

Package Routing Guide

This guide is designed to help BearBuy users determine the appropriate ship-to location when placing an order.

Important General Guidelines

1. All deliveries under 70lbs should be routed to "616 Forbes" (Oyster Point).
2. BearBuy will allow you to select either a "616 Forbes" ship-to address or ship direct to department if both options are available.
3. Contingent upon the item type, determine the best routing location based upon "preferred", "optional", or "required" mode outlined in the grid below.
4. Any shipment that requires a next day receipt prior to 2 p.m. should be shipped directly to your location. **Please note SCM Logistics delivery times. If your package is delivered to Oyster Point before 8:00 a.m. it will be delivered the same day. Packages received after 8:00 a.m. will be delivered the next business day.**

Please refer to the [Supply Chain Management website](#) for additional information on the Last-Mile Delivery Program. Additional training is available on the [BearBuy training page](#).

Terminology and Definitions for Routing

- Preferred: Recommended routing
 Optional: Requestors choice for where item(s) are shipped to
 Required: Mandatory routing

	Items	Examples	616 Forbes Routing (Oyster Point)	Ship Direct to Your Department	Exceptions, Restrictions, and Comments
1	Lab/Office Supplies	Beakers, gloves, pens, notebooks, etc.	Preferred	Optional	
2	Bio-Hazardous Materials	Acids, flammable liquids, formaldehyde, etc.	Preferred	Optional	
3	Calibrated Equipment	Air tables	Preferred *	Optional	Ship direct only if equipment requires calibration.
4	Cell Cultures	Cell cultures (frozen or liquid)	Preferred	Optional	Use Direct Routing only for expedited delivery.
5	Compressed Gases and Alcohol (No Liquid Gas)	Helium, air, CO2, helium, nitrogen, oxygen, etc.	Preferred	Optional	
6	Computer Accessories	Desktop printers, cables, mouse, keyboard, etc. under 70 lb.	Preferred	Optional	Use Direct Routing only if required next day.
7	Large Equipment	-80 degree freezers, bio-hazardous hoods, CO2 incubators, safety cabinets, centrifuges, etc.	Preferred *	Optional	
8	Furniture	Office chairs, desks, tables, etc.	Optional	Preferred	Optional only If the customer requires temporary storage or assembly prior to delivery and installation. Logistics/DSM labor fees will apply.
9	America To Go Catering Orders	Food orders		Required	
10	Computers	Apple, Dell computers, servers, oversize copiers, TV/computer monitors		Required	

	Items	Examples	616 Forbes Routing (Oyster Point)	Ship Direct to Your Department	Exceptions, Restrictions, and Comments
11	Controlled Substances	Blood, reagents, and pharmaceuticals DEA Schedule II-V drugs, DEA List 1 Chemicals, California Regulated Chemicals		Required	Department cannot receive directly. Must be shipped to an authorized EH&S DEA Controlled Substance receiving location.
12	Expedited Items	Any shipment that requires next day receipt prior to 2 p.m. should be directed to your location		Required	
13	Items over 4'x6'	White/bulletin boards, chairs, mats, office décor		Required	
14	Licenses and Contracts	Consultant agreements, software, etc.		Required	
15	Live Animals	Mice			Refer to LARC guidance on purchasing live animals.
16	Radioactive Materials	Isotopes			Department cannot receive directly. Must be shipped to an approved EH&S Radiation Safety Receiving Laboratory.

*Requestor chooses "616 Forbes" to receive and immediately inspect to ensure that no external damage to the unit has occurred in shipping. Customer provides instructions regarding assembly, delivery and installation. Logistics/DSM labor fees will apply.

Selecting an Address in BearBuy

Your location will have two ship-to addresses available in BearBuy, one address to ship-to Oyster Point for "last-mile" delivery to your location and another address for shipping directly to your location.

To help Requesters quickly find and use Oyster Point addresses in BearBuy orders for the pilot, Supply Chain Management will add Oyster Point addresses to Requester profiles based on previous Parnassus addresses saved in Requester BearBuy profiles or previous BearBuy order history.

Please review the scenarios below to learn more about addresses that will be added to Requester profiles and instructions for selecting addresses.

1. You had one Parnassus address defaulted in your BearBuy profile

- The default address in your BearBuy profile will be updated to the Oyster Point location at 616 Forbes.
 - The Oyster Point address automatically appears on new orders you create.
 - If you use this address, your order will ship-to Oyster Point and then will be delivered "last-mile" to your location.
- To ship directly to your location, you may select your location's address.
 - Go to the **Requisition > Shipping and Purchase Order** tab after Proceeding to Checkout.
 - Click the **edit** button. The **Ship To** box appears.
 - From the **Shipping Address** dropdown menu, select the address from the list that is for your location. Identify the location by the address description. Direct ship addresses **do not** have the "Oyster Point" label. The address often contains the location's address details only. Select an option to see the full address.
 - Click **Save**, and the Requisition **Ship To Address** will update.

Shipping And Purchase Order ?

