

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:

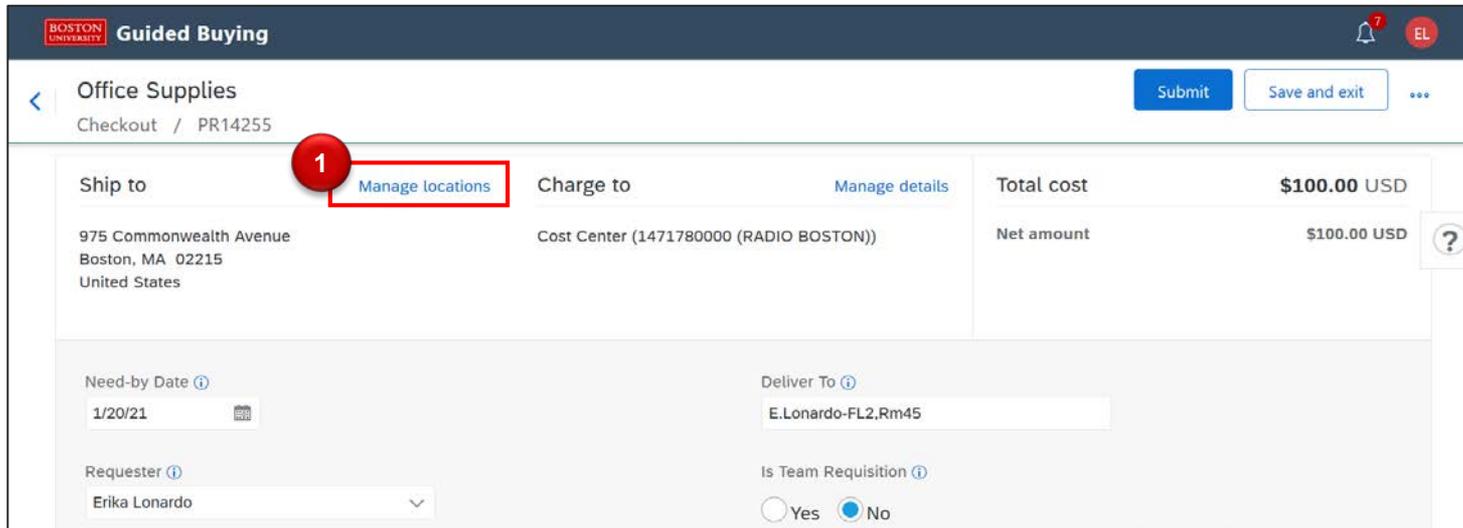
Header-Level: The **Ship To** and **Deliver To** fields should be set at the header-level for PRs when all lines are being shipped to the same address. Deliver To at the line level **does not** update the header-level. Thus, it's important to set the **Ship To** and **Deliver To** at the header-level 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 📅

Deliver To ⓘ
E.Lonardo-FL2,Rm45

Requester ⓘ
Erika Lonardo ▼

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), Need-by Date (1/20/21), Purchase Group (103 (PGroup 103)), and Deliver To * (E.Lonardo-Apartment 5), which is highlighted by a red box.

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



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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) * ⓘ 5004 (1 Raleigh Street) ▼ Deliver To * ⓘ

1 Raleigh Street Boston, MA 02215 United States 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) X

ID Search for ShipTo(Plant) Q 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 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. A red box highlights the form, and a red circle with the number '3' is positioned near the top right corner. A red arrow points from this circle to the 'Save' button at the bottom right. The bottom screenshot is the 'Manage locations' form, showing shipping information: ShipTo(Plant) * (ADBuyer418484098 (erika lonardo)), Deliver To * (E.Lonardo-Apartment 5), Need-by Date (1/20/21), and Purchase Group (103 (PGroup 103)). A red box highlights the 'Deliver To' field, and a red circle with the number '4' is positioned near the top right corner of this box.

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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