

NIH POLICY MANUAL

6313-4 Automatic Printing of "SHIP TO" Addresses on Purchase Orders

Issuing Office: OA/OLAO/DAP 496-6071

Release Date: 7/1/02

1. **Explanation of Material Transmitted:** This chapter is being issued to provide guidance to Centralized/Decentralized Purchasing Agents and DELPRO Ordering Officials on how to automatically generate SHIP TO addresses for purchase orders to both campus and off-campus locations. New Material is underlined in this Chapter.

2. **Filing Instructions:**

(*Please note new chapter number and series)

Remove: NIH Manual Issuance 6313-4/26313-4 dated 07/15/94

Insert: NIH Manual Issuance *6313-4 dated 7/1/02

Please Note: For information on:

- C contents of this chapter, contact the issuing office listed above
- C on-line information, enter this URL: <http://www1.od.nih.gov/oma/manualchapters/>
- C to sign up for e-mail notification of future changes, please go to the NIH Manual Chapters LISTSERV Web page

Date: 7/1/02

Replaces: 6313-4/26313-4 dated 7/15/94

Issuing Office & Phone: OA/OLAO/DAP 496-6071

AUTOMATIC PRINTING OF "SHIP TO" ADDRESSES ON PURCHASE ORDERS

A. Purpose

The purpose of this chapter is to prescribe policies and procedures for Centralized/Decentralized Purchasing Agents (assigned to centralized or decentralized purchasing offices that have simplified acquisition authority) and DELPRO Ordering Officials to enter data into on-line requisitions (RQMs) that will automatically generate both campus and off-campus SHIP TO addresses for purchase orders. New Material is underlined in this chapter.

B. Background

The Administrative Data Base (ADB) has the capability to automatically print the SHIP TO addresses for locations both on and off campus on purchase orders. The ADB is modified to allow the use of building acronyms to automatically print the addresses for certain off-campus locations.

DELPRO Ordering Officials are expected to enter the appropriate NIH delivery location. The procedures described below apply only to the entry of RQMs for purchase orders.

C. Policy

All Centralized/Decentralized Purchasing Agents and DELPRO Ordering Officials must ensure that the correct delivery location has been entered on all RQMs and purchase orders. The correct delivery location enables vendors to deliver the required goods and services to the proper location with the minimum amount of delay.

D. Definitions

1. Delegated Procurement (DELPRO) Ordering Official: An individual, typically classified as a Purchasing Agent (GS-1105 personnel series) or administrative (GS-0341 or GS-0303 personnel series), who is authorized by the Director, Division of Acquisition Programs, OLAO to process purchase requests; place orders with vendors using a) DELPRO mechanisms (following the approval of the Approving Official) or, b) by forwarding requests (via RQM) to a centralized or decentralized purchasing activity for processing; and maintaining the official acquisition files.

Date: 7/1/02

Replaces: 6313-4/26313-4 dated 7/15/94

Issuing Office & Phone: OA/OLAO/DAP 496-6071

AUTOMATIC PRINTING OF "SHIP TO" ADDRESSES ON PURCHASE ORDERS

2. DELPRO Approving Official: An individual who is granted Delegated Acquisition authority by the Director, Division of Acquisition Programs, OLAO to obligate Government funds through DELPRO, and to approve orders as meeting regulatory requirements. Such officials are generally in the administrative (GS-0341 or GS-0303) or procurement (GS-1105 or GS-1102) series.

3. Centralized/Decentralized Purchasing Agent: An individual assigned to a procurement office that is authorized to process purchase orders which are less than or equal to the simplified acquisition threshold and/or authorized to issue Delivery Orders against Federal Supply Schedules (FSS) or Indefinite Delivery Contracts (IDC) in accordance with the terms and conditions of the FSS or IDC. The individual is delegated limited acquisition authority by the Head of the Contracting Activity (HCA) through the issuance of a Certificate of Appointment (Contracting Officer Warrant), Standard Form 1402.

