

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:

GL DETAIL STANDARD									
by Fund, Dept ID, Chartfield 2, Chartfield 1, Program -subtotals at Fund									
Fund: 67950 - DEVELOP OFC CLEARING FD Dept ID: 17695 - AIDVO Dev Marketing & Comm Chartfield 2: - (Blank) Chartfield 1: - (Blank) Pgm: 72									
Acct: 565XX - BUDSUM Transportation									
Type	Fund	Dept ID	Chartfield 2	Chartfield 1	Pgm	Acct	Desc	Doc Date	Doc Id
							Tempbudg	Actuals	Encumbrance
									Pre Encumb
									Balance
							Beginning Balance	0.00	0.00
							Total Activity	0.00	-824.48
							Ending Balance	0.00	-824.48
Fund: 67950 - DEVELOP OFC CLEARING FD Dept ID: 17695 - AIDVO Dev Marketing & Comm Chartfield 2: - (Blank) Chartfield 1: - (Blank) Pgm: 72									
Acct: 565XX - BUDSUM Transportation									
PO	67950	17695	72	56510	Waste Sanitary Supply	03/19/2015	BB00990542	0.00	0.00
PO	67950	17695	72	56510	ADIENT TECHNOLOGIES INC	03/17/2015	BB00990517	0.00	0.00
PO	67950	17695	72	56510	FISHER SCIENTIFIC	03/20/2015	BB00990545	0.00	1,473,900.00
PO	67950	17695	72	56510	FISHER SCIENTIFIC	03/20/2015	BB00990546	0.00	1,362,273.75
PO	67950	17695	72	56510	FISHER SCIENTIFIC	03/19/2015	BB00990544	0.00	118,130.42
PO	67950	17695	72	56510	FISHER SCIENTIFIC	03/24/2015	BB00990556	0.00	2.16
PO	67950	17695	72	56510	OFFICE MAX	03/17/2015	BB00990514	0.00	4.81
PO	67950	17695	72	56510	OFFICE MAX	03/17/2015	BB00990515	0.00	565.17
PO	67950	17695	72	56510	OFFICE MAX	03/19/2015	BB00990543	0.00	588.60
PO	67950	17695	72	56510	OFFICE MAX	03/24/2015	BB00990557	0.00	0.00
PO	67950	17695	72	56510	OFFICE MAX	03/24/2015	BB00990554	0.00	2.02
PO	67950	17695	72	56510	OFFICE MAX	03/24/2015	BB00990553	0.00	714.36
PO	67950	17695	72	56510	OFFICE MAX	03/18/2015	BB00990532	0.00	4,331.65
PO	67950	17695	72	56510	Waste Sanitary Supply	03/17/2015	BB00990516	0.00	651.82
PO	67950	17695	72	56510	Waste Sanitary Supply	03/17/2015	BB00990524	0.00	52.54
VCHR	67950	17695	72	56510	Vantage Point Logistics Inc	03/26/2015	1286405	0.00	95.58
VCHR	67950	17695	72	56510	FISHER SCIENTIFIC	03/24/2015	02660337	0.00	1,082.08
VCHR	67950	17695	72	56510	Vantage Point Logistics Inc	03/26/2015	1286516	0.00	2.41
VCHR	67950	17695	72	56510	FISHER SCIENTIFIC	03/25/2015	02660341	0.00	1,305.84
VCHR	67950	17695	72	56510	OFFICE MAX	03/24/2015	02660338	0.00	3,867.53
VCHR	67950	17695	72	56510	OFFICE MAX	03/24/2015	02660339	0.00	100.00
VCHR	67950	17695	72	56510	OFFICE MAX	03/25/2015	02660340	0.00	1,632.98
VCHR	67950	17695	72	56510	Vantage Point Logistics Inc	03/26/2015	1286550	0.00	130.82
VCHR	67950	17695	72	56510	Vantage Point Logistics Inc	03/26/2015	1286550	0.00	14.73
VCHR	67950	17695	72	56510	Vantage Point Logistics Inc	03/26/2015	1286551	0.00	28.87
VCHR	67950	17695	72	56510	Vantage Point Logistics Inc	03/26/2015	1286550	0.00	64.47

- Zoom in on BAIRS report to show highlighted VPL charges. In this example we will research the circled VPL voucher ID

