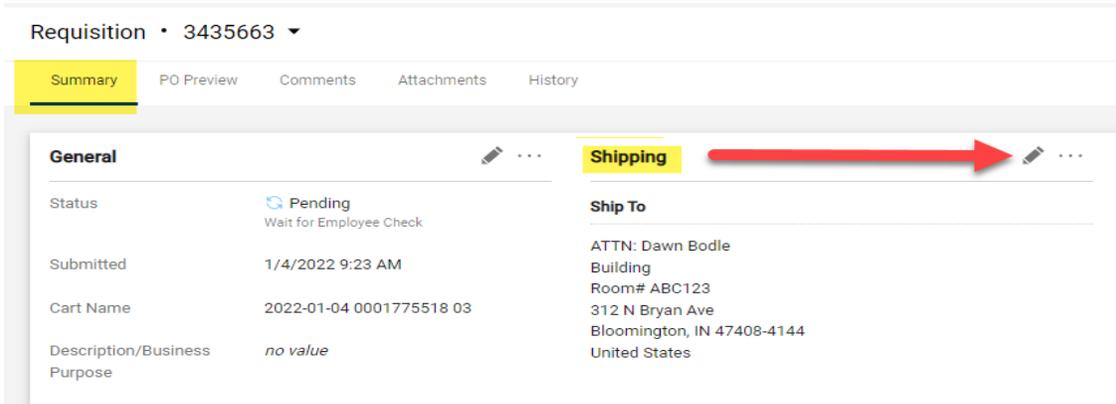


# Indiana University Office of Procurement Services

## STANDARD OPERATING PROCEDURE

<b>SOP NO:</b>	SOP-PURCH-23														
<b>SUBJECT:</b>	Ship to a Non-IU Address														
<b>SOURCE:</b>	University Procurement Services														
<b>ORIGINAL DATE OF ISSUE:</b>	03/17/2020														
<b>DATE OF LAST REVISION:</b>	02/03/2022														
<b>DISCLAIMER:</b>	The information provided in this Standard Operating Procedure (SOP) is designed to provide helpful information on this procedure. Purchasing reserves the right to determine on a case by case basis if a SOP should be adjusted for a particular situation. This SOP is not intended to cover each and every situation nor can it anticipate specific circumstances.														
<b>RATIONALE:</b>	<p>There are legitimate instances when goods need to be shipped to a non-campus address and the location does not have an IU Building Code in the Address Lookup. Before following these procedures, search for the address using the street number to ensure it is not already available in BUY.IU.</p> <p>You can manually enter the shipping address following the procedures below.</p> <p>NOTES:</p> <ul style="list-style-type: none"> <li>• Confirm someone will be available to receive the shipment before placing the order. If goods are shipped to a location where no one is available to receive you may incur restocking fees from the supplier.</li> <li>• When shipping to locations outside of Indiana, such as a research site, sales tax may be charged. A tax exemption certificate may be available to avoid these charges. Review <a href="#">University Tax Services' website</a> and submit the sales tax exemption certificate to the supplier to avoid sales tax charges.</li> </ul>														
<b>PROCEDURES:</b>	<p>On the Requisition document, navigate to the Shipping section on the Summary Tab and click the pencil icon to edit the ship to section:</p>  <p>The screenshot shows a requisition for ID 3435663. The 'Summary' tab is selected. The 'Shipping' section is highlighted with a red arrow, indicating where to click the pencil icon to edit the shipping address. The 'Ship To' information is as follows:</p> <table border="1"> <thead> <tr> <th>General</th> <th>Shipping</th> </tr> </thead> <tbody> <tr> <td>Status: Pending Wait for Employee Check</td> <td>ATTN: Dawn Bodle</td> </tr> <tr> <td>Submitted: 1/4/2022 9:23 AM</td> <td>Building</td> </tr> <tr> <td>Cart Name: 2022-01-04 0001775518 03</td> <td>Room# ABC123</td> </tr> <tr> <td>Description/Business Purpose: no value</td> <td>312 N Bryan Ave</td> </tr> <tr> <td></td> <td>Bloomington, IN 47408-4144</td> </tr> <tr> <td></td> <td>United States</td> </tr> </tbody> </table>	General	Shipping	Status: Pending Wait for Employee Check	ATTN: Dawn Bodle	Submitted: 1/4/2022 9:23 AM	Building	Cart Name: 2022-01-04 0001775518 03	Room# ABC123	Description/Business Purpose: no value	312 N Bryan Ave		Bloomington, IN 47408-4144		United States
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Description/Business Purpose: no value	312 N Bryan Ave														
	Bloomington, IN 47408-4144														
	United States														

If you have addresses saved to your user profile, the system will display the available addresses to choose from, click radial dial to make change. There is also a Search additional feature that can be used to find desired address.:

The screenshot shows the 'Edit Shipping' window with a 'Ship To' section. A red arrow points to the 'CURRENT ADDRESS' radial dial. Below it, the current address details are shown: ATTN: Dawn Bodle, Building: (empty), Room#: ABC123, Address Line 1: 312 N Bryan Ave, City: Bloomington, State: IN, Zip Code: 47408-4144, Country: United States. There is an 'Add to my addresses' checkbox. Below the current address, a list of saved addresses is displayed with yellow radial dials: '311 S Arbutus Dr (BL249F)', '1000 N Indiana Avenue (BL402N)', 'Building Not Found', 'Education & Arts Building (SB866)', and 'Innovation Hall (IN074)'. A search bar labeled 'Search additional' and a 'Results Per Page' dropdown set to '10' are also visible. A red arrow points to the 'Results Per Page' dropdown. At the bottom right, there are 'Save' and 'Close' buttons.

