

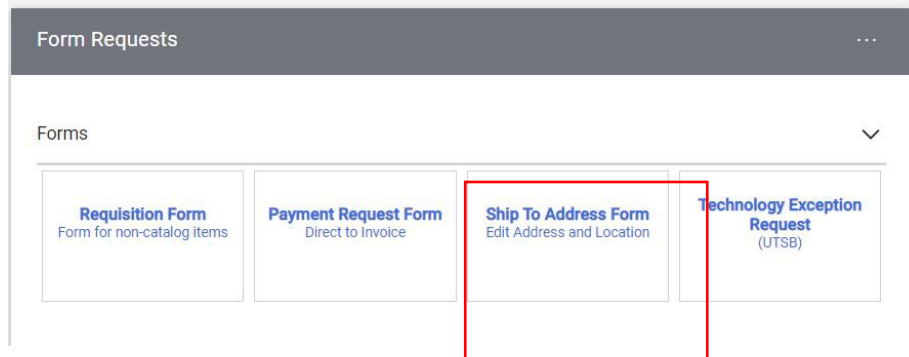
<b>Purpose:</b>	This short guide will discuss some frequently asked questions about the Ship To Address Form
<b>Navigation:</b>	(From the Shopping Dashboard) Forms → Ship To Address Form
<b>Notes:</b>	University users able to use and submit Requisition Forms can also submit requests to add, edit, or remove Ship To Addresses, as well as adding new Location fields. Users <b>MUST</b> follow the instructions in the form request or their request will be rejected. All Ship To Address Forms must pass successfully through workflow approval before the changes will be activated.

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## Where can I find the Ship To Address Form?

The Ship To Address Form is in the **FORMS** section on the Shopping dashboard. This form is only available to Requestors and Approvers; Shoppers will need to have someone with the appropriate roles enter the request on their behalf.



## What requests can be made on the Ship To Address Form?

There are four types of requests which can be made, and users must select one of them from the options on the Questions section of the Request Form:

What is being requested? ★ ⓘ

- Add/New Ship To
- Update/Edit Ship To
- Remove Ship To
- Add New Location

Please note that only one type of request is allowed per Form. If you need to make multiple types of requests, or add multiple addresses, please submit additional Forms.

## I want to add a new Ship To address. What criteria is used to determine if it will be added?

The Instructions on the Form will provide guidance on why requests might be rejected, and the Form itself will prompt users for all required information. If clarification is required, an administrator may contact the submitter outside of the system for additional information.

In general, the rules for adding new addresses are:

1. Ship To Addresses are unique to a single building. If a Ship To Address already exists for your building, we will **NOT** add a new one. The user should submit a request to **Update/Edit Ship To** instead of adding a new address.
2. The address must be used on an on-going basis. A customizable address called "ONE TIME ADDRESS" already exists for one-off orders.
3. Ideally, the address should be able to receive large items/equipment/assets. This often means a loading dock should be available. If no large items will ship to the address, this may not apply.
4. A delivery must be able to be received at the address. If there is no receiving or reception area, or if security access is required to even enter the building, items cannot be shipped there and the address will not be added.
5. The Ship To Address must have a valid USPS mailing address.

## I want to edit the address for my building, but another department is using it. Can it be changed?

Yes. If multiple departments or colleges share a building, and the current Ship-To Address currently only mentions their specific area, we can and will adjust the Ship To Address to refer more generally to the building. As an example, we may change an Address with "Information Technology" listed as its title to "Student Services Building" instead.

It is extremely important that when selecting a general Ship To Address on a requisition, Requestors include an accurate Attn: field and Location field. This will make sure that once the order arrives at the proper building, it can be determined to whom it will go, and to where.

## Will this Form be used to add on-campus Ship To Addresses for Office Depot orders?

### **No.**

Office Depot is unique among our Punch Out suppliers in that they offer "desktop delivery" to the final end point. On the Tampa campus use "1 Direct (Office Depot Only)" address. Users will be able to put their Location code directly into the Ship To Address, to ensure it arrives directly at their desk.

Other campuses can use their Central Receiving addresses for the same effect.

