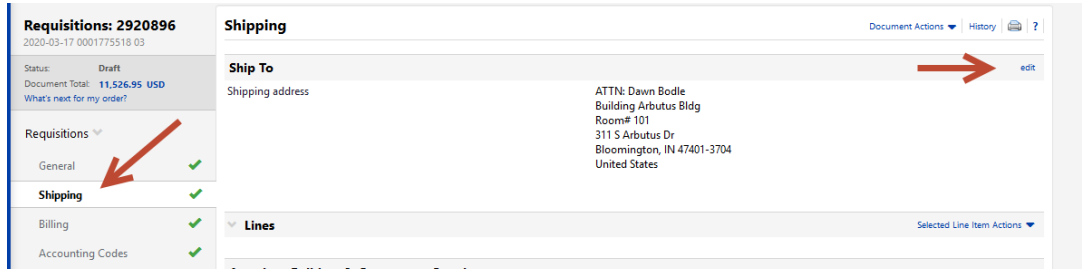


Indiana University Office of Procurement Services

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:	03/18/2020
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 University Tax Services' website 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 in the left-hand menu, then click 'edit' in the upper right-hand corner of the Ship To section:</p>  <p>The screenshot shows a requisition document for Requisition 2920896. The left-hand menu has 'Shipping' selected. The 'Ship To' section shows the shipping address: ATTN: Dawn Bodle, Building Arbutus Bldg, Room# 101, 311 S Arbutus Dr, Bloomington, IN 47401-3704, United States. An 'edit' link is visible in the upper right corner of the 'Ship To' section.</p> <p>If you have addresses saved to your user profile, the system will display a drop-down menu. Click the "click here" link next to "To choose a different address":</p>

Ship To

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address select from your addresses

To choose a different address, [click here](#)

Address Details

ATTN: * Dawn Bodle
 Building Arbutus Bldg
 Room# * 101
 Address Line 1 311 S Arbutus Dr
 City Bloomington
 State IN
 Zip Code 47401-3704
 Country United States

Save Cancel

Next, click “select from org addresses”:

NOTE: If you have not saved addresses to your user profile this option is immediately available and the previous step is not necessary.

Ship To

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address select from your addresses

select from org addresses

Address Details

ATTN: * Dawn Bodle
 Building Arbutus Bldg
 Room# * 101
 Address Line 1 311 S Arbutus Dr
 City Bloomington
 State IN
 Zip Code 47401-3704
 Country United States

Save Cancel

A pop-up window appears. Enter ‘Building Not Found’ in the Text box and click Search:

usertest.sciquest.com/apps/Router/AddressSearchPopup?AddressType=1&BusinessUnit=14429&SearchF...

Address Search

Nickname / Address Text

Search

Close


Click “select” next to the result:

Close

+ Click to filter search results ?

Results Per Page 20 ▾ **Addresses Found: 1** Page 1 of 1 ?

Name	Address	
Building Not Found	Contact Line 1 Dawn Bodle Building Room# United States	select



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.

Ship To

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address

[select from org addresses](#)

Address Details

Contact Line 1 *

Building

Room# *

Address Line 1

City *


State

Zip Code

Country *

Save this address for future use

Ship To (same as) edit



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

Requisitions: 2922022

2020-03-18 0002000838 01

Status: Draft
Document Total: 35.00 USD
What's next for my order?

Requisitions ▾

General ✓

Shipping ✓

Billing ✓

Accounting Codes ✓

Shipping

Document Actions ▾ History ⓘ ?

Ship To edit

Shipping address

Contact Line 1 Dawn Bodle
Building NA
Room# 100
123 Hoosier Ave
Fort Wayne, IN 46774
US US

▾ Lines Selected Line Item Actions ▾

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 in the left-hand menu, then click "edit" for each line item that has a different Ship To location and follow the same instructions above.

Requisitions: 2920896

2020-05-17 0001775518 03

Status: Draft
Document Total: 11,526.95 USD
What's next for my order?

Requisitions ▾

General ✓

Shipping ✓

Billing ✓

Accounting Codes ✓

Internal Notes and Attachme... ✓

External Notes and Attachme... ✓

Integration ✓

Special Payment Instructions ✓

Recurring Payments ✓

Tax Information ✓

Compliance ✓

Final Review ✓

PR Approvals

Comments

Attachment Overview

PO Preview

Shipping

Document Actions ▾ History ⓘ ?

Ship To edit

Shipping address

Contact Line 1 Dawn Bodle
Building NA
Room# NA
31720 Maple Street
Bloomington, IN 47475
US US

▾ Lines Selected Line Item Actions ▾

American Builders & Contractors Supply

more info...

Indianapolis, IN
9870 E. 30th St, Indianapolis, IN 46229 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 lumber more info...		EA	4.50	500 EA	2,250.00 USD
Ship To (same as header) <input type="button" value="edit"/>					
2 beams more info...		EA	27.99	300 EA	8,397.00 USD
Ship To (same as header) <input type="button" value="edit"/>					
3 tools more info...		EA	175.99	5 EA	879.95 USD
Ship To (same as header) <input type="button" value="edit"/>					
Supplier subtotal					11,526.95
Supplier total					11,526.95 USD

DEFINITIONS:**CROSS
REFERENCE:**[Sales Tax Certificates for Other States](#)