<http://w3.gsa.gov/web/c/newform.nsf/SFFormWebView/D375E1306853501585256982006F1440?OpenDocument>

4. Centralized/Decentralized Contracting Officer: An individual assigned to a procurement office who has been delegated authority (issued a Certificate of Appointment) by the HCA authorizing him/her to enter into, administer, and/or terminate contracts and make related determinations and findings. The Certificate of Appointment (Contracting Officer Warrant, Standard Form 1402) authorizes the individual (within specified limits) to obligate the Government for goods and services.

E. References

1. FAR, Part 13, Simplified Acquisition Procedures
2. HHSAR, Part 313, Simplified Acquisition Procedures
3. Delegated Acquisition (DELPRO) Reference Guide, Part II, 3.8, B. "Radioactive Materials Ordered on RQMs" -
http://www.nih.gov/od/olao/oa/delpro/delpro_refguide.pdf

Date: 7/1/02

Replaces: 6313-4/26313-4 dated 7/15/94

Issuing Office & Phone: OA/OLAO/DAP 496-6071

AUTOMATIC PRINTING OF "SHIP TO" ADDRESSES ON PURCHASE ORDERS

F. Procedures

The DELPRO Ordering Official must determine the correct delivery address for each requirement and enter the corresponding information on the SHIP TO line of the RQM. The designated ship to address will automatically print on the NIH Form 2555 "Order for Supplies or Services". The Centralized/Decentralized Purchasing Agent must verify that the correct ship to address has been entered on the ORDER SCREEN before finalizing the order in the ADB. If an incorrect ship to address has been entered, the Centralized/Decentralized Purchasing Agent must make the necessary corrections prior to processing the order into the ADB.

Once the Form NIH 2555 has been printed, the Centralized/Decentralized Purchasing Agent must ensure that all the ship to data has been correctly transferred to the purchase order form. Any data that has not been entered must be manually typed on the Form NIH 2555 prior to it being mailed.

1. Delivery Addresses Assigned Acronyms (On and Off-Campus)

Appendix 1 lists the standard on-campus delivery address shell and the campus location which is identified by an acronym. Appendix 2 contains a listing of current off-campus delivery addresses and their acronyms. The acronym (up to 6 characters long) is entered into the BLDG: field on the SHIP TO line of the RQM by the DELPRO Ordering Official. In addition, for off-campus addresses, the individual is required to complete the NAME: field and the ROOM: field on the SHIP TO line in order to generate the complete address as shown in Appendix 2. These steps will permit the corresponding address to be automatically printed in Block 7 when the order is generated.

2. Campus Delivery Addresses Not Assigned an Acronym

Most NIH on-campus delivery addresses are not assigned an acronym. In these instances, the DELPRO Ordering Official or the Centralized/Decentralized Purchasing Agent will enter the name of the individual who will be receiving the supply/service in the SHIP TO: field and the room and building number that the supply/service is to be delivered to in the ROOM: and BLDG: fields. This will permit the corresponding address to be automatically printed in block 7 of the Form NIH 2555.

Date: 7/1/02

Replaces: 6313-4/26313-4 dated 7/15/94

Issuing Office & Phone: OA/OLAO/DAP 496-6071

AUTOMATIC PRINTING OF "SHIP TO" ADDRESSES ON PURCHASE ORDERS

3. Off-Campus Delivery Addresses Not Assigned an Acronym

From time to time locations other than those specified in Appendices 1 and 2 are designated by the IC. These non-standard addresses cannot be programmed into the ADB because their use is unknown or infrequent. In these situations, the DELPRO Ordering Official must enter an "@" in the first digit of the SHIP TO: field, and then, in either the RMKS: field of the RQM or on the Competition/Justification Screen, indicate the appropriate delivery address. In these instances, Block 7 of the purchase order is generated blank and the Centralized/Decentralized Purchasing Agent is required to manually type in the shipping address.

