

Shipping to a Non-BU Address: Header Level



Within **Guided BUYing**, Requisitioners can ship to a non-BU delivery address.

Requirements:

- **Approval:** If the purchase is <\$500, manually add your financial approver as an approver to the PR to route for approval. All deliveries off-campus should be approved by your financial administrator or dean.
- **Comments:** Requisitioners must add a comment to their approver and the supplier noting the order is being sent to a non-BU address. The Cost Center approver will see this as an ad hoc address and will review and provide their approval.

Setting Address at Header-Level vs. Line-Level:

Header-Level: The **Ship To** and **Deliver To** fields should be set at the header-level for PRs when all lines are being shipped to the same address. Deliver To at the line level **does not** update the header-level. Thus, it's important to set the **Ship To** and **Deliver To** at the header-level if shipping to one location. If you are purchasing from a catalog supplier (e.g., WB Mason), set the delivery address at the header level. If you need to send the order to multiple addresses, create separate PRs for each address.

Line-Level: If you have multiple lines with different **Ship To** addresses, set the **Ship To** and the **Deliver To** at the line level. To avoid delivery delays, please ensure your **Deliver To** is populated or you risk your package being returned to the Supplier.

Shipping to a Non-BU Address: Header-Level

If a purchase has been approved by your supervisor to send to a non-BU delivery address, click **New** when browsing for an address at checkout. When setting shipping at checkout in **Guided BUYing**, the **Ship To** and **Deliver To** fields should be set at the header-level for PRs when all lines are being shipped to the same address. Deliver To at the line level **does not** update the header-level.

- 1 Update the shipping for the header-level by selecting **Manage locations** next to **Ship to** in the header section.

BOSTON UNIVERSITY Guided Buying

Office Supplies
Checkout / PR14255

Submit Save and exit

Ship to 1 Manage locations	Charge to Manage details	Total cost \$100.00 USD
975 Commonwealth Avenue Boston, MA 02215 United States	Cost Center (1471780000 (RADIO BOSTON))	Net amount \$100.00 USD ?

Need-by Date ⓘ 1/20/21 📅

Requester ⓘ Erika Lonardo ▼

Deliver To ⓘ E.Lonardo-FL2,Rm45

Is Team Requisition ⓘ Yes No



Note: all non-BU delivery addresses and shipments will be reviewed periodically to ensure BU property is safeguarded and properly returned to the University

Shipping to a Non-BU Address: Header-Level

Select the **ShipTo(Plant)** drop down and select **New** to populate a non-BU delivery address.

Manage locations

The changes that you make here apply to every item in the shopping cart. Please note that when changing the value of a field, the change is automatically saved.

Shipping

ShipTo(Plant) *

975 Commonwealth Avenue Boston, MA 02215
United States

Deliver To *

Need-by Date

Purchase Group

Shipping items to different locations?

Done

2 Select the drop down under **ShipTo(Plant)**. Previously used addresses will display. Click **Browse all**.

3 Search for the address. Click **New** to add a non-BU delivery address.

ShipTo(Plant) *

Clear selection

900001 (0 Carlton Street)

900018 (1010 Commonwealth Avenue)

900013 (Boston University)

900161 (Boston University)

Browse all

ShipTo(Plant)

Search for ShipTo(Plant)

New

ID	Name	Street	City	State	Postal Code	Country	
5001	0 Carleton Street	0 Carleton Street	Brookline	MA	02446	US	Choose
5002	1 Appleton Street	1 Appleton Street	Boston	MA	02216	US	Choose
5003	1 Buswell Street	1 Buswell Street	Boston	MA	02215	US	Choose
5004	1 Raleigh Street	1 Raleigh Street	Boston	MA	02215	US	Choose
5005	1 Silber Way	1 Silber Way	Boston	MA	02215	US	Choose
5006	1 University Road	1 University Road	Boston	MA	02215	US	Choose



Note: all non-BU delivery addresses and shipments will be reviewed periodically to ensure BU property is safeguarded and properly returned to the University

Shipping to a Non-BU Address: Header-Level

Save the non-BU delivery address and view the updated shipping information. Ensure the **Deliver to** field is updated with the appropriate name and apartment number if applicable.

