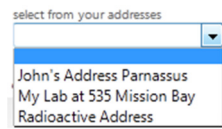


Completing the Ship-To Section on the Requisition

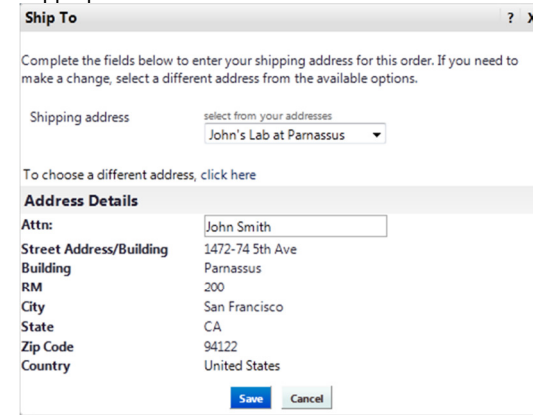
- ▶ Displays the shipping address associated with the purchase requisition. Click the “edit” button to change the shipping address.
- ▶ You can search for a Ship-To address using a ship-to code or part of the address. For example, ship-to code **2029200** has this address:
1472-74 5th Ave
Parnassus, 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 <http://www.ehs.ucsf.edu/approved-radiation-safety-receiving-laboratories> for appropriate addresses to use on your radioactive orders. Consult your Department Safety Specialist at the Office of Environmental Health and Safety for any additional questions: <http://www.ehs.ucsf.edu/find-your-environment-health-and-safety-specialist>.
- ▶ 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 **Requisition > Shipping and Purchase Order** tab after Proceeding to Checkout.
2. Click the **edit** button. The **Ship To** box appears.
3. From the **Shipping Address** dropdown menu, select the desired address from the list in your profile.



4. The **Address Details** will refresh, and the **Attention line (Attn:)** will default with your name. Update as appropriate.



5. Click **Save**, and the Requisition **Ship To Address** will update.



Select a new Ship To Address

1. Go to the **Requisition > 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

Name	Address
BLDG 1 RM 110, VAMC, 2908110	Attn: Ray Requester3 4150 CLEMENT STREET BLDG 1 110 SAN FRANCISCO, CA 94121 United States

- Once you have found the proper address, click the **select** link next to the address.
- The **Address Details** will update and the *Attention line* will default with your name. Update as appropriate.

- If appropriate you may also select the **Save this address for future use**.
 - 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.
 - 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.
- 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.

- Go to the **Requisition > Shipping and Purchase Order** tab after Proceeding to Checkout.
- Click the **edit** button. The **Ship-To** page is shown as a pop-up.
- 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.
- Click the link **select from org addresses**.
- In the **Address Search** box enter the text **one time** in the **Nickname / Address text** field.

- Click the **Search** button.

Name	Address
OneTimeShipTo,99999999	Contact Line 1 Ray Requester3 <<< == ONE-TIME SHIPTO == >>

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

- 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.
- Click the **Save** button after you are done and continue checking out.