



COVID-19 Ordering Protocol:

Hilltop Shop (HTS) Orders Delivered to USF and Redirected to an Off-Site Location- **KB13950**

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 University contract pricing and additional value-added benefits are applied to all USF expenditures.

Hilltop Shop (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.

In this protocol, the user submits the requisition in HTS, and provides a needs justification and off-campus delivery information. Items are delivered to main campus and redirected to an off-site location via UPS using USF Mailroom services.

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.

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 KB articles for COVID-19 related purchases intended for Off-Campus Delivery, Central Receiving Package Pick-Up, and On-Campus Deliveries.

- KB13865** Amazon Direct Off-Campus Delivery
- KB13949** Amazon, Certain Media Types or Gift Cards Only
- KB13967** B&H Foto, Direct Off-Campus Delivery
- KB13952** Central Receiving, Package Pick-Up Procedures
- KB13953** On-Campus Office Deliveries

2. Instructions

Summary:

Please indicate on the HTS requisition that items are to be redirected to an off-campus location per the step-by-step instructions below. Central Receiving will send the package(s) via UPS using USF Mailroom services. USF Mailroom will charge the UPS fees to the business unit's FOAP on file.

After the package(s) are forwarded from the USF Mailroom services, a PaAS team member will provide UPS tracking information to the requestor and the recipient. The requestor and/or the recipient may track the package(s) at the **UPS website**.

The default shipping method is **UPS GROUND**. As vendors and shipping carriers are experiencing delays, please indicate if an upgraded UPS shipping method is required (i.e., Next Day, 2nd Day, etc.).

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On HTS Requisition - Indicate Package Redirection:

Step 1: Visit the appropriate HTS PunchOut store or utilize the Non-Catalog form.

Step 2: Place item(s) or Non-Catalog order form in the cart.

- Please submit one cart per delivery recipient.

Step 3: PROCEED TO CHECKOUT


HILLTOP SHOP
45.34 USD



Shop ▶ My Carts and Orders ▶ [Open My Active Shopping Cart](#) ▶ Cart - Draft Requisition

Shopping Cart

For Sally Shopper

Name this cart:

COVID-19, FOR INSTRUCTION



1 Item(s) for a total of **45.34 USD**
subtotal: 41.79 USD
estimated tax, shipping & handling: 3.55 USD

Proceed to Checkout

or


Assign Cart

Have you made changes?

Update

Empty Cart

Create New Cart


Office Depot Inc

More Office Depot Inc info


Add Discount

PO Purchase Orders 1

Edit

6700 Auto Mall Parkway, Fremont, CA 94538 US

The item(s) in this group was retrieved from the vendor's website.

Product Description	Unit Price	Quantity	Total
<u>TreeZero Multi-Use Sugarcane Paper,</u>	41.79	1	41.79
<u>Letter Size (8 1/2 x 11),. 20 Lb.,</u>	CT		
<u>Case Of 10 Reams</u>	change price...		
Part Number 537338			Sales Tax 3.55 USD
Manufacturer Part Number 10010	<div>Update</div>		Use Tax 0.00 USD
			Shipping 0.00 USD
			Handling 0.00 USD
Contract	USF-PAAS-PAAS-0002-2018 more info...		
	Office Depot Buying Agreement change...		
Commodity Code <input type="text"/>	14111507 		
	Printer or copier paper		
Vendor subtotal			45.34 USD

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Step 4: Edit **GENERAL** Section:

- **Cart Name:** COVID-19, [purpose]
 - **Description:** HOME DELIVERY TO: [Staff Role, i.e. Faculty, Student, or Staff]
- SAVE** changes.

Requisitions

COVID-19, FOR INSTRUCTION

Status: Draft

Document Total: **45.34 USD**

[What's next for my order?](#)

[Requisitions](#) ▾

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

General

Document Actions ▾ | [History](#) | | [?](#)

[edit](#)

Cart Name: COVID-19, FOR INSTRUCTION

Expedite: ✓

Description: HOME DELIVERY: Staff

Prepared by: Sally Requestor

Prepared for: Betty Budget

Vendor Requires Prepayment: ✗

Prepayment Details: no value

PO Clauses: PORTALINV Portal Invoicing Notice

Save Cancel

Step 5: Edit **SHIPPING** Address

- **ATTN LINE:** SPECIAL HANDLING
 - **ROOM/FLOOR/HALL:** SEE INTERNAL COMMENT
- SAVE** changes.

Requisitions

COVID-19, FOR INSTRUCTION

Status: Draft

Document Total: **45.34 USD**

[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

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Step 6: Provide FOAPAL

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

Requisitions
COVID-19, FOR INSTRUCTION
Status: Draft
Document Total: 45.34 USD
What's next for my order?
Requisitions
General ✓
Shipping ✓
Billing ✓
FOAPAL ✓
Accounting ✓
Internal Notes and Attachm... ✓
External Notes and Attach... ✓

FOAPAL
Document Actions History ? edit

Fund:	Organization:	Account:	Program:	Activity:	Chart:
110000 Unrestricted Operating	XXXXXX SOE	711010 Office Supplies	1100 Instruction	CV0019 COVID 19	S

Lines Selected Line Item Actions
Office Depot Inc
[More Office Depot Inc info](#)
 PO Purchase Orders 1
 6700 Auto Mall Parkway, Fremont, CA 94538 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 TreeZero Multi-Use Sugarcane Paper, Letter Size (8 1/2 x 11), 500 Sheets, Case Of 10 Reams more info...	537338	CT	41.79	1 CT	41.79 USD


Step 7: Add INTERNAL COMMENT:

- PROVIDE NEEDS JUSTIFICATION.
- PROVIDE RECIPIENT'S DELIVERY ADDRESS & TELEPHONE NUMBER (Vendor 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, FOR INSTRUCTION
Status: Draft
Document Total: 45.34 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:


FOR CLASS EDU 2303.
 PRINTING OF STUDENTS DISSERTATIONS.
 MUST BE DELIVERED BY 4/30/20.
 USE APPROPRIATE SHIPPING METHOD.
 MAIL TO MILLIE SPICY
 426 ELIZABETH ST, SF, CA 94110, PHONE: 415-285-7156
 WEEKEND DELIVERY OK

Internal Attachments:
 Add Attachments

Save Cancel

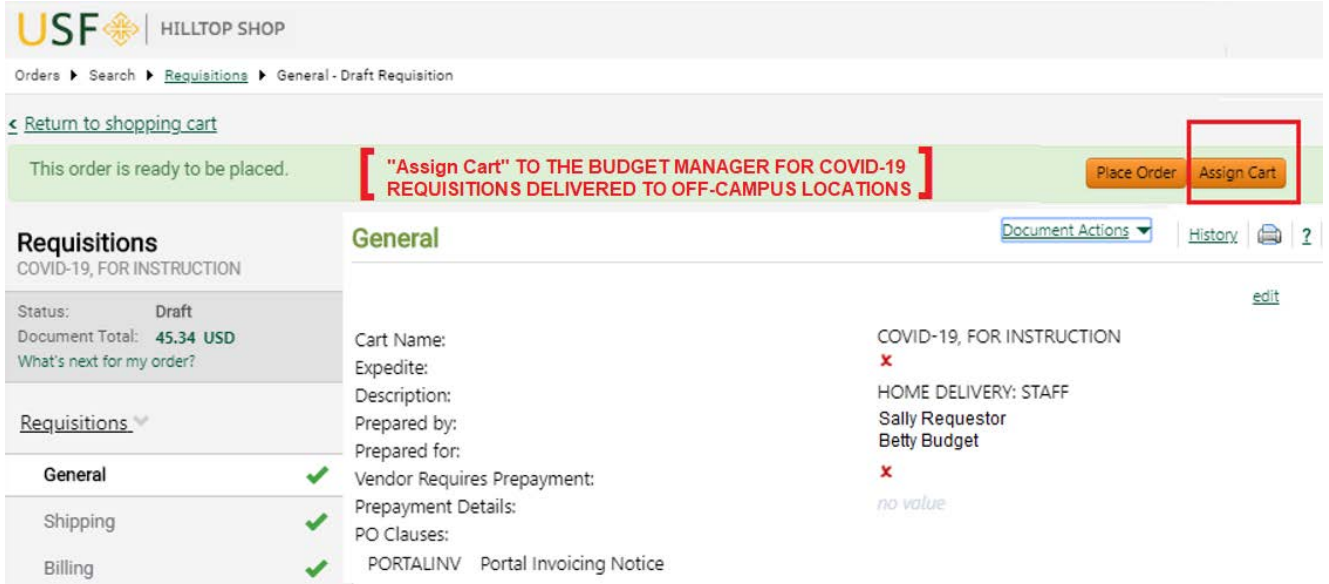
Lines
Office Depot Inc

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Step 8: 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 > General - 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
COVID-19, FOR INSTRUCTION

Status: Draft
Document Total: **45.34 USD**
What's next for my order?

Requisitions

General	Shipping	Billing
✓	✓	✓

General

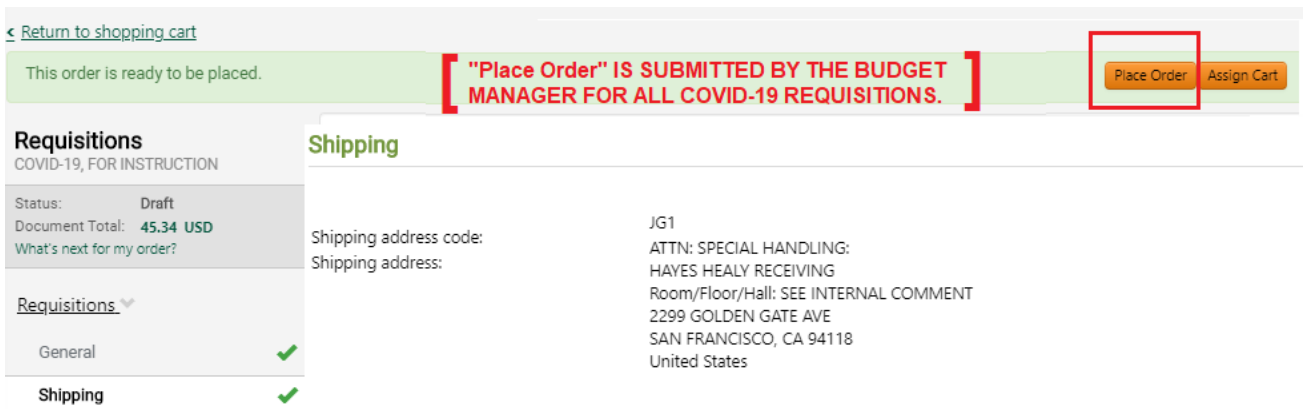
Cart Name: COVID-19, FOR INSTRUCTION
Expedite: ✗
Description: HOME DELIVERY: STAFF
Prepared by: Sally Requestor
Prepared for: Betty Budget
Vendor Requires Prepayment: ✗
Prepayment Details: no value
PO Clauses: PORTALINV Portal Invoicing Notice

Document Actions History ?

edit

Step 9: **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
COVID-19, FOR INSTRUCTION

Status: Draft
Document Total: **45.34 USD**
What's next for my order?

Requisitions

General	Shipping
✓	✓

Shipping

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