The image shows two overlapping screenshots from a web application. The top screenshot is a 'ShipTo(Plant)' form with a red border and a red circle with the number '4' in the top right corner. The form contains the following fields: Name* (Erika Lonardo), Street 1* (250 Commonwealth Avenue), Street 2, Street 3, City* (Boston), State/Province/Region (MA), Postal Code* (02116), Country/region* (United States), Phone, Fax, and Email. At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red box. The bottom screenshot is a 'Manage locations' form with a red circle with the number '5' in the top right corner. It displays shipping information: ShipTo(Plant) * (ADBuyer418484098 (erika lonardo) 25 bus street boston, ma 02135 United States) and Deliver To * (E.Lonardo-Apartment 5). Other fields include Need-by Date (1/20/21) and Purchase Group (103 (PGroup 103)).

4 Enter address information and click **Save**.*

View updated address.

5 Update the **Deliver To** field including name and apartment number if applicable. Click **Done**.

Add **Comments** for your approver and the supplier indicating a non-BU delivery address. If the order is <\$500, manually add your financial approver as an approver to the PR to route for approval.



Note:

- *When entering the state, please use the abbreviation (e.g., MA).
- All non-BU delivery addresses and shipments will be reviewed periodically to ensure BU property is safeguarded and properly returned to the University

Shipping to a Non-BU Address: Line-Level



Shipping to a Non-BU Address: Line-Level

If a purchase has been approved by your supervisor to send to a non-BU delivery address, click **New** when browsing for an address at checkout. If you have multiple lines with different **Ship To** addresses, set the **Ship To** and the **Deliver To** at the line level. To avoid delivery delays, please ensure your **Deliver To** is populated or you risk your package being returned to the Supplier.

Shipping ShipTo(Plant) (5004 (1 Raleigh Street))

ShipTo(Plant) * ⓘ **1**

5004 (1 Raleigh Street) ▼

1 Raleigh Street Boston, MA 02215 United States

Deliver To * ⓘ

Erika Lonardo - Room #404

ShipTo(Plant) * ⓘ

1000 (General Plant) ^

Clear selection

900001 (0 Carleton Street)

900018 (1010 Commonwealth Avenue)

900013 (Boston University)

900161 (Boston University)

Browse all

ShipTo(Plant)

ID Search for ShipTo(Plant) 🔍

2 New

ID	Name	Street	City	State	Postal Code	Country	
5001	0 Carleton Street	0 Carleton Street	Brookline	MA	02446	US	Choose
5002	1 Appleton Street	1 Appleton Street	Boston	MA	02216	US	Choose
5003	1 Buswell Street	1 Buswell Street	Boston	MA	02215	US	Choose
5004	1 Raleigh Street	1 Raleigh Street	Boston	MA	02215	US	Choose
5005	1 Silber Way	1 Silber Way	Boston	MA	02215	US	Choose
5006	1 University Road	1 University Road	Boston	MA	02215	US	Choose

1 Update the shipping for the line-level by selecting the drop down. Previously used addresses will display. Click **Browse all**.

2 Search for the address. Click **New** to add a non-BU delivery address.



Shipping to a Non-BU Address: Line-Level

Save the non-BU delivery address and view the updated shipping information. Ensure the **Deliver to** field is updated with the appropriate name and apartment number if applicable.

The image shows two screenshots from a web application. The top screenshot is a 'ShipTo(Plant)' form with a red border and a red circle '3' in the top right corner. The form contains the following fields: Name* (Erika Lonardo), Street 1* (250 Commonwealth Avenue), Street 2, Street 3, City* (Boston), State/Province/Region (MA), Postal Code* (02116), Country/region* (United States), Phone, Fax, and Email. At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red box and a red arrow pointing to it from the circle '3'. The bottom screenshot is the 'Manage locations' form, showing shipping information. A red circle '4' is in the top right corner, pointing to the 'Deliver To *' field which contains 'E.Lonardo-Apartment 5'. Other fields include 'ShipTo(Plant) *' (ADBuyer418484098 (erika lonardo)), 'Need-by Date' (1/20/21), and 'Purchase Group' (103 (PGroup 103)).

3 Enter address information and click **Save**.

View updated address.

4 Update the **Deliver To** field including name and apartment number if applicable. Click **Done**.

Add **Comments** for your approver and the supplier indicating a non-BU delivery address. If the order is <\$500, manually add your financial approver as an approver to the PR to route for approval. 8



Note:

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- All non-BU delivery addresses and shipments will be reviewed periodically to ensure BU property is safeguarded and properly returned to the University