Shipping to Home Addresses
What’s different in UD Exchange?

Shipping to home process

Previously (since COVID-19 began), employees who needed to ship to their home address had to email procurement@udel.edu when having a UD purchase shipped to their home addresses.

Now, UD Exchange allows users to ship to their home address with Procurement being notified through a workflow step. Also, individual state sales tax exemptions may be applied when shopping through UD Exchange.
Important to Know:

• Purchases shipped to home are still University-owned and must be returned to the University in the event of separation of employment
• Shipping to home may incur sales tax unless the supplier recognizes a University tax exemption for the state in which you live
• Shipping to home requires an additional approval step within UD Exchange, to ensure the address is formatted correctly and determine whether tax will be charged, and if the supplier will ship to non-campus locations
• If possible, please ship to a University office address and pick up to avoid surcharges such as tax or shipping
Place items in your cart and proceed to checkout; click the pencil icon for Shipping.
1. The nickname for a one-time “ship to” address is *1-TIME; search simply on the word “time” and it will bring up a blank address template for you to fill in.

2. Select this address.
1. Complete all the required fields, including a value for Room
2. Click **Save**.

- **You may save the address for future use. Please do not set as default or you will needlessly delay requisitions that don’t require shipping.**

- **DO NOT type out the state name, this will cause a sync error!**
Note that using a non-campus address requires an additional review by Procurement.
When Using *1-TIME Ship To Location

• Be sure to use the two-character abbreviation (e.g., DE instead of Delaware). Otherwise the purchase order will fail to synchronize to PeopleSoft without correction.
• This location should not be used to manually type in a campus address. Campus addresses should be chosen from the “select from org addresses” link.
• “Room” is still a required field. Please complete with detail such as “front porch” or “n/a”.
• If the address being entered is a non-campus business address, such as a research facility, please provide a comment to that effect for all reviewers and approvers.
Non-Campus Ship-To Review

- This step is performed by Procurement Administrators and check for formatting, as well as to confirm that this is in fact an off-campus address.
- We also determine whether tax will be charged by that supplier based on the state and if the supplier considers us tax exempt there.
- Capital equipment and hazardous materials cannot be shipped to home addresses. Requisitions attempting to ship these types of purchases to home addresses will be returned for address correction.
- Certain suppliers require that the punchout map to existing addresses in their system, so ad hoc “one-time” ship to addresses will not pass into those suppliers’ ERPs correctly.
Sales Tax for Catalog Purchases

• Each supplier and state has different sales tax requirements. However, UD’s financial systems were not built to work with sales tax. If sales tax is charged for your catalog order based on the product and “ship to” state, it will not come through in the requisition.

• Based on your “ship to” state and the supplier, the Procurement Administrator may comment to notify you that sales tax, if charged, will be applied to the speedtype used in the requisition and account code 149860. This will appear only on the voucher and will be manually entered as a non-PO voucher line.
Also Remember!

• Since this address is used to track University property sent to non-campus addresses, it should not be used for NPOPs. With an NPOP, nothing gets dispatched to the payee, so a default campus address should always be used.

• Do not save a non-campus address in your profile as a default ship-to address. It is tempting to simply overwrite the address fields as campus addresses, but the campus address must be selected from the stored addresses instead since it may have to match what is stored in the supplier’s system. If this is done, the requisition will be returned to the originator to resubmit with the campus address.
Resources

Procurement Services
procurement@udel.edu
See also “UDX Amazon Guide”