Job Aid for UC Berkeley Inbound Freight Program

Inbound freight is defined as a shipping charge for delivering products to campus departments. To reduce the costs of inbound freight for UC Berkeley purchases, Supply Chain Management is utilizing the shipping savings program Vantage Point Logistics (VPL). VPL will serve as a third party intermediary between the University, UPS, and our suppliers.

There is no operational change in the ordering process in BearBuy or interaction with the supplier.

**HOW WILL SHIPPING CHARGES BE TRACKED?**

Instead of suppliers charging us their own shipping rates, suppliers will use UC Berkeley’s UPS account number for shipments. This account number is for internal use only and BearBuy users do not have to manage the charges. UPS will bill VPL directly for shipping charges, and VPL will bill UC Berkeley for the shipping charges (at rates which are very favorable to UCB). VPL will prepare electronic files for each order which feed directly into BFS, charging the chart fields of the corresponding BearBuy Purchase Order.

**HOW WILL CHARGES APPEAR IN BAIRS FOR MY PO ITEMS AND THE SHIPPING?**

When PO supplier bills shipping charge on PO invoice, the shipping charge is lumped together with cost of goods/services. This aggregated total appears in 'Actuals' column in BAIRS GL reports.

With VPL managing inbound freight, Departments will now see the PO voucher from the supplier and the inbound freight charge (shipping) from VPL separately, with the VPL charge also appearing in the BAIRS report. Supply Chain Management will periodically post a listing of POs that utilize this inbound freight program on the SCM webpage (http://supplychain.berkeley.edu/buying/inbound-freight-program-vpl).

The example below shows how a VPL freight charge can be reconciled.

**Example:** PO BB00990554 is made out to PO Supplier, OfficeMax. This OfficeMax PO is charged to Fund 67950. To reconcile the VPL shipping charge against Fund 67950 for PO BB00990554:

- Pull GL Detail Standard Report for Fund 67950 from BAIRS
- Sample BAIRS report including supplier PO (1) and VPL charges (2) highlighted:

![Image of GL Detail Standard Report](image)

4/22/2015
• Zoom in on BAIRS report to show highlighted VPL charges. In this example we will research the circled VPL voucher ID

<table>
<thead>
<tr>
<th>VPL Voucher</th>
<th>VPL Invo #</th>
<th>Ship Date</th>
<th>Delivery Date</th>
<th>Supplier</th>
<th>PO ID</th>
<th>PO Org Node</th>
<th>Tracking Number</th>
<th>Delivery Node</th>
<th>Wgt</th>
<th>L</th>
<th>W</th>
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</tbody>
</table>

• Navigate to the VPL report posted on the BearBuy webpage
• Search the report for VPL Voucher ID 12895502

• The report contains valuable data such as the associated supplier PO number, Supplier Name, PO Org Node as well as shipping details including Ship Date, Delivery Date, Recipient, and the Shipping Charge amount:

Any questions, please contact the BearBuy Help Desk:
(510) 664-9000 Option 1, Option 2
Mon-Fri 8 AM to 5PM
Email: bearbuyhelp@berkeley.edu