



COVID-19 Ordering Protocol: Amazon Orders for Direct Off-Campus Delivery - KB13865

1. Overview

Leadership has approved this protocol to serve the USF Community during the COVID-19 crisis and the California Shelter-in-Place mandate. Off-campus deliveries are intended to support on-line instruction, infrastructure, health, and safety. Please include **ACTIVITY CODE CV0019** in the FOAPAL string on all COVID-19 related orders.

The procedure outlined below are aligned to the USF Procurement Policy ensuring value-added benefits are applied to all USF expenditures by utilizing the USF Amazon Prime Business Enterprise membership. Orders placed on personal Amazon Prime accounts are not recommended. Please refer to the USF Membership Policy as individual memberships at discount stores, such as Amazon Prime, will not be reimbursed or allowed on p-Card.

HTS does not allow users to update delivery addresses to a non-USF delivery address because it is structured to follow Generally Accepted Accounting Principles (GAAP), procurement best practices, and internal audit rules. Through our partnership with Amazon, Purchasing and Ancillary Services (PaAS) has developed a workaround.

In this protocol, the HTS requisition is used to check budget availability and capture all levels of ORG approval, including restricted commodities and Grant expenditures. In addition, the requisition will capture the COVID-19 needs justification and off-campus delivery information.

Please note that with COVID-19 related off-campus deliveries, approvals have changed. All expenditures, regardless of dollar amount, must be approved by the business unit's Budget Manager as verification of essential need and to confirm the order is permitted for off-campus delivery.

When the approval workflow is complete, a PaAS team member will place the order using the University's Amazon Business Prime membership. PaAS will process the transaction using a COVID-19 Special Project p-Card and the expense will reconcile in Concur charging the requesting department's FOAP directly. After the expense is reconciled, PaAS will "REJECT" the requisition in HTS to prevent further processing.

Processing time on these order types varies, as there are dependencies (i.e., budget availability, multiple approval queues, etc.) that must be satisfied before the request can be processed.

If additional guidance is required, please send email to purchasing@usfca.edu.

Please refer to additional SNOW KB articles for step-by-step help for COVID-19 Purchases for Off-Campus Deliveries, Central Receiving Package Pick-Up, and On-Campus Deliveries.

KB13949 Amazon, Certain Media Types or Gift Cards

KB13967 B&H Foto, Direct Off-Campus Delivery

KB13950 Hilltop Shop (HTS) orders delivered to USF/Redirected to an Off-Site Location

KB13952 Central Receiving, Package Pick-Up

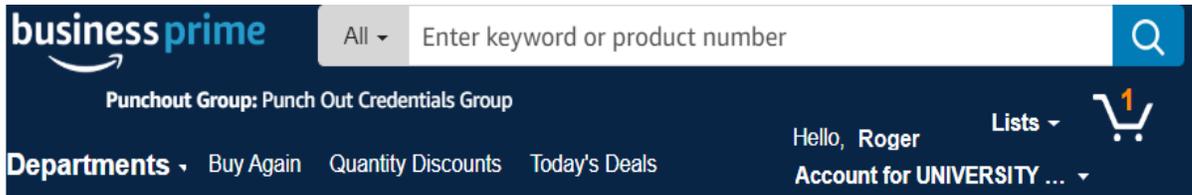
KB13953 On-Campus Office Deliveries

2. Instructions:

Step 1: In HTS, enter Amazon PunchOut store.

Step 2: Place item(s) in the cart.
Please submit one cart per delivery recipient.

Step 3: PROCEED TO CHECKOUT



The screenshot shows the top navigation bar of the Amazon Business Prime interface. It includes the 'business prime' logo, a search bar with the placeholder 'Enter keyword or product number', and a shopping cart icon with a '1' item indicator. Below the search bar, it displays 'Punchout Group: Punch Out Credentials Group', the user name 'Hello, Roger', and a list of departments: 'Departments', 'Buy Again', 'Quantity Discounts', and 'Today's Deals'. There is also a link for 'Account for UNIVERSITY ...'.

Shopping Cart

Business Price ▾
\$9.25



GLOVEWORKS Industrial Blue
Nitrile Gloves - 5 mil, Latex Free,
Powder Free, Disposable, Large,
INPF46100-BX, Box of 100

In Stock

This is a gift [Learn more](#)

Qty: 1 ▾

[Delete](#)

[Save for later](#)

[Compare with similar items](#)

Subtotal (1 item):

This order contains a gift

[Proceed to checkout](#)

Step 4: CHOOSE YOUR AMAZON PRIME DELIVERY OPTION and select **CONTINUE**.
Amazon and shipping carriers are experiencing delays, dates listed are estimates only.