For off-campus Office Depot orders, we may consider adding a Ship To Address. However, these must be to commercial buildings; we do not allow permanent Ship To Addresses to residential addresses

## What is the Location field, and how does it differ from a Ship To Address?

Location fields are the mail stops for campus addresses; if the Ship To Address is to describe which building an order is sent to, the Location field describes where in the building it should end up. Locations are made of a building code and room number. Both are required on Requisitions. If an off-campus order is being placed, a user would either use their own Location, or a generic one such as "TAMPA."

Building codes and room numbers are combined together to form the Location's code. For example, the Student Services building has a building code of "SVC." Room 1073 would then be listed as "SVC1073."

Building Codes can be found in the campus directory or by reviewing campus maps. If the room is actually a suite, it may be given a letter designation at the end to differentiate individual areas, e.g. SVC1080A.

## How long will it take to process a new Ship To Address request?

At a minimum, it will take a business day to add the Ship To Address to our systems. After adding the addresses to both FAST and Bull Marketplace, a process runs overnight to link the two together. However, there is a third process that is a bit out of our control – Punch Out suppliers. Some of our suppliers require a hard-coded Ship To Address to process orders, so we need to wait for their confirmation that the new address has been added before we can activate the new Ship To Address. This may add an extra business day or two.

Location fields do not require this step, and usually will be added to the system the next day.

# Where can I find lists of all our Ship To Addresses and Locations?

Ship To Addresses can be found in the system by searching for Ship To Addresses in the Shipping section of a requisition:

**Requisitions: 2884582**  
2020-02-05 US4021392 01

Status: **Draft**  
Document Total: **160.00 USD**  
What's next for my order?

Requisitions ▾

- General ✓
- Shipping ✓**
- Billing ✓
- Accounting Codes ✓
- Internal Notes and Attachm... ✓
- External Notes and Attachm... ✓

**Shipping** Document Actions ▾ History ⓘ ?

**Ship To** edit

Shipping address: UNIVERSITY OF SOUTH FLORIDA  
CENTRAL RECEIVING TAMPA CAMPUS  
Attn: Paul Cleveland  
4202 E FOWLER AVE  
CRS100  
TAMPA, FL 33620-5050  
United States

**Delivery Options** edit

Location: SVC1080A  
STUDENT SERVICES BUILDING

**Ship To** ? X

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

Shipping address

To choose a different address [click here](#)

**Ship To** ? X

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

Shipping address

**Address Search** ?

Nickname / Address Text

Results Per Page  **Addresses Found: 82** Page 1 of 5

Name	Address	
1 Direct (Office Depot Only)	UNIVERSITY OF SOUTH FLORIDA TAMPA CAMPUS Attn: Paul Cleveland 4202 E FOWLER AVE TAMPA, FL 33620-9000 United States	<input type="button" value="select"/>
ALL CHILDRENS HOSPITAL RECVNG	ALL CHILDRENS HOSPITAL USF RECEIVING Attn: Paul Cleveland 824 4TH STREET SOUTH ST PETERSBURG, FL 33701-4806 United States	<input type="button" value="select"/>
ASTHMA ALLERGY IMMUNOLOGY	UNIVERSITY OF SOUTH FLORIDA UNIVERSITY OF SOUTH FLORIDA	<input type="button" value="select"/>

Locations can be found in a similar manner in the Shipping section of a Requisition

**Search For Value** ?

Field Name Location

Value

Description

Results Per Page 5 ▾

**Search**

Results **Values**

Per **Found** Page 1 ▾ of 800 ?

5 ▾ **4000**

Select	Value	Description
<input type="checkbox"/>	4950LNDFFIO	LAND SHARK INSTITUTE 7.9 FIO
<input type="checkbox"/>	AAS0100	ATHLETICS EXTERNAL AFFAIRS
<input type="checkbox"/>	ACB00005	ALL CHILDRENS HOSPITAL
<input type="checkbox"/>	ACB0311	ALL CHILDRENS HOSPITAL
<input type="checkbox"/>	ACB0406	ALL CHILDRENS HOSPITAL

**Add Values** **Back to Search**

Results Per Page 5 ▾ Page 1 ▾ of 800 ?

## I can't find my room number!

Please note that Location codes on the ground floor often use a "0" in front of their room number. So a Location in room 147 of the ALN building would have a code of "ALN0147." If you are unable to find your code, try using a 0 in front of the room number.