The screenshot shows the 'Ship To' dialog box. It contains a 'Shipping address' dropdown menu with the text 'select from your addresses'. Below it, there is a link 'select from org addresses' with a red arrow pointing to it. The 'Address Details' section is expanded, showing: ATTN: Dawn Bodle, Building: Arbutus Bldg, Room#: 101, Address Line 1: 311 S Arbutus Dr, City: Bloomington, State: IN, Zip Code: 47401-3704, Country: United States. At the bottom, there are 'Save' and 'Cancel' buttons.

Use the Search option for Building Not Found and select the radial dial on returned address for Building Not Found. You can add this address to your addresses at this time also.

**Edit Shipping** ✕

**Ship To** ★

- Current Address** - Dawn Bodle, [Building], ABC123, 312 N Bryan Ave, Bloomington, IN 47408-4144, United States
- 311 S Arbutus Dr (BL249F)** - Christy Havranek, [Building], 304, 311 S Arbutus Dr, Bloomington, IN 47401-3704, United States ★
- 1000 N Indiana Avenue (BL402N)** - Christy Havranek, 1000 N Indiana Avenue, [Room#], 1000 N Indiana Ave, Bloomington, IN 47408-2041, United States
- Building Not Found** - Christy Havranek, HOUSE, KITCHEN, 401 W. DITTEMORE ROAD, BLOOMINGTON, IN 47404, United States
- Education & Arts Building (SB866)** - Christy Havranek, Education & Arts, 9999, 1002 S Esther St, South Bend, IN 46615-1440, United States
- Innovation Hall (IN074)** - Christy Havranek, Innovation Hall, 423, 625 W Michigan St, Indianapolis, IN 46202, United States
- Building Not Found** ↻

Contact Line 1 * <input type="text" value="Christy Havranek"/>	<input checked="" type="checkbox"/> Add to my addresses
Building <input type="text"/>	Nickname * <input type="text" value="Building Not found"/>
Room# * <input type="text"/>	Make default <input type="checkbox"/>
Address Line 1 <input type="text"/>	
City * <input type="text"/>	
State <input type="text"/>	
Zip Code <input type="text"/>	

★ Required fields Save Close

Close

**Click to filter search results** ?

Results Per Page  **Addresses Found: 1** Page 1 of 1 ?

Name	Address	
Building Not Found	Contact Line 1 Dawn Bodle Building Room#  United States	select

The window closes and you are returned to the Requisition. Blank fields are populated which allow you to enter address information. Fields marked with a star are required. Enter "NA" in any fields which do not apply, such as the Building field. Click "Save" to save the address to your order.

**Edit Shipping**

**Ship To** ★

**CURRENT ADDRESS**

Contact Line 1 ★	Christy Havranek	✓ Add to my addresses	←
Building	NA	Nickname ★	← Showers
Room# ★	108M	Make default	<input type="checkbox"/>
Address Line 1	501 N, Morton		
City ★	Bloomington		
State	Indiana		
Zip Code	47401		
Country	United States ▼		

The manually added address is now visible in the Shipping section of the Requisition.

Summary PO Preview Comments Attachments History

General	Shipping
Status <span>ⓘ</span> Pending Wait for Employee Check	<b>Ship To</b>
Submitted 1/4/2022 9:23 AM	Contact Line 1 Christy Havranek
Cart Name 2022-01-04 0001775518 03	Building NA
Description/Business Purpose <i>no value</i>	Room# 108M
Prepared by Dawn Bodle	501 N, Morton
	Bloomington, Indiana 47401
	US US

If your order contains multiple line items that need to be shipped to different locations, follow the steps above but at the **line item level**.

Navigate to the Shipping section by clicking the 3 dots ... on the right for each line item that has a different Ship To location and follow the same instructions as above.

Summary PO Preview Comments Attachments History

**Compliance Details**

Does your order include items from any of the below areas? If YES, check all that apply. **No**

Communications & Marketing Consulting SERVICES	X
Live Animals	X
Radioactive Material (e.g. uCi, Ci, mCi, TBq, ATP, 8-32P)	X
Software (If SSSP approval required, attach approval to REQ)	X

**1 Item**

**Becky's Clowns - 1 Item - 6,000.00 USD**

SUPPLIER DETAILS Fulfillment Center 1 : 3100 W. Maple Grove Road, Bloomington, Indiana 47404 United States

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	test		EA	6,000.00	1 EA	6,000.00

- Override
  - General
  - Ship To**
  - Bill To
  - Credit Card Info
  - Accounting Codes
- Requires Sourcing
  - Remove Requires Sourcing
  - Add Discount
- Add to Favorites
- Add To Active Cart
- Add to Draft Cart or Pending PR/PO >
- Add to PO Revision

**DEFINITIONS:**

**CROSS REFERENCE:**

[Sales Tax Certificates for Other States](#)