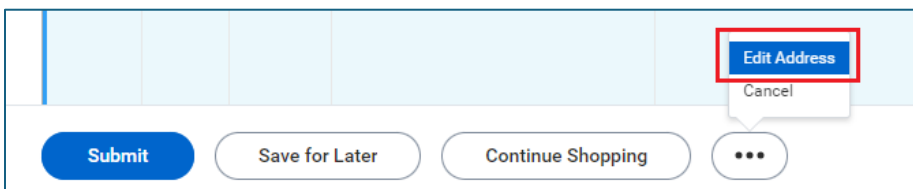
Scenario 1. First time bypassing Central Receiving (Using the Edit Address function)

1. Follow the standard process to create a requisition in Workday as described in Job Aid [How to Create Requisitions for Catalog Suppliers \(UWA\)](#) and [How to Create a Non-Catalog Requisition \(UWA\)](#). Enter the Deliver-To field and allow the Ship-To field to auto-populate.
2. Select the appropriate purchase method (Catalog or Non-Catalog), add your items to the **Cart**, and click **Checkout**.
3. Enter the reason for bypassing Central Receiving in the **Internal Memo** field.



⚠️ **Important:** When bypassing Central Receiving, you must enter the reason for the bypass in the **Internal Memo** field. For orders submitted through EDI suppliers, using the Edit Address function can interrupt the automated validation process and may require manual review by Procurement Services. If no bypass justification is provided in the Internal Memo field, the order's ship to address may be manually changed when reviewed by central procurement and routed to Central Receiving for processing instead of being delivered directly to the alternate address.

4. When you are ready to submit the requisition, click the three-dot menu (⋮) and select **Edit Address**.



5. Select the **Use Alternate Address** checkbox and then click **Add**

Edit Address

Click Apply to use the deliver-to and ship-to address on the requisition header and all lines.

Deliver-To

Seattle, Non-Campus > Roosevelt I, 4225 Roosevelt Way NE_1074 > Roosevelt I 1st Floor > 100 Roosevelt I Floor 01

Ship-To Address

3900 7th Ave NE Seattle, WA 98195 United States of America

Use Alternate Address

Edit Address

Click Apply to use the deliver-to and ship-to address on the requisition header and all lines.

Deliver-To

Seattle, Non-Campus > Roosevelt I, 4225 Roosevelt Way NE_1074 > Roosevelt I 1st Floor > 100 Roosevelt I Floor 01

Ship-To Address

(empty)

Use Alternate Address

Add

6. Enter the address you want to add and then click **Apply**

Edit Address

Click Apply to use the deliver-to and ship-to address on the requisition header and all lines.

Deliver-To

Seattle, Non-Campus > Roosevelt I, 4225 Roosevelt Way NE_1074 > Roosevelt I 1st Floor > 100 Roosevelt I Floor 01

Ship-To Address

(empty)

Use Alternate Address

Effective Date *

09 / 25 / 2026

Country *

United States of America

Address Line 1 *

4225 Roosevelt Way NE

Address Line 2 *

City *

Seattle

State *

Washington

Postal Code *

98105

County

Usage

Type

Business

Primary

Use For

Billing
Remit To
Shipping

Visibility

Public

Comments

Apply

Cancel

7. The alternate address will now populate the requisition's **Ship-To Address** field. Review the information and submit the requisition as usual.

Scenario 2. Reusing an Existing Alternate Address

If you previously added an alternate address¹ using the **Edit Address** function and need to ship to the same location again:

1. Create a new requisition following the standard process.
2. In the **Ship-To** field, search for and select the alternate address you previously added.
3. Complete and submit the requisition as usual.

¹ Each user must create their own alternate address. Once an alternate address has been created for a specific requester, that requester can select it from the Ship-To field when creating a requisition.