Ship To and Delivery Concepts
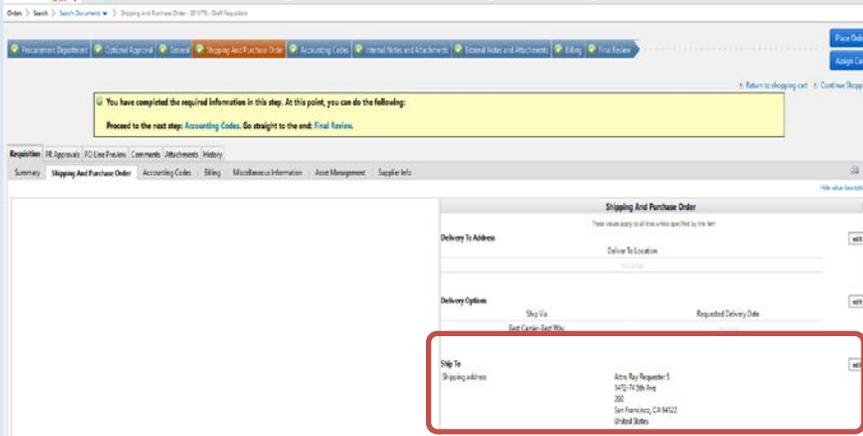
Completing the Ship-To Section on the Requisition

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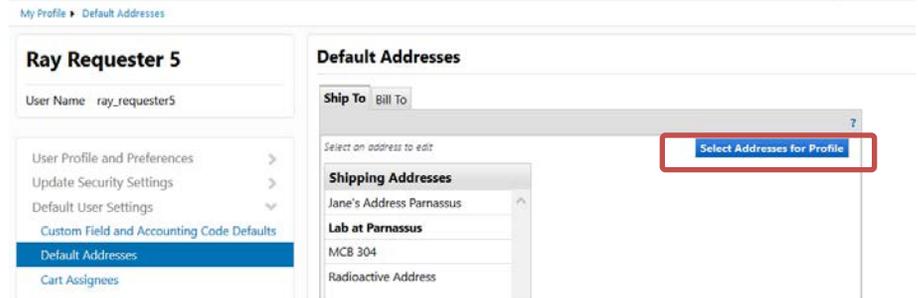
2. Click the **Select Addresses for Profile**.
3. Enter part of the address such as 5th Ave 200
4. Click Search
5. Select the desired address from the addresses found.
6. The **Address Details** will refresh, and the *Attention line* (**Attn:**) will default with your name. Update as appropriate.

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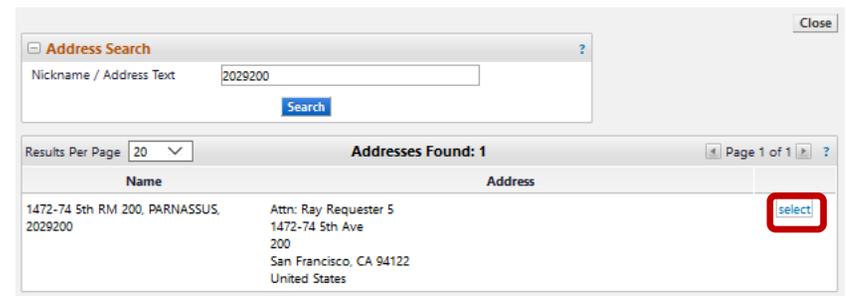
7. Once you have found the proper address, click the **select** link next to the address.

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

9. 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.
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 t 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.

6. Click the Search button.

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

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.