

Quick Reference Card

Set SRM Delivery Address to UK Bulk Mail

During the University's use of a telecommuting model in response to the COVID-19 crisis, departments have the option to direct delivery of Shopping Cart orders to the UK Bulk Mail and Distribution Center. Departments can subsequently coordinate package pickup directly from the Mail Distribution Center as needed. This Quick Reference Card shows how to correctly select the BULK location code in SRM and enter key items for vendor's placement onto package delivery labels.

Inquiries for deliveries through the Bulk Mail Center can be made to Kevin Keeling, Supervisor-Distribution, phone 257-6370, email kevin.keeling@uky.edu or Tim Gentry, Postal Services Manager, email twgent1@email.uky.edu. Other information regarding deliveries during this period can be found on the Purchasing [home page](#).

Role: Shopper

Frequency: As needed

STEPS

1. Begin a standard Shopping Cart as normal by first selecting Set Values

Create Shopping Cart

Order | Close | Save | Check | System Information | Create Memory Snapshot

Number 9000475692 Document Name CLOCKE 04/09/2020 16:04 Status

▼ General Data

Buy on Behalf of: 22864 Mr. Craig Locke

Name of shopping cart: CLOCKE 04/09/2020 16:04

Default Settings: **Set Values**

Approval Process: [Display / Edit Agents](#)

2. Complete Account Assignment as normal

Change Default Settings

Your data will be transferred to all new items. Items already in the shopping cart will be unchanged.

Item Basic Data | **Account Assignment** | Internal Note | Delivery Address / Performance

You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Cost Distribution Percentage Details Add Line Duplicate Delete Split Distribution

Number	Percentage	Account Assignment Category	Assign Number	General Ledger Account
0001	100.00	Cost Center	1012155780	

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3. Select Delivery Address tab

Click the Possible Entries icon to the right of the Name box to start search for alternate building

4. Select Building Code as the search criteria in the first dropdown of the first line

In right cell, enter *BULK*

Click Search

5. A single result should return showing the Bulk Mail facility. Click to select. Continue below for Steps 6 and 7.

Name of Org.	Postal C...	City	Street	Building Code
<input type="checkbox"/> UK	40508	Lexington	1247 Versailles Road	BULK

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6. Under the C/O box, enter the recipient's name and the name of the building in which they reside within same field.

Change Default Settings
Your data will be transferred to all new items. Items already in the shopping cart will be unchanged.

Item Basic Data | Account Assignment | Internal Note | **Delivery Address / Performance Location**

Reset

If the item is to be delivered to a different address, enter the new address here

Name: UK

* Building Name / Code: Vaughan Whse-UK BULK MAIL & DISTRIBUTION | BULK

* C/O: John James - Anderson Building

Fax Number/Extension: 859-257-1951

Street / House Number: 1247 Versailles Road

District:

Country: US USA

7. On the right side, enter the floor and room.

Important: Do not change/enter any other boxes on the delivery tab.

Click OK to finish Set Values

Continue to fill the cart with line items as normal, either from an e-catalog or Free Text as appropriate and ORDER.

Additional Name: University of Kentucky

Phone Number / Extension: 859-257-9100

E-Mail: ldnich2@uky.edu

* Floor / Room: 4 | 410

Postal Code / City: 40508 | Lexington

Postal Code / P.O. Box:

Region: KY Kentucky

OK