

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](#)

975 Commonwealth Avenue  
Boston, MA 02215  
United States

**Charge to** [Manage details](#)

Cost Center (1471780000 (RADIO BOSTON))

**Total cost** **\$100.00 USD**

**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) \* ⓘ  
5450 (975 Commonwealth Avenue) ▾  
975 Commonwealth Avenue Boston, MA 02215  
United States

Deliver To \* ⓘ  
E.Lonardo-FL2,Rm45

Need-by Date ⓘ  
1/20/21

Purchase Group  
103 (PGroup 103) ▾

Shipping items to different locations?

Done

2

ShipTo(Plant) \* ⓘ

1000 (General Plant) ^

Clear selection

900001 (0 Carlton Street)

900018 (1010 Commonwealth Avenue)

900013 (Boston University)

900161 (Boston University)

Browse all



**ShipTo(Plant)**

ID ▾ Search for ShipTo(Plant) 🔍

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

3

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.

**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 'ShipTo(Plant)' form contains the following fields:

- Name\*: Erika Lonardo
- Street 1\*: 250 Commonwealth Avenue
- Street 2: (empty)
- Street 3: (empty)
- City\*: Boston
- State/Province/Region: MA
- Postal Code\*: 02116
- Country/region\*: United States
- Phone: (empty)
- Fax: (empty)
- Email: (empty)

Buttons: Cancel, Save

The 'Manage locations' form displays the following information:

- Shipping section:
  - ShipTo(Plant) \*: ADBuyer418484098 (erika lonardo)
  - 25 bus street boston, ma 02135 United States
- Need-by Date: 1/20/21
- Purchase Group: 103 (PGroup 103)
- Deliver To \*: E.Lonardo-Apartment 5

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) ▼

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) 🔍

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 'ShipTo(Plant)' form contains the following fields:

- Name\*: Erika Lonardo
- Street 1\*: 250 Commonwealth Avenue
- Street 2: (empty)
- Street 3: (empty)
- City\*: Boston
- State/Province/Region: MA
- Postal Code\*: 02116
- Country/region\*: United States (dropdown)
- Phone: (empty)
- Fax: (empty)
- Email: (empty)

Buttons: Cancel, Save

The 'Manage locations' form displays the following information:

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) \*: ADBuyer418484098 (erika lonardo)  
25 bus street boston, ma 02135 United States
- Deliver To \*: E.Lonardo-Apartment 5
- Need-by Date: 1/20/21
- 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.

**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