72	56510	Vantage Point Logistics Inc	03/26/2015	12895500	0.00	130.82
72	56510	Vantage Point Logistics Inc	03/26/2015	12895502	0.00	14.73
72	56510	Vantage Point Logistics Inc	03/26/2015	12895501	0.00	28.87
72	56510	Vantage Point Logistics Inc	03/26/2015	12895509	0.00	64.57

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

	A	B	C	D	E	F	G	H	
1	VPL_VOUCHER	VPL Invoice	Ship Date	Delivery Date	Supplier	PO_ID	PO_ORG_NODE	Tracking Number	Delivery Mode
2	12895491	1816-1	06/17/2014	06/24/2014	FISHER SCIENTIFIC	BB00990501	IMMCB	119631715087900	Ground
3	12895491	1816-1	06/20/2014	06/23/2014	FISHER SCIENTIFIC	BB00990501	IMMCB	579282628311	Ground
4	12895491	1816-1	06/24/2014	06/25/2014	FISHER SCIENTIFIC	BB00990501	IMMCB	488865493430	Ground
5	12895502	1816-2	06/30/2014	07/02/2014	OFFICE MAX	BB00990554	IMMCB	795919660450	Fedex
6	12895513	1816-3	06/20/2014	06/24/2014	OFFICE MAX	BB00990543	IMMCB	770376842522	Ground
7	12895513	1816-3	06/24/2014	06/27/2014	OFFICE MAX	BB00990543	IMMCB	770388233433	Ground
8	12895513	1816-3	06/24/2014	06/25/2014	OFFICE MAX	BB00990543	IMMCB	455917215019290	Ground
9	12895513	1816-3	06/26/2014	06/27/2014	OFFICE MAX	BB00990543	IMMCB	586978180229	Ground
10	12895514	1816-4	07/01/2014	07/02/2014	OFFICE MAX	BB00990554	IMMCB	770472766524	Fedex
11	12895514	1816-4	07/01/2014	07/02/2014	OFFICE MAX	BB00990554	IMMCB	770483909027	Fedex
12	12895514	1816-4	07/01/2014	07/02/2014	OFFICE MAX	BB00990554	IMMCB	770484573421	Fedex
13	12895515	1816-5	06/24/2014	06/25/2014	OFFICE MAX	BB00990554	IMMCB	770395763751	Fedex
14	12895515	1816-5	06/27/2014	06/28/2014	OFFICE MAX	BB00990554	IMMCB	601298833554	Fedex
15	12895515	1816-5	07/01/2014	07/02/2014	OFFICE MAX	BB00990554	IMMCB	567798127870	Fedex
16	12895517	1816-7	06/30/2014	07/02/2014	OFFICE MAX	BB00990554	IMMCB	592642823560	Fedex
17	12895518	1816-8	06/27/2014	06/30/2014	XEROX CORPORATION	BB00990520	IMMCB	592642823537	Fedex
18	12895518	1816-8	06/27/2014	06/30/2014	XEROX CORPORATION	BB00990520	IMMCB	601299593818	Fedex

- 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:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	VPL_VOUCHER	VPL Invoice	Ship Date	Delivery Date	Supplier	PO_ID	PO_ORG_NODE	Tracking Number	Delivery Mode	Wgt	L	W	H	
2	12895491	1816-1	06/17/2014	06/24/2014	FISHER SCIENTIFIC	BB00990501	IMMCB	119631715087900	Ground	1	0	0	0	
3	12895491	1816-1	06/20/2014	06/23/2014	FISHER SCIENTIFIC	BB00990501	IMMCB	579282628311	Ground	2	0	0	0	
4	12895491	1816-1	06/24/2014	06/25/2014	FISHER SCIENTIFIC	BB00990501	IMMCB	488865493430	Ground	1	6	4	3	
5	12895502	1816-2	06/30/2014	07/02/2014	OFFICE MAX	BB00990554	IMMCB	795919660450	Fedex 2day	5	11	8	9	
6	12895513	1816-3	06/20/2014	06/24/2014	OFFICE MAX	BB00990543	IMMCB	770376842522	Ground	3	11	10	10	
7	12895513	1816-3	06/24/2014	06/25/2014	OFFICE MAX	BB00990543	IMMCB	770388233433	Ground	51	37	24	11	
8	12895513	1816-3	06/24/2014	06/27/2014	OFFICE MAX	BB00990543	IMMCB	455917215019290	Ground	1	1	1	1	

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