Ship To edit

Attn: Ray Requester
616 Forbes Blvd
XD01GUZBU7
South San Francisco, CA 94080
United States

XD number is for internal reference only

Ship To ? X

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

Shipping address select from your addresses
350 Parnassus RM 08-805, PARNASSUS, 296508-805

To choose a different address, click
350 Parnassus RM 08-805, Ave (OYSTER POINT)
350 Parnassus RM 08-805, PARNASSUS, 296508-805

Address Details

Attn: Ray Requester
Street Address/Building: 350 Parnassus Ave
RM: 08-805
City: San Francisco
State: CA
Zip Code: 94117
Country: United States

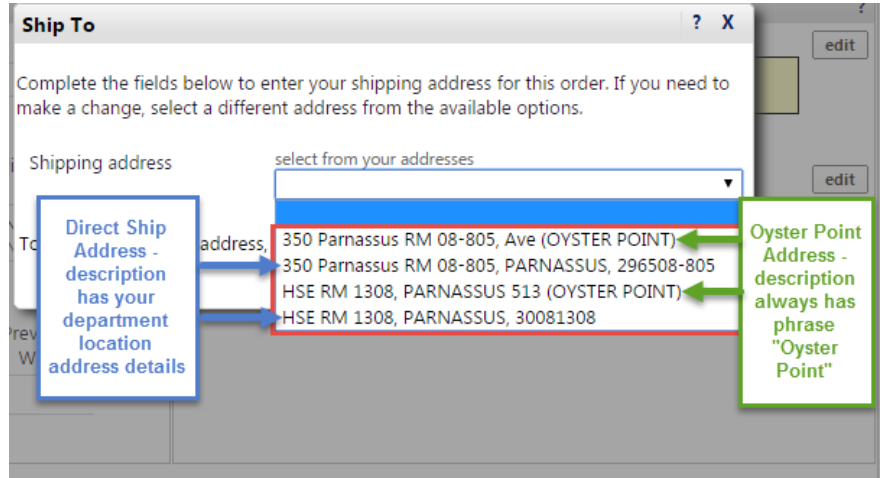
Oyster Point Address

Direct Ship Address

Save Cancel

2. You had Parnassus addresses saved in your BearBuy profile, but no defaulted address

- When selecting addresses on orders, you will see the locations that you previously saved. You will also see new addresses for each of these locations labeled with "Oyster Point" for shipping to 616 Forbes and re-delivery to your location.
 - To ship to Oyster Point for re-delivery to your location, choose the "Oyster Point" address for your location. Ex: To ship to Oyster Point first for re-delivery to 350 Parnassus, room 08-805, choose the "350 Parnassus, RM 08-805, Ave (Oyster Point)" address.
 - To ship directly to your location, choose the address for your location. Direct ship addresses often have a description containing only the location's address details. Ex: To directly to 350 Parnassus, room 08-805, choose the "350 Parnassus, RM 08-805, Parnassus" address.

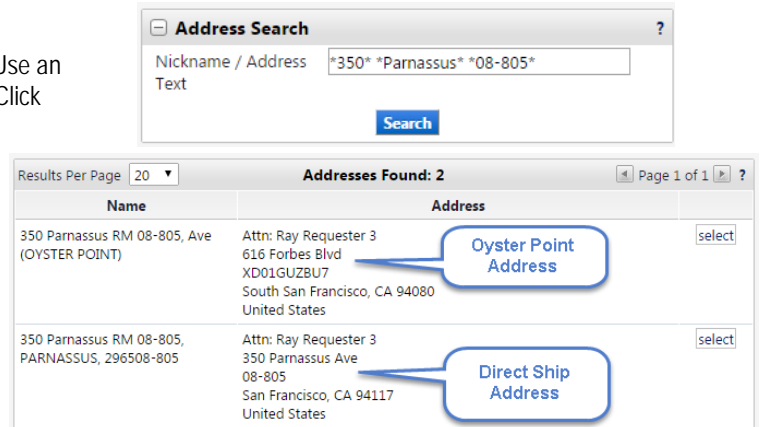


3. You did not save any addresses in your BearBuy profile, but created orders in the last 12 months

- If you shipped to only one location in the last 12 months, your default address in your BearBuy profile will be updated to the Oyster Point location at 616 Forbes. Please see #1 above for guidance.
- If you shipped to multiple locations in the last 12 months, you will see the locations that you previously saved and new addresses for each of these locations labeled with "Oyster Point". Please see #2 above for guidance.

4. Selecting a new ship-to address

- If you need to ship to a new location that was not previously saved to your profile, you can search for the address for your location and the corresponding Oyster Point location.
 - Go to the **Requisition > Shipping and Purchase Order** tab after Proceeding to Checkout.
 - Click the **edit** button.
 - Click the **select from org addresses** link.
 - Enter search criteria such as Building name, Room number. Use an asterisk * as a wild card before and after each search term. Click **Search** button.
 - Select an address appropriate for either Oyster Point or direct delivery. Click the **Save** button. Continue checking out.
 - You can choose to save the address for future use by selecting the **Save this address for future use** check box.
 - You can choose to save the address as your default address by selecting the **Check this box to make this the default address in the future** checkbox.



Contacts for Questions:

- For general questions or comments about this program, please email SCM Logistics (DSM) at logistics@ucsf.edu
- For BearBuy technical questions, please contact the IT Service Desk at (415) 514-4100, option 2 or appsupport@ucsf.edu