The screenshot shows the checkout progress bar on Amazon.com. The steps are: SIGN IN, SHIPPING & PAYMENT (highlighted), GIFT OPTIONS, and PLACE ORDER. Below the progress bar, there is a 'Continue' button highlighted with a red box.

Choose your shipping options

Shipment 1 of 1

Shipping from Amazon.com [\(Learn more\)](#)

Shipping to:

ATTN: Roger Rescuer
HAYES HEALY RECEIVING, Ro, 2299
GOLDEN GATE AVE, SAN FRANCISCO, CA, 94118 United States

GLOVEWORKS Industrial Blue Nitrile Gloves - 5 mil, Latex Free, Powder Free, Disposable, Large, INPF46100-BX, Box of 100

\$9.35 Quantity: 1

[Business Price](#) ▾

Sold by: Amazon.com Services LLC

[Change quantities or delete](#)

Choose your Prime delivery option:

Saturday, April 25
FREE Prime Delivery

Step 5: Select **PAY BY INVOICE** and click **CONTINUE**

amazon.com SIGN IN SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

Continue
You can review this order before it's final.

Select a payment method

UNIVERSITY OF SAN FRANCISCO line of credit

Pay by Invoice

Step 6: Review your order and **SUBMIT ORDER FOR APPROVAL**.

Selecting SUBMIT ORDER FOR APPROVAL will take you back to HTS.

This order requires approval.

Group Punch Out Credentials Group USF	Payment method Pay by Invoice
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Shipping address [Change](#)
HERO PABLO RIOS
HEALY RECEIVING,
2299 GOLDEN GATE AVE
SAN FRANCISCO, CA 94118
United States
Phone:

Promotional Codes:

Submit order for approval
By placing your order, you agree to the [Amazon Business Accounts Terms & Conditions](#).

Order Summary	
Items:	\$9.35
Shipping & handling:	\$0.00
Total before tax:	\$9.35
Estimated tax to be collected:	\$0.79
Order total:	\$10.14

[How are shipping costs calculated?](#)
Prime shipping benefits have been applied to your order.

Estimated Delivery: Depends on Approval
(For example, if approved now, Saturday, April 25, 2020)

GLOVEWORKS Industrial Blue Nitrile Gloves - 5 mil, Latex Free, Powder Free, Disposable, Large, INPF46100-BX, Box of 100

Business Price
Quantity: 1
Sold by: Amazon.com Services LLC
 and see other gift options

Choose your Prime delivery option:
 Saturday, April 25
FREE Prime Delivery

Step 7: In HTS, select **PROCEED TO CHECKOUT**.

USF HILLTOP SHOP All Search (Alt+Q) \$10.14 Logout

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - Draft Requisition

Continue Shopping

Shopping Cart for Roger Rescuer

Name this cart: COVID-19, SAFETY ORDER

Have you made changes? Update

1 Item(s) for a total of **\$10.14** USD
subtotal: \$9.35 USD
estimated tax, shipping & handling: \$0.79 USD

Proceed to Checkout or Assign Cart

Amazon.com LLC More Amazon.com LLC info Add Discount

The item(s) in this group was retrieved from the vendor's website. [What does this mean?](#)
You can no longer access this item(s) on the vendor's website. [What does this mean?](#)
Line(s): 1

Product Description	Unit Price	Quantity	Total
GLOVEWORKS Industrial Blue Nitrile Gloves - 5 mil, Latex Free, Disposable, Large, INPF46100-BX, Box of 100	\$9.35	1	\$9.35
Part Number: B004BR1J3A	Update	Sales Tax	0.79 USD
Manufacturer Info: INPF46100-BX - (Ammex)		Use Tax	0.00 USD
Contract: USF-PAAS-PAAS-0003-2018 more info...		Shipping	0.00 USD
Commodity Code: 46180000 Safety Supplies		Handling	0.00 USD

Step 8: Edit **GENERAL** Section:

Name Cart: COVID-19, [state purpose]

Description: HOME DELIVERY TO: FACULTY, STUDENT, OR STAFF

SAVE changes.

Requisitions COVID-19, SAFETY ORDER

Status: Draft Document Total: \$10.14 USD What's next for my order?

Requisitions > **General** ✓

Shipping ✓
Billing ✓
FOAPAL ✓
Accounting ✓

General Document Actions History 2

General edit

Cart Name: COVID19, SAFETY ORDER
Expedite:
Description: HOME DELIVERY: STAFF
Prepared by: Roger Rescuer
Prepared for: Sally Helper
Vendor Requires Prepayment: x
Prepayment Details: no value

Save Cancel

Step 9: Edit **SHIPPING** Address:

Attn: SPECIAL HANDLING

ROOM/FLOOR/HALL: SEE INTERNAL COMMENT

SAVE changes.

