



COVID-19 ORDERING Protocol:

B&H FOTO, Direct Off-Campus Delivery – **KB13967**

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.

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 B&H Foto & Electronics, Inc., 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 and will process the transaction using a COVID-19 Special Project p-Card. 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.

KB13865	Amazon Direct Off-Campus
KB13949	Amazon, Certain Media Types or Gift Cards Only
KB13950	HTS Orders Redirected to Off-Site Location
KB13952	Central Receiving, Package Pick-Up Procedures
KB13953	On-Campus Office Deliveries

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2. Instructions

Step 1: In HTS, enter B&H PunchOut store.



Step 2:



Place item(s) in the cart.

- **Please submit one cart per delivery recipient.**

MY CART

#17714189911

 email  print

<input type="checkbox"/> Select All <input type="button" value="Remove"/>		Quantity	Price
<div>  Accessories </div> 	Rode SC6 Dual TRRS Input and Headphone Output for Smartphones B&H #ROSC6 • MFR #SC6 Free Shipping (USA)	<input type="text" value="1"/>	\$14.96 x
Item Total:			\$14.96

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Step 3:

Insert the recipient's **zip code** to view delivery options.

- **Choose a delivery method.** Please consider a delivery method upgrade. The order cannot be released to the vendor until all HTS approvals levels are posted. In addition, all vendors and shipment carriers are experiencing delays.

Selecting **Punchout** will return to HTS.

Shipping

Store Pickup
NYC SuperStore

USA ▼

94611
ZIP Code match found

Choose a Shipping Method

☒ **Super Saver**
Up to 7 Business Days

☐ **FedEx Ground Delivery**
Estimated Delivery: Fri May 1

☐ **UPS Ground**
Estimated Delivery: Fri May 1

FREE

\$8.79

\$39.99

SubTotal: **\$14.96**

Est. Tax: ⓘ \$1.38

Shipping: Free

Order Total: **\$16.34**


PUNCHOUT

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Step 4:

In HTS, review order and **PROCEED TO CHECKOUT**


HILLTOP SHOP

All ▾
Search (Alt+Q) 🔍
16.23 USD 🛒
16 📌
306 👤
Logout

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

Shopping Cart

for Sally Helper

Continue Shopping

1 Item(s) for a total of **16.23** USD
subtotal: 14.96 USD
estimated tax, shipping & handling: 1.27 USD

Name this cart:

Proceed to Checkout

 or

Assign Cart

Have you made changes?

Update


Help

Add Non-Catalog Item

Empty Cart

Create New Cart

Perform an action on (0 items selected)...



B & H Foto & Electronics Corp. [More B & H Foto & Electronics Corp. info](#)
PO Purchase Orders 3

Edit

420 9th Ave, New York, NY 10001-1644

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
SC6 Dual TRRS Input and Headphone Output for Smartphones ROSC6 	14.96	1	14.96
Part Number ROSC6 Manufacturer Info SC6 - (Rode) Contract B&H Photo_Eandi_Punchout more info... B&H Photo_Eandi_Punchout change... Commodity Code <input type="text" value="52160000"/> P Consumer electronics	EA change price... <div>Update</div>	Sales Tax Use Tax Shipping Handling	0.00 USD 1.27 USD 0.00 USD 0.00 USD
Vendor subtotal			16.23 USD

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Step 5:

Edit **GENERAL** Section:

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

SAVE changes.

Requisitions
COVID19, STUDENT ORDER

Status: Draft
Document Total: **16.23 USD**
[What's next for my order?](#)

[Requisitions](#) ▼


General ✓

Shipping ✓

Billing ✓

FOAPAL ✓

Accounting ✓

General
Document Actions ▼ | [History](#) |  | [?](#)

[edit](#)

Cart Name: COVID19, STUDENT ORDER

Expedite: ✗

Description: INSTRUCTION SUPPORT

Prepared by: Sally Helper
Betty Budget

Prepared for:

Vendor Requires Prepayment: ✗

Prepayment Details: no value

PO Clauses: PORTALINV Portal Invoicing Notice

Save

Cancel

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Step 6:

Edit **SHIPPING** Address

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

SAVE changes.

Requisitions

COVID19, STUDENT ORDER

Status: **Draft**

Document Total: **16.23 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

Step 7:

Provide **FOAPAL**

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

Requisitions

COVID19, STUDENT ORDER

Status: **Draft**

Document Total: \$16.23 USD

What's next for my order?

Requisitions ▾

General ✓

Shipping ✓

Billing ✓

FOAPAL ✓

FOAPAL

Document Action

Fund	Organization	Account	Program	Activity	Chart
110000 Unrestricted Operating	XXXXXX Media Studies Lab	711210 Instructional Supplies	1100 Instruction	CV0019 COVID 19	S

▼ **Lines** [Select](#)

B & H Foto & Electronics Corp

more info...

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Step 8:

Add **INTERNAL COMMENT**:

- **PROVIDE NEEDS JUSTIFICATION:** (Example below indicates class name and class number.)
- **PROVIDE RECIPIENT'S DELIVERY ADDRESS & TELEPHONE NUMBER** (A telephone number for delivery purposes.)
- **PROVIDE SPECIAL DELIVERY INFORMATION:** (Example indicates to choose the shipping method that may get the package to the student on time.)

SAVE changes.

Requisitions

COVID19, STUDENT ORDER

Status: Draft
Document Total: 16.23 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

[edit](#)

Internal Note:

FOR CLASS MS222, INTRO TO VIDEO
STUDENT DELIVERY. MUST BE DELIVERED BY 4/23/20.
USE APPROPRIATE SHIPPING METHOD TO MEET DEADLINE.
MAIL TO:
DAVID BROWN
123 MAIN STREET, ANYTOWN, CA 94611
WEEKEND DELIVERY OK
PHONE 858-257-9878

Internal Attachments:

Add Attachments

Save Cancel

Size Date

▾ **Lines**

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Step 9:

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 as verification of essential need and to confirm that the order is permitted for off-campus delivery. 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**.

[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, STUDENT ORDER

Status: Draft

Document Total: **16.23 USD**

What's next for my order?

[Requisitions](#) ▼

General	✓
Shipping	✓
Billing	✓
FOAPAL	✓

General

Document Actions ▼ [History](#) [Print](#) [?](#)

[edit](#)

Cart Name: COVID19, STUDENT ORDER

Expedite: ✗

Description: INSTRUCTION SUPPORT

Prepared by: Sally Helper

Prepared for: Betty Budget

Vendor Requires Prepayment: ✗

Prepayment Details: *no value*

PO Clauses:

PORTALINV Portal Invoicing Notice

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Step 10:

Budget Manager places the order.

[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, STUDENT ORDER

Status: Draft

Document Total: **16.23 USD**

What's next for my order?

[Requisitions](#) ▾

General	✓
Shipping	✓
Billing	✓
FOAPAL	✓

General

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

Cart Name: COVID19, STUDENT ORDER

Expedite: ✗

Description: INSTRUCTION SUPPORT

Prepared by: Sally Helper

Prepared for: Betty Budget

Vendor Requires Prepayment: ✗

Prepayment Details: no value

PO Clauses: PORTALINV Portal Invoicing Notice

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.

Submitted

by Budget Manager on behalf of Requestor

4/17/20 4:30 pm

Banner Budget Authorization

Completed ✓

✓ System

Budget Manager

Approved ✓

✓ Jesse James

FYE Evaluation

Approved ✓

✓ Jillian Rosal

Procurement Approval

Hold

Janet Teymourtash

[View approvers](#)