4. Special Delivery Address

A special delivery address is used for the purchase of radioisotopes and radiopharmaceuticals procured by Centralized/Decentralized Purchasing Agents at other than NIEHS in North Carolina or the Rocky Mountain Laboratory in Hamilton, Montana. These substances have a campus delivery address of Building 21 for radioisotopes and radiopharmaceuticals.

It is the responsibility of the DELPRO Ordering Official to assist in this effort by alerting the Centralized/Decentralized Purchasing Agent (on the RQM) that a purchase is for a radioisotope. The Centralized/Decentralized Purchasing Agent is then responsible for coding this unique address on purchase orders.

a. Radioisotopes/radiopharmaceuticals

To ensure that all radioisotopes or radiopharmaceutical purchases, except for out-of-state locations, are delivered to the Radiation Safety Branch, ORS, the DELPRO Ordering Official shall enter "RADIO" in the BLDG: Field on the SHIP TO line of the RQM. In addition, they will enter one of the appropriate OC codes (2612, 2622, or 265F) in the OC: field on the RQM# line. The Centralized/Decentralized Purchasing Agent must ensure that the delivery address printed on the purchase order is correctly listed as

Date: 7/1/02

Replaces: 6313-4/26313-4 dated 7/15/94

Issuing Office & Phone: OA/OLAO/DAP 496-6071

AUTOMATIC PRINTING OF "SHIP TO" ADDRESSES ON PURCHASE ORDERS

indicated in Appendix 1. Note: It may be necessary to generate two purchase orders if the RQM contains both radioactive and nonradioactive materials.

5. Updating Automated SHIP TO Addresses

Whenever it is known that a new standard off-campus location is to be used by NIH for the receipt of goods and services using purchase orders, it is necessary for the IC to go directly to CIT to request an automatic ship to address; to cancel an existing ship to address; and to request a copy of the acronyms and ship to addresses that CIT has established.

When the DELPRO Ordering Official or Centralized/Decentralized Purchasing Agent type the acronym in the **Ship to Bldg.** field on an **RQM**, the **ship to address will automatically print on the purchase order**. The Administrative Data Base (ADB) has the capability to automatically print the SHIP TO addresses for locations both on and off campus on purchase orders. ICs should e-mail Carol Perrone in CIT to request that an automatic address be established for them. However, they should only set up an automatic address if orders are frequently delivered to that address. Also, CIT will only accept the request from an Administrative Officer. If an IC needs a copy of the listing of acronyms and addresses that CIT has set up, they can also e-mail Carol Perrone in CIT to request a copy. They should also e-mail Carol Perrone to cancel any existing acronyms and addresses. Carol Perrone is listed on the Global Address List.

G. Records Retention and Disposal

All records (e-mail) pertaining to this chapter are retained and disposed of under the authority of NIH Manual 1743 "Keeping and Destroying Records", Appendix 1, "NIH Records Control Schedule", @ Item 2600-A-4, "Routine Procurement Files" and Item 1100-M-1, "Administrative Files".

Date: 7/1/02

Replaces: 6313-4/26313-4 dated 7/15/94

Issuing Office & Phone: OA/OLAO/DAP 496-6071

AUTOMATIC PRINTING OF "SHIP TO" ADDRESSES ON PURCHASE ORDERS

NIH e-mail messages (messages, including attachments, that are created on NIH computer systems or transmitted over NIH networks) that are evidence of the activities of the agency or have informational value are considered Federal Record. These records must be maintained in accordance with current NIH Records Management guidelines. If necessary, back-up file capability should be created for this purpose. Contact your IC Records Officer for additional information.

All e-mail messages are considered Government property, and, if requested for a legitimate Government purpose, must be provided to the requester, employees, supervisors, NIH staff conducting official reviews or investigations, and the Office of Inspector General may request access to or copies of the e-mail messages. E-mail messages must also be provided to congressional oversight committees if requested and are subject to Freedom of Information Act requests. Since most e-mail systems have back-up files that are retained for significant periods of time, e-mail messages and attachments are likely to be retrievable from a back-up file after they have been deleted from an individual's computer. The back-up files are subject to the same requests as the original messages.

