

UNIVERSITY OF DELAWARE **EXCHANGE**

Shipping to a Non-Campus Addresses

Revised 2/1/2024

Shipping to Non-Campus Addresses

When possible, please ship your purchases to a UD campus address to avoid potential surcharges such as sales tax or additional shipping.

This guide will:

- Illustrate how to use the ZZ_*1-TIME address in UD Exchange to ship to **non-campus** locations when needed.
- List additional notes and restrictions related to non-campus shipping addresses.



Requisition • 3357030

Summary PO Preview Comments Attachments History

General Shipping Billing

Cart Name 2021-10-10 testshopper 01 Ship To Bill To

Once you have placed items in your cart and have clicked proceed to checkout, click the **Pencil** icon in the **Shipping** section.

Delivery Options

Prepared for Sam Shopper Expedite X
Purchasing Business Unit UOD01 UNIVERSITY OF DELAWARE Ship Via Best Carrier-Best Way
eBuilder Process Instance no value Requested Delivery Date no value
Multi-Invoice/Payment X

Billing Options

Accounting Date no value

Buyer Information

User does not have the necessary permissions to view the custom fields associated with this section.

Accounting Codes

Work Order Number	SpeedType	Purpose	Fund	Dept	Program	Source	Project ID	User Ref	Cost Share Project
N/A	no value	no value	no value	no value	no value	no value	no value	no value	no value
N/A	Required								

Internal Notes and Attachments

External Notes and Attachments

Draft

Correct these issues.
You are unable to proceed until addressed.
Required: Shipping address
Required: SpeedType

Be aware of these issues.
You may review and proceed.
Empty: Internal Note/Business Justification

Total (106.43 USD)

Subtotal 106.43
106.43

What's next for my order?

Next Step Wait for Validation Response
Approvers There are no approvers

Workflow

Draft
Active
Sam Shopper

Start - Parallel Steps



UNIVERSITY OF DELAWARE EXCHANGE TEST SITE

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Summary PD Preview Comments Attach

General

Cart Name 2021-10-10 testshoppe

Description no value

Priority Normal

Prepared by Sam Shopper

Prepared for Sam Shopper

Purchasing Business Unit UOD01 UNIVERSITY OF DELAWARE

eBuilder Process Instance no value

Multi-Invoice/Payment ✕

Buyer Information

User does not have the necessary permissions to view the custom fields associated with this section.

Accounting Codes

Work Order Number	SpeedType	Purpose	Fund	Dept	Program	Source	Project ID	User Ref	Cost Share Project
N/A	no value	no value	no value	no value	no value	no value	no value	no value	no value
N/A	Required								

Edit Shipping

Ship To ★

[ZZ_*1-TIME - UNIVERSITY OF DELAWARE , Sam Shopper, \[Room*\], \[Address Line 1*\], \[Address Line 2\], \[City*\], \[State \(Use two letter abbreviation\)*\] \[Zip Code*\], United...](#)

time X Q Results Per Page 10

The nickname for a one-time “ship to” address is **ZZ_*1-TIME**.

- **Search** the word “time” and click the magnifying glass to generate the ZZ_*1-TIME shipping address link.
- **Select** the **ZZ_*1-TIME** link.

★ Required fields Save Close

106.43 USD

Draft

ect these issues.
are unable to proceed until addressed.

quired: Shipping address
quired: SpeedType

ware of these issues.
may review and proceed.

ty: Internal Note/Business Justification

106.43 USD)

106.

106.

ext for my order?

Next Step Wait for Validation Response

Approvers There are no approvers

Workflow

Draft
Active
Sam Shopper

Start - Parallel Steps

Requisition • 3357030

Summary PO Preview

General

Cart Name 202

Description no

Priority No

Prepared by Sar

Prepared for Sar

Purchasing Business Unit UO

eBuilder Process Instance no

Multi-Invoice/Payment X

Buyer Information

User does not have the ne

Accounting Codes

Work Order Number SpeedTy

N/A no value

N/A Require

Internal Notes and Attach

Edit Shipping

Ship To ★

No address assigned

ZZ_★1-TIME

Contact Line 1 UNIVERSITY OF DELAWARE

Add to my addresses

Attn: ★ Sam Shopper

Room: ★ front porch

Address Line 1 ★ 123 Main Street

Address Line 2

City ★ Anywhere

State (Use two letter) PA

Zip Code ★ 19000

Country United States

ZZ_★1-TIME Results Per Page 10

Deliver Options

★ Required fields

Complete the required address fields.

- **Room** is a **required** field ("N/A" is acceptable).
- Use **state abbreviations** in the **State** field.
 - Entering the full state name will cause a processing error.

You may save the address for future use by selecting **Add to my addresses**.

