

Indiana University Office of Procurement Services

STANDARD OPERATING PROCEDURE

SOP NO:	SOP-PURCH-23		
SUBJECT:	Ship to a Non-IU Address		
SOURCE:	University Procurement Services		
ORIGINAL DATE OF ISSUE:	03/17/2020		
DATE OF LAST REVISION:	08/24/2022		
DISCLAIMER:	The information provided in this Standard Operating Procedure (SOP) is designed to provide helpful information on this procedure. Purchasing reserves the right to determine on a case by case basis if a SOP should be adjusted for a particular situation. This SOP is not intended to cover each and every situation nor can it anticipate specific circumstances.		
RATIONALE:	<p>There are legitimate instances when goods need to be shipped to a non-campus address and the location does not have an IU Building Code in the Address Lookup. Before following these procedures, search for the address using the street number to ensure it is not already available in BUY.IU.</p> <p>You can manually enter the shipping address following the procedures below.</p> <p>NOTES:</p> <ul style="list-style-type: none"> Confirm someone will be available to receive the shipment before placing the order. If goods are shipped to a location where no one is available to receive you may incur restocking fees from the supplier. When shipping to locations outside of Indiana, such as a research site, sales tax may be charged. A tax exemption certificate may be available to avoid these charges. Review Sales Tax Matrix and submit the sales tax exemption certificate to the supplier to avoid sales tax charges. 		
PROCEDURES:	<p>On the Requisition document, navigate to the Shipping section on the Summary Tab and click the pencil icon to edit the ship to section:</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Requisition • 3435663 ▾</p> <p>Summary PO Preview Comments Attachments History</p> <hr/> <p>General ✎ ...</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Status 🔄 Pending Wait for Employee Check</p> <p>Submitted 1/4/2022 9:23 AM</p> <p>Cart Name 2022-01-04 0001775518 03</p> <p>Description/Business Purpose no value</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Shipping ✎ ...</p> <hr/> <p>Ship To</p> <p>ATTN: Dawn Bodle Building Room# ABC123 312 N Bryan Ave Bloomington, IN 47408-4144 United States</p> </td> </tr> </table> </div> <p>If you have addresses saved to your user profile, the system will display the available addresses to choose from, click radial dial to make change. There is also a Search additional feature that can be used to find desired address:</p>	<p>Status 🔄 Pending Wait for Employee Check</p> <p>Submitted 1/4/2022 9:23 AM</p> <p>Cart Name 2022-01-04 0001775518 03</p> <p>Description/Business Purpose no value</p>	<p>Shipping ✎ ...</p> <hr/> <p>Ship To</p> <p>ATTN: Dawn Bodle Building Room# ABC123 312 N Bryan Ave Bloomington, IN 47408-4144 United States</p>
<p>Status 🔄 Pending Wait for Employee Check</p> <p>Submitted 1/4/2022 9:23 AM</p> <p>Cart Name 2022-01-04 0001775518 03</p> <p>Description/Business Purpose no value</p>	<p>Shipping ✎ ...</p> <hr/> <p>Ship To</p> <p>ATTN: Dawn Bodle Building Room# ABC123 312 N Bryan Ave Bloomington, IN 47408-4144 United States</p>		

Edit Shipping

Ship To *

CURRENT ADDRESS

ATTN: * Dawn Bodle Add to my addresses

Building

Room# * ABC123

Address Line 1 312 N Bryan Ave

City Bloomington

State IN

Zip Code 47408-4144

Country United States

- 311 S Arbutus Dr (BL249F)** - Christy Havranek, [Building], 304, 311 S Arbutus Dr, Bloomington, IN 47401-3704, United States
- 1000 N Indiana Avenue (BL402N)** - Christy Havranek, 1000 N Indiana Avenue, [Room#], 1000 N Indiana Ave, Bloomington, IN 47408-2041, United States
- Building Not Found** - Christy Havranek, HOUSE, KITCHEN, 401 W. DITTEMORE ROAD, BLOOMINGTON, IN 47404, United States
- Education & Arts Building (SB866)** - Christy Havranek, Education & Arts, 9999, 1002 S Esther St, South Bend, IN 46615-1440, United States
- Innovation Hall (IN074)** - Christy Havranek, Innovation Hall, 423, 625 W Michigan St, Indianapolis, IN 46202, United States

Search additional Results Per Page 10

★ Required fields Save Close

Use the Search option for Building Not Found and select the radial dial on returned address for Building Not Found. You can add this address to your addresses at this time also.