H. Management Controls

The purpose of this manual issuance is to provide information to Centralized/Decentralized Purchasing Agents and DELPRO Ordering Officials on how to automatically generate SHIP TO addresses on on-line requisitions (RQMs) for purchase orders to both campus and off-campus locations. Through this manual issuance, the Office of Logistics and Acquisition Operations, is accountable for the method used to ensure that management controls are implemented and working. The method used to maintain oversight and a system of internal controls ensuring effective implementation and compliance with this policy will be reviewed and updated annually or when significant changes occur.

Date: 7/1/02

Replaces: 6313-4/26313-4 dated 7/15/94

Issuing Office & Phone: OA/OLAO/DAP 496-6071

**AUTOMATIC PRINTING OF "SHIP TO" ADDRESSES
ON PURCHASE ORDERS**

Appendix 1. Automatic Printing of "Ship To" Addresses on Purchase Orders On-Campus Buildings:

Standard SHIP TO Address Printed on NIH Form 2555 for On-Campus Locations not Designated by an Acronym

National Institutes of Health
Ship to Name
Order #
BLDG # Room #
Bethesda, Maryland 20892

Acronym Special SHIP TO Address Printed on NIH Form 2555

RADIO National Institutes of Health
9000 Rockville Pike
ATTN: Radiation Safety Branch
Building 21, Room 107
Bethesda, Maryland 20892

Date: 7/1/02

Replaces: 6313-4/26313-4 dated 7/15/94

Issuing Office & Phone: OA/OLAO/DAP 496-6071

**AUTOMATIC PRINTING OF "SHIP TO" ADDRESSES
ON PURCHASE ORDERS**

Appendix 2. Automatic Printing of "Ship To" Addresses on Purchase Orders Off-Campus Buildings:

Acronym SHIP TO Address Printed on NIH Form 2555

(BLALOC) Blalock Building Ship to Rm.
Ship to Name
Order #
1800 E. Jefferson Street
Baltimore, Maryland 21205

(BLOCH) R. A. Bloch Bldg. Ship to Rm.
Ship to Name
Order #
9030 Old Georgetown Road
Bethesda, Maryland 20814

(BRMP) BRMP Clinic Ship to Rm.
Ship to Name
Order #
501 West Seventh Street
Frederick, Maryland 21701

(BSA) Boy Scouts of Am Ship to Rm.
Ship to Name
Order #
9190 Wisconsin Avenue
Bethesda, Maryland 20814

(CHM) National Institutes of Health
Chem. Warehouse Platform - GDC
16050 Industrial Drive, Plt. A
Gaithersburg, Maryland 20877

Date: 7/1/02

Replaces: 6313-4/26313-4 dated 7/15/94

Issuing Office & Phone: OA/OLAO/DAP 496-6071

**AUTOMATIC PRINTING OF "SHIP TO" ADDRESSES
ON PURCHASE ORDERS**

| | | |
|----------|---|-------------|
| (DANAC4) | DANAC4 12501 Washington Avenue Rockville, Maryland 20852 | |
| (DSS) | Division of Support Services Ship to Name Order # 301 N. Stonestreet Rockville, MD 20850 | Ship to Rm. |
| (EP6010) | Building 6010 Ship to Name Order # 6010 Executive Blvd. Rockville, Maryland 20852 | Ship to Rm. |
| (EP6011) | Building 6011 Ship to Name Order # 6011 Executive Blvd. Rockville, MD 20852 | Ship to Rm. |
| (EXEC) | Natl Inst of Hlth Ship to Name Order # 6100 Executive Blvd. Rockville, MD 20852 | Ship to Rm. |
| (EPN) | Executive Plaza North Ship to Name Order # 6130 Executive Blvd. Rockville, Maryland 20852 | Ship to Rm. |