- Please do **not** set an off-campus address as your *default* address in your profile.
 - Doing so could delay future requisitions that do not require off-campus review.

Click Save.

→ Save Close



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Summary PO Preview Comments Attachments History

Description	<i>no value</i>	UNIVERSITY OF DELAWARE	Accounts Payable
Priority	Normal	Attn: Sam Shopper	accountspayable@udel.edu
Prepared by	Sam Shopper	Room: front porch	222 South Chapel Street
Prepared for	Sam Shopper	123 Main Street	Newark, DE 19716
Purchasing Business Unit	UOD01	Anywhere, PA 19000	United States
	UNIVERSITY OF DELAWARE		
eBuilder Process Instance	<i>no value</i>	Delivery Options	Billing Options
Multi-Invoice/Payment	✗	Expedite ✗	Accounting Date <i>no value</i>
		Ship Via Best Carrier-Best Way	
		Requester	

Note that using a non-campus address requires an additional review by Procurement.

Buyer Information

Accounting Codes

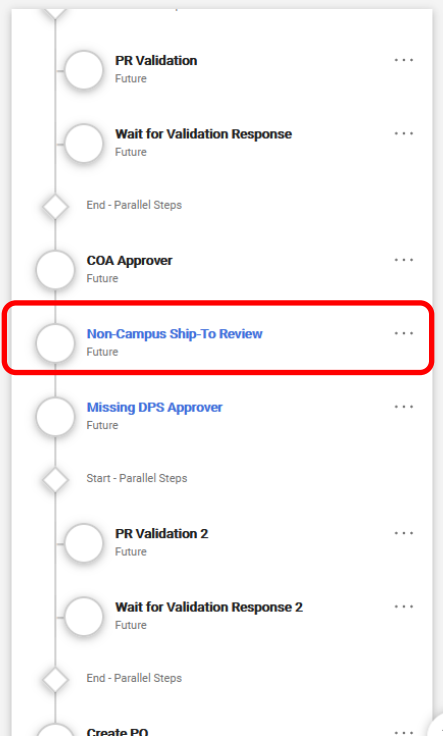
Work Order Number	SpeedType	Purpose	Fund	Dept	Program	Source	Project ID	User Ref	Cost Share Project
N/A	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>
N/A	Required								

Internal Notes and Attachments

Internal Note/Business Justification	<i>no value</i> ▲ Empty
Internal Attachments	Add

External Notes and Attachments

Note to all Suppliers	<i>no value</i>
Attachments for all suppliers	Add
PO Clauses	1 View details
Additional Notes to print on PO	<i>no value</i>



Non-Campus Ship-To Review Approval Step

A UD Exchange System Administrator will:

- Confirm that the address entered *is* an off-campus address
- Determine whether the supplier can ship to an off-campus address
 - Some catalog suppliers' punchout sites are only set up to ship to UD campus addresses. ZZ_*1-TIME addresses will **not** pass into those suppliers' systems correctly.
- Check for correct address format (e.g., state abbreviation)
- Check UD's tax exemption status in that state to determine if the supplier will charge sales tax
- Return requisitions attempting to ship capital equipment and hazardous materials to *home* addresses



Sales Tax for Catalog Purchases

UD's financial systems were not built to include sales tax. However, each supplier and state has different sales tax requirements.

If sales tax is charged for your catalog order based on the product and "ship to" state:

- Sales tax will *not* automatically be shown on the requisition.
- A UDX System Administrator may add a comment to notify you that sales tax will be applied to the Speed Type used in the requisition with account code 149860.

Sales tax will be manually entered when billed as a Non-PO voucher line and will only be listed on the voucher.



Additional Notes

- ZZ_*1-TIME should **never** be used to manually type in a campus address.
- Campus addresses must always be chosen from the “select from org addresses” link since some suppliers require an exact match to the UD address records stored in their systems.
- If the address being entered is a non-campus **business** address, such as a research facility, please provide a comment stating that for all reviewers and approvers.
- Purchases shipped to employees at non-campus addresses are **University-owned** and must be returned to the University in the event of separation of employment.
- ZZ_*1-TIME is used to track university *property* sent to non-campus locations, so it should **not** be used on Non-PO *Payment Forms* (NPOPs).



Additional Notes

- If the recipient of the items is **not** a University employee, you must ensure that the business justification indicates why we are purchasing items to be shipped to non-employees and whether the items will be returned to UD.
- A Business Justification should be detailed and include the Who, What, When, Where & Why elements of the purchase.
 - Example: "Sending research supplies to a non-employee lab study participant (mabc384) for mDEF intervention session 6 connected to our pregnancy and parenting study. The items will not be returned to campus."



Questions:

- procurement@udel.edu

Resources:

- [Procurement Services Website](#)