Requisitions
COVID-19, SAFETY ORDER

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

Requisitions ▾

- General ✓
- Shipping ✓**
- Billing ✓

Shipping Document Actions ▾ History

[edit](#)

Shipping address code: JG1

Shipping address: **ATTN: SPECIAL HANDLING:**
HAYES HEALY RECEIVING
Room/Floor/Hall: SEE INTERNAL COMMENT
2299 GOLDEN GATE AVE
SAN FRANCISCO, CA 94118
United States

Save Cancel

Step 10: Provide **FOAPAL**

Please include **activity code CV0019** in the FOAPAL string on all COVID-19 related orders.

Requisitions

Status: Draft
Document Total: \$10.14 USD
What's next for my order?

Requisitions ▾

- General ✓
- Shipping ✓
- Billing ✓
- FOAPAL ✓**

FOAPAL Document Actions ▾ History

[edit](#)

Fund	Organization	Account	Program	Activity	Chart
110000 Unrestricted Operating	XXXXXX Purchasing	XXXXXX Other Office Supplies	1600 Institutional Support	CV0019 COVID 19	S

▼ **Lines**

Amazon.Com LLC
 more info...

Step 11: Add INTERNAL COMMENT:

PROVIDE NEEDS JUSTIFICATION.

PROVIDE RECIPIENT'S DELIVERY ADDRESS & TELEPHONE NUMBER. (Amazon requires a phone number for delivery purposes.)

PROVIDE SPECIAL DELIVERY INFORMATION (i.e., if weekend delivery is permitted, safe place to leave the package, door code, etc.)

SAVE changes.

Requisitions
COVID-19, SAFETY ORDER

Status: Draft
Document Total: \$10.14 USD
What's next for my order?

Requisitions ▾

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

Internal Notes and Attachments Document Actions ▾ History 🖨️ ?

Internal Note: COVID 19 ESSENTIAL EMPLOYEE.
TAKES PUBLIC TRANSPORT TO USF.
MAIL TO:
HERO PABLO RIOS
123 MAIN ST, SF, CA 94123
415-333-333, WEEKEND DELIVERY OK, LEAVE @ FRONT DOOR

Internal Attachments:

Add Attachments

Save Cancel

Size Date

Step 12: Select ASSIGN CART and assign to the business unit's Budget Manager.

IMPORTANT: During the COVID-19 pandemic, all expenditures, regardless of dollar amount, must be approved by the Budget Manager. If this step is skipped, a PaAS team member will return the cart to the Requestor. The Requestor will have to resubmit by ASSIGNING the cart to the Budget Manager.

USF HILLTOP SHOP

Orders ▸ Search ▸ Requisitions ▸ Draft Requisition - Final Review - Draft Requisition

Return to shopping cart

This order is ready to be placed.

"Assign Cart" TO THE BUDGET MANAGER FOR COVID-19 REQUISITIONS DELIVERED TO OFF-CAMPUS LOCATIONS

Place Order Assign Cart

Requisitions
COVID19, SAFETY ORDER

Status: Draft
Document Total: \$10.14 USD
What's next for my order?

Requisitions ▾

- General ✓
- Shipping ✓
- Billing ✓
- FOAPAL ✓
- Accounting ✓
- Internal Notes and Attachm... ✓

Final Review Document Actions ▾ History 🖨️ ?

Expand All Collapse All

General

Cart Name: COVID19, SAFETY ORDER

Expedite: ✓

Description: HOME DELIVERY: STAFF

Prepared by: Roger Rescuer

Prepared for: Sally Helper

Vendor Requires Prepayment: ✗

Prepayment Details: no value

Step 13: Budget Manager places the order.

The budget manager places the order as verification of essential need and to confirm that the order is permitted for off-campus delivery.

Return to shopping cart

This order is ready to be placed. **"Place Order" IS SUBMITTED BY THE BUDGET MANAGER FOR ALL COVID-19 REQUISITIONS.** Place Order Assign Cart

Requisitions

COVID19, SAFETY ORDER

Status: Draft
Document Total: \$10.14 USD
What's next for my order?

Requisitions

- General ✓
- Shipping ✓
- Billing ✓
- Accounting ✓

Final Review

Document Actions History

Expand All Collapse

General

Cart Name: COVID19, SAFETY ORDER
Expedite: ✓
Description: HOME DELIVERY: STAFF
Prepared by: Roger Rescuer
Prepared for: Sally Helper
Vendor Requires Prepayment: ✗
Prepayment Details: no value

When the requisition reaches the **"PROCUREMENT APPROVAL"** queue, a PaAS team member will process the requisition outside of HTS. Please refer to **Overview** section of this KB Article to review remaining internal PaAS processes.