Date: 7/1/02

Replaces: 6313-4/26313-4 dated 7/15/94

Issuing Office & Phone: OA/OLAO/DAP 496-6071

**AUTOMATIC PRINTING OF "SHIP TO" ADDRESSES
ON PURCHASE ORDERS**

| | | |
|----------|---|-------------|
| (FCRDC) | Fort Detrick/NIAID Ship to Name Order # Seventh Street Frederick, Maryland 21702 | Ship to Rm. |
| (FED) | Federal Building Ship to Name Order # 7550 Wisconsin Avenue Bethesda, Maryland 20814 | Ship to Rm. |
| (SRESCT) | Lab/Clinic Ship to Name Order # 5 Research Court Rockville, MD 20850 | Ship to Rm. |
| (GATE) | Gateway Building Ship to Name Order # 7201 Wisconsin Avenue Bethesda, Maryland 20814 | Ship to Rm. |
| (GDC) | National Institutes of Health Ship to Name Order # 16050 Industrial Drive Bldg: Gaithersburg Dist. Center Gaithersburg, MD 20877 | Ship to Rm. |
| (GEORGE) | Ship to Name Order # 8601 Old Georgetown Road Bethesda, Maryland 20814 | Ship to Rm. |

Date: 7/1/02

Replaces: 6313-4/26313-4 dated 7/15/94

Issuing Office & Phone: OA/OLAO/DAP 496-6071

**AUTOMATIC PRINTING OF "SHIP TO" ADDRESSES
ON PURCHASE ORDERS**

| | | |
|----------|---|-------------|
| (GRC) | National Institutes of Health Gerontology Research Center, NIA Ship to Name Order # 5600 Nathan Shock Drive Baltimore, MD 21224-6825 | Ship to Rm. |
| (MEDCTR) | NCI Lab/Clinics Ship to Name Order # 9610 Medical Center Dr. Rockville, Maryland 20850 | Ship to Rm. |
| (NAVY) | NCI-NAVY ONCOL. BR. Ship to Name Order # Bethesda Naval Hospital Building 8, Room 5101 Bethesda, Maryland 20889 | Ship to Rm. |
| 101 | NIEHS Ship to Name Order # 111 Alexander Drive Research Triangle Park, NC 27709 | Ship to Rm. |
| 4401 | NIEHS Ship to Name Order # 79 Alexander Drive Research Triangle Park, NC 27709 | Ship to Rm. |

Date: 7/1/02

Replaces: 6313-4/26313-4 dated 7/15/94

Issuing Office & Phone: OA/OLAO/DAP 496-6071

**AUTOMATIC PRINTING OF "SHIP TO" ADDRESSES
ON PURCHASE ORDERS**

| | | |
|----------|--|-------------|
| (NC) | National Institutes of Health Ship to Name Order # NIEHS Warehouse, Building 104 South Campus, Alexander Dr. Research Triangle Park, NC 27709 | Ship to Rm. |
| (NCWH) | NIEHS Warehouse - Bldg 104 Ship to Name Order # 111 Alexander Drive Research Triangle Park, NC 27709 | Ship to Rm. |
| (NIDA) | NIDA, Addiction Research Center Ship to Name Order # 4940 Eastern Ave., Bldg C P. O. Box 5180 Baltimore, Maryland 21224 | Ship to Rm. |
| (NIDARC) | NIDA, Addiction Research Center Ship to Name Order # 4940 Eastern Ave., Bldg. C, Dock Baltimore, Maryland 21224 | Ship to Rm. |
| (NIHAC) | NIH Animal Center Ship to Name Order # Elmer School Road Poolesville, Maryland 20837 | Ship to Rm. |

