

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-58

Effective Date: 03/12/2007

Revision Date: 11/18/2008

C. D. Doolittle
County Administrator

SUBJECT: **SHIP TO CODES AND STOREROOM CODES**

DEPARTMENT RESPONSIBLE: **ALL COUNTY DEPARTMENTS**

I. STATEMENT

Ship To codes are three-digit codes that designate a location to which goods or services are to be delivered. These codes in Synergen contain the requestor's shipping address and billing address, which print on the Requisition, Purchase Order, and Blanket to PO release.

Storerooms are the same as Ship To codes except that the Header screen information contains account and expense codes. Storeroom codes are only to be used for locations containing inventoriable goods.

In Synergen, Ship To codes and Storeroom codes are located in the Storeroom Setup module.

To create or modify a Ship To or Storeroom code, a Change Request must be created.

Note: Ship To codes and Storeroom codes in Synergen are the same as Ship To codes for Corporate Express.

II. PROCEDURE

- A. To request to create or modify a Ship To or Storeroom code, a Change Request must be completed.
1. The Type will be Ship To, and Class will be Ship To, and the Record Type will be Generic.
 2. The Approval route will be XX SHIP, where XX is the Department's Synergen code.

- B. A Ship To Specification must be completed and attached to the Change Request.

III. OFFICE OF PRIMARY RESPONSIBILITY

The Department of Finance and Risk Management is responsible for the creation and modification of all Ship To and Storeroom codes.

IV. REFERRAL PROCEDURE

For detailed instructions, please refer to FINANCE PROCEDURES FOR SPL/SYNERGEN FN-58, SHIP TO CODES AND STOREROOM CODES.