Edit Shipping

Ship To *

Current Address - Dawn Bodle, [Building], ABC123, 312 N Bryan Ave, Bloomington, IN 47408-4144, United States

311 S Arbutus Dr (BL249F) - Christy Havranek, [Building], 304, 311 S Arbutus Dr, Bloomington, IN 47401-3704, United States

1000 N Indiana Avenue (BL402N) - Christy Havranek, 1000 N Indiana Avenue, [Room#], 1000 N Indiana Ave, Bloomington, IN 47408-2041, United States

Building Not Found - Christy Havranek, HOUSE, KITCHEN, 401 W. DITTEMORE ROAD, BLOOMINGTON, IN 47404, United States

Education & Arts Building (SB866) - Christy Havranek, Education & Arts, 9999, 1002 S Esther St, South Bend, IN 46615-1440, United States

Innovation Hall (IN074) - Christy Havranek, Innovation Hall, 423, 625 W Michigan St, Indianapolis, IN 46202, United States

Building Not Found

Contact Line 1 * Christy Havranek Add to my addresses

Building Nickname * Building Not found

Room# * Make default

Address Line 1

City *

State

Zip Code

★ Required fields Save Close

The window closes and you are returned to the Requisition. Blank fields are populated which allow you to enter address information. Fields marked with a star are required. Enter "NA" in any fields which do not apply, such as the Building field. Click "Save" to save the address to your order.

Edit Shipping

Ship To ★

CURRENT ADDRESS

Contact Line 1 ★	Christy Havranek	✓ Add to my addresses
Building	NA	Nickname ★ Showers
Room# ★	108M	Make default <input type="checkbox"/>
Address Line 1	501 N, Morton	
City ★	Bloomington	
State	Indiana	
Zip Code	47401	
Country	United States ▼	

The manually added address is now visible in the Shipping section of the Requisition.

Summary PO Preview Comments Attachments History

General ✎ ...

Status Pending
Wait for Employee Check

Submitted 1/4/2022 9:23 AM

Cart Name 2022-01-04 0001775518 03

Description/Business Purpose *no value*

Prepared by Dawn Bodle

Shipping ✎ ...

Ship To

Contact Line 1 Christy Havranek
Building NA
Room# 108M
501 N, Morton
Bloomington, Indiana 47401
US US

If your order contains multiple line items that need to be shipped to different locations, follow the steps above but at the **line item level**.

Navigate to the Shipping section by clicking the 3 dots ... on the right for each line item that has a different Ship To location and follow the same instructions as above.

Summary PO Preview Comments Attachments History

Compliance Details

Does your order include items from any of the below areas? If YES, check all that apply. **No**

Communications & Marketing Consulting SERVICES	X
Live Animals	X
Radioactive Material (e.g. uCi, Ci, mCi, TBq, ATP, 8-32P)	X
Software (If SSSP approval required, attach approval to REQ)	X

1 Item

Becky's Clowns - 1 Item - 6,000.00 USD

SUPPLIER DETAILS Fulfillment Center 1 : 3100 W. Maple Grove Road, Bloomington, Indiana 47404 United States

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	test		EA	6,000.00	1 EA	6,000.00

- Override
 - General
 - Ship To**
 - Bill To
 - Credit Card Info
 - Accounting Codes
- Requires Sourcing
 - Remove Requires Sourcing
 - Add Discount
- Add to Favorites
- Add To Active Cart
- Add to Draft Cart or Pending PR/PO >
- Add to PO Revision

DEFINITIONS:

CROSS REFERENCE: [University Controller's Office Reference Material Library](#) – location of sales tax exemption forms