

Ship To and Delivery Concepts

You have completed the required information in this step. At this point, you can do the following:
Proceed to the next step: Accounting Codes. Go straight to the end: Final Review.

Requisition **PR Approvals** **PO Line Items** **Comments** **Attachments** **History** **Summary** **Shipping And Purchase Order** **Accounting Codes** **Billing** **Miscellaneous Information** **Asset Management** **Supplier Info**

Shipping And Purchase Order
These values apply to all lines unless specified by the line.
Delivery To Address **Delivery To Location** **Delivery Options** **Ship Via** **Requested Delivery Date**
Last Carrier: San Francisco

Ship To
Shipping address
Acme Ray Requester 5
1472-74 5th Ave
200
San Francisco, CA 94122
United States

Completing the Ship-To Section on the Requisition

- ▶ Displays the shipping address associated with the purchase requisition. Click the "edit" button to change the shipping address.
- ▶ You can search for a Ship-To address using a ship-to code or part of the address. For example, ship-to code 2029200 has this address:
**1472-74 5th Ave
Parnassus, Room 200
San Francisco, CA 94122**
Enter 2029200 in the **Nickname / Address Text** field **OR** enter part of the address such as **5th Ave 200**.
- ▶ Orders containing radioactive materials must be shipped to an **Approved Radiation Safety Receiving Laboratory** otherwise, your order will be returned to you. Refer to the Approved Radiation Safety Laboratory address listing at <https://ehs.ucsf.edu/radiation-documents#Radiation-Receiving-Laboratories> for appropriate addresses to use on your radioactive orders. Consult your Department Safety Advisor at the Office of Environmental Health and Safety for any additional questions: <https://ehs.ucsf.edu/find-your-department-safety-advisor>.
- ▶ If you are having trouble finding a UCSF address in BearBuy, contact BearBuy support at 514-4100, option 2 or appsupport@ucsf.edu.

Select a Ship-To Address from your Profile

1. Go to the **My Profile > Default User Settings > Default Addresses**

My Profile > Default Addresses

Ray Requester 5
User Name ray_requester5

User Profile and Preferences **Update Security Settings** **Default User Settings** **Custom Field and Accounting Code Defaults** **Default Addresses** **Cart Assignees**

Default Addresses

Ship To Bill To

Select an address to edit

Shipping Addresses
Jane's Address Parnassus
Lab at Parnassus
MCB 304
Radioactive Address

Select Addresses for Profile

2. Click the **Select Addresses for Profile**.
3. Enter part of the address such as 5th Ave 200
4. Click Search
5. Select the desired address from the addresses found.
6. The **Address Details** will refresh, and the **Attention line (Attn:)** will default with your name. Update as appropriate.

Select a new Ship To Address

1. Go to the **Orders > Search > Search Documents > Shipping and Purchase Order** tab after Proceeding to Checkout.
2. Click the **edit** button. The **Ship To** box appears.
3. If an address is already populated or you have saved addresses in your profile, select the link **To choose a different address, click here**. If no address is populated or you do not have any saved addresses, skip this step and proceed to step 4.
4. Click the link **select from org addresses**.
5. In the **Address Search** box enter part of the address in the **Nickname / Address Text** field.
6. Typically, there will be many results for basic searches – being more specific helps. Scroll through the results or refine your search terms in the **Nickname / Address Text** field

Address Search

Nickname / Address Text: 2029200

Search

Name	Address	Select
1472-74 RM 200, PARNASSUS, 2029200	Attr: Ray Requester 5 1472-74 5th Ave 200 San Francisco, CA 94122 United States	Select

7. Once you have found the proper address, click the **select** link next to the address.

8. The **Address Details** will update and the *Attention line* will default with your name. Update as appropriate.

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: * Ray Requester 5
 Street Address/Building 1472-74 5th Ave
 RM 200
 City San Francisco
 State CA
 Zip Code 94122
 Country United States

Save this address for future use
 Name this address (e.g. Main St)
 1472-74 5th RM 200, PARNASSL
 Check this box to make this the default address in the future.

Save **Cancel**

9. If appropriate you may also select the **Save this address for future use**.
- o Give the address a nickname under **Name this address** to easily identify the address in the future. This edits *your* view of the address, NOT what others see.
 - o If you want this Ship-To address to be the default for your carts, select the **Check this box to make this the default address in the future** checkbox.
10. When you are done, click the **Save** button.

Using a One-Time Ship-To Address

- ▶ Whenever a One-Time Ship-To address is used, the requisition will **always** route to the department **Requisition Approver** for approval regardless of the dollar amount on the order.
- ▶ Before using a One-Time Ship-To address, confirm that the address is not available in BearBuy. If one is available, you do not need to use a one-time ship to address.

1. Go to the **Orders > Search > Search Documents > Shipping and Purchase Order** tab after Proceeding to Checkout.
2. Click the **edit** button. The **Ship-To** page is shown as a pop-up.
3. If an address is already populated or you have saved addresses in your profile, select the link **To choose a different address, click here**. If no address is populated or you do not have any saved addresses, skip this step and proceed to step 4.
4. Click the link **select from org addresses**.
5. In the **Address Search** box enter the text **one time** in the **Nickname / Address** text field.

Address Search

Nickname / Address Text one time

Search

6. Click the **Search** button.

Results Per Page	Addresses Found: 1	Page 1 of 1
Name	Address	
OneTimeShipTo,9999999	Attn: Ray Requester 5 <<= ONE-TIME SHIPTO ==>	select

7. Click the **select** link next to the One-Time Ship-To address.

Ship To

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

Shipping address

select from your addresses
select from org addresses

Address Details

Attn: * Ray Requester 5
 Street Address/Building *
 Building *
 RM
 City *
 State *
 Zip Code *
 Country * United States

Save this address for future use

Save **Cancel**

8. The address fields are open for you to input any address. The *Contact Line 1* functions as an *Attention line* and will default with your name. Update as appropriate.
9. Click the **Save** button after you are done and continue checking out.