



## Ship-to and Location Code Excel to CI Procedures

**Resources:** Agency Coordinator / Purchasing Department member

**Entity Impacted:** Phase 1 Agencies

### Ship-to and Location Code Overview

#### Purchasing

SFS Purchase Orders contain address details that specify the locations where you want the Vendor to deliver materials. Ship-To Locations are data blocks that store these address details. This eliminates the need to retype a delivery address on every Purchase Order created. The Ship-To Location Code is simply selected and the corresponding address detail is populated on the Purchase Order.

#### Purchasing Ship-To Location Life Span:

- Ship-To Locations reduce repetitive data entry for specifying delivery locations on Purchase Orders.
- An Agency may have different Ship-To Locations where items can be delivered to.

#### Considerations in Defining Ship-To Locations:

- If delivery requires a floor number, and an Agency occupies more than one floor, then a Ship-To Location is needed for each floor.
- Some agencies may have loading docks designated for specific purposes. Since each loading dock has a different designation, a separate Ship-To Location should be established for each dock.
  - **Example 1:** Bay A is for food, Bay B is for chemicals, Bay C is for mail. → A Ship-To Location for each is needed.
  - **Example 2:** Bay A, Bay B and Bay C exist, but each allows unloading of more than a single vehicle on a first-come, first-docked basis. → Only one (1) Ship-To Location is needed.
  - **Example 3:** Agency is on a campus that shares a common address, but there are building numbers. → Each building should be a separate Ship-To Location, so the building number can be included as part of the address.

**Directions on page 2 (continued)**



## Ship-to and Location Code Excel to CI Procedures

**Directions:**

1. Follow the links to the Excel to CI files at the bottom of this page.
2. Fill in the columns exactly according to the following instructions for the specified Excel to CI you are using.

***NOTE: It is important that all information be filled out exactly as requested, in the specified format, or SFS Purchasing may not function properly for your Agency.***

<b>Location Code Excel to CI</b>	
<b>The first row of data highlighted in yellow is sample data.</b>	
<b>Field</b>	<b>Instructions</b>
Location Code	Use this cell to enter the desired Location Code for the location
SetID	Always use "Share"
Effective Date	Always use "1/1/1901"
Status as of Effective Date	Always use "A"
Description	Use this cell to Describe information about the location (100 Characters maximum)
Address Lines 1, 2, 3, 4	Use these cells to enter the address of the location (100 Characters maximum per cell)
City	Use this cell to enter the City of the location
State	Use this cell to enter the State abbreviation of the location (Example: NY)
Postal Code	Use this cell to enter the Postal Code of the location
Telephone	Use this cell to enter the Telephone number associated to the location (Digits Only)
Phone Extension	Use this cell to enter any Phone Extension to the Telephone number provided for the location if applicable (Digits Only)
Fax Number	Use this cell to enter the Fax Number for the location if applicable (Digits Only)

<b>Ship-to Excel to CI</b>	
<b>The first row of data highlighted in yellow is sample data.</b>	
<b>Field</b>	<b>Instructions</b>
SetID	Always use "Share"
Ship To Location	Use this cell to enter the Ship-to location
SetID	Always use "Share"
Ship To Location Description	Use this cell to Describe the Ship-to location
Effective Date	Always use "1/1/1901"
Status as of Effective Date	Always use "A"
10 charcs Short Description	Use this cell to enter a Short Description of the Ship-to location (10 Characters maximum)
Description_ 30 chars	Use this cell to enter a Description of the Ship-to location (30 Characters maximum)
Receiving Business Unit	Use this cell to enter the Receiving Business Unit for the location
Sales/Use Tax Exception Type	Use this cell to enter any Sales/Use Tax Exception Type for the location
Sales/Use Tax Exception Certif	Use this cell to enter any Sales/Use Tax Exception Certification information for the location
SU Tax Exception End Date	Use this cell to enter any Sales/Use Tax Exception End Date information for the location
Sales/Use Tax Applicability	Use this cell to enter any Sales/Use Tax Exception Applicability information for the location

Return the saved spreadsheet to the SFS Help Desk at [HelpDesk@sfs.ny.gov](mailto:HelpDesk@sfs.ny.gov).  
 Contact your Agency Deployment Liaison with any questions.

[http://www.sfs.ny.gov/files/Location\\_Code\\_Template.xls](http://www.sfs.ny.gov/files/Location_Code_Template.xls)  
[http://www.sfs.ny.gov/files/Ship\\_To\\_Updates.xls](http://www.sfs.ny.gov/files/Ship_To_Updates.xls)