

## INSTITUTIONAL LOCATION CODES (ILOC)

### PURPOSE OF CODES

These are codes that are defined by your department and noted on any requisition forms you submit to Purchasing. They will identify your Ship To, Bill To, and optional Internal Destination addresses for use in CUFS.

The ILOC is made up of three sections: your CUFS AREA number followed by two alpha/numeric sections (4 and 3 digits). You may set up as many ILOCs as your department needs.

You need to list the appropriate ILOC on any requisitions submitted to Purchasing Services. When the purchase order is entered into CUFS, the ILOC field is required. The code number will identify and print the Bill To, Ship To and Internal Delivery addresses on the purchase order.

### EXAMPLE OF AN ILOC

CODE:            1 2 3    1 0 1 0    0 0 1

BILL TO:            Surgery Budget Ofc                            624-2222  
                         11-115 Phillips Wangenstein  
                         516 Delaware St SE Box 195 UMHC  
                         Minneapolis, MN 554544

SHIP TO:            K E Receiving Dock                            624-0000  
                         425 E River Road  
                         Minneapolis, MN 55455

INTERNAL:            Surgery/Dr. Matis                            624-3333  
DESTINATION        11-136 Malcolm Moos Tower  
                         516 Delaware St SE  
                         Minneapolis, MN 55455

### HOW TO SET UP AN ILOC

Use the attached form to identify a new code and the addresses that should be tied to the code. Complete a new form for each code you would like to set up. Return the completed form to Purchasing Services, Suite 560, 1300 South 2nd Street, Mpls, MN 55454-1092. The code will be keyed into CUFS within a day or two.

If you already have a code and would like to change or delete it; or if you have other questions regarding ILOCs, contact Purchasing Services at (612) 624-2828 (Fax: (612) 626-0366).

Enclosure