Date: 7/1/02

Replaces: 6313-4/26313-4 dated 7/15/94

Issuing Office & Phone: OA/OLAO/DAP 496-6071

**AUTOMATIC PRINTING OF "SHIP TO" ADDRESSES
ON PURCHASE ORDERS**

| | | |
|---------|---|-------------|
| (NIMH1) | NIMH Ship to Name Order # Bldg. 112, Elmer School Road Poolesville, Maryland 20837 | Ship to Rm. |
| (NIMH2) | NIMH Ship to Name Order # Bldg. 110, Elmer School Road Poolesville, Maryland 20837 | Ship to Rm. |
| (NIHFD) | NIH Fire Department 9000 Rockville Pike Bethesda, MD. 20892-5602 | |
| (NLM) | Natl Libr. of Med Ship to Name Order # 38A Loading Dock 8600 Rockville Pike Bethesda, Maryland 20894 | Ship to Rm. |
| (OGDEN) | NCI Clinical Repository c/o Ogden Bioservices 627 Lofstrand Lane Rockville, MD. 20850 | |
| (OMEGA) | Omega Center Ship to Name Order # 7340 Executive Way, Suite N Frederick, Maryland 21701 | Ship to Rm. |

Date: 7/1/02

Replaces: 6313-4/26313-4 dated 7/15/94

Issuing Office & Phone: OA/OLAO/DAP 496-6071

**AUTOMATIC PRINTING OF "SHIP TO" ADDRESSES
ON PURCHASE ORDERS**

| | | |
|----------|--|-------------|
| (PARK) | Park Building Ship to Name Order # 12420 Parklawn Drive Rockville, Maryland 20857 | Ship to Rm. |
| (PARKLN) | Parklawn Building Ship to Name Order # 5600 Fisher Lane Rockville, Maryland 20857 | Ship to Rm. |
| (PECRB) | NIH/NIDDK BLDG. 1 Ship to Name Order # 1550 East Indian School Rd. Phoenix, AZ 85014 | Ship to Rm. |
| (PIMC) | NIH/NIDDK PIMC Ship to Name Order # 4212 North 16 th Street Phoenix, AZ 85016 | Ship to Rm. |
| (RKLG1) | National Institutes of Health Ship to Name Order # Rockledge Building 6705 Rockledge Dr. Bethesda, MD 20817 | Ship to Rm. |

Date: 7/1/02

Replaces: 6313-4/26313-4 dated 7/15/94

Issuing Office & Phone: OA/OLAO/DAP 496-6071

**AUTOMATIC PRINTING OF "SHIP TO" ADDRESSES
ON PURCHASE ORDERS**

- | | | |
|----------|--|-------------|
| (RKLG2) | National Institutes of Health Ship to Name Order # Rockledge Building 6701 Rockledge Dr. Bethesda, MD 20817 | Ship to Rm. |
| (RML) | Receiving Dock, Bldg 22 Ship to Name Order # National Institutes of Health Hamilton, MT 59840 | Ship to Rm. |
| (ROSS) | John Hopkins University Ship to Name Order # Ross Building 1721 E. Madison Ave. Baltimore, MD. 21205 | Ship to Rm. |
| (TWN I) | Twinbrook Bldg I Ship to Name Order # 5640 Fishers Lane Rockville, Maryland 20852 | Ship to Rm. |
| (TWN II) | Twinbrook Bldg II Ship to Name Order # 12441 Parklawn Drive Rockville, Maryland 20852 | Ship to Rm. |

Date: 7/1/02

Replaces: 6313-4/26313-4 dated 7/15/94

Issuing Office & Phone: OA/OLAO/DAP 496-6071

**AUTOMATIC PRINTING OF "SHIP TO" ADDRESSES
ON PURCHASE ORDERS**

| | | |
|---------|----------------------|-------------|
| (WILCO) | Willco Building | Ship to Rm. |
| | Ship to Name | |
| | Order # | |
| | 6000 Executive Blvd. | |
| | Rockville, MD 20852 | |