

UNIVERSITY OF MINNESOTA

**INSTITUTIONAL LOCATION CODE (ILOC)
 REFERENCE SHEET**

Form Purpose:

Departments use this form to establish department addresses in CUFS.

The ILOC code is used in CUFS to print "Ship To" and "Bill To" information on purchase orders rather than keying this information.

Departments may set up as many ILOC Codes as needed. The code number is defined by the department, with Area number as the first 3 characters.

Codes may be viewed in the CUFS ILOC Table.

<u>FORM FIELDS</u>	<u>FIELD DEFINITIONS</u>
Dept Fax #	Identify a fax number to receive department copies of purchase orders issued by Purchasing Services.
ILOC #	<p>1st Segment: AREA - This is required. All ILOC codes begin with the area number.</p> <p>2nd Segment: This is a 4 digit field. Many departments choose to use their orgn number, but any 4 digit (alpha/number) sequence is acceptable.</p> <p>3rd Segment: This is the last 3 digit field. Any combination of three alpha or numeric characters is acceptable.</p> <p>All segments are required. Departments may choose whatever numbers or characters will be used for the last two segments.</p>
Bill To	<p>Contact: Identify the person to be called if there are questions about the billing.</p> <p>Room/Bldg/Street/City/State/Zip: Identify the mailing address for vendors to forward invoice documents to the requesting department.</p> <p>Phone: Identify the phone number for invoicing or billing questions.</p>
Ship To	<p>Contact: Identify the person to receive the shipment or answer questions about the shipment.</p> <p>Room/Bldg/Street/City/State/Zip: Identify the mailing address for the vendor to ship products to requesting department.</p> <p>Phone: Identify the phone number for shipping or receiving questions.</p>

Internal Destination	<p>This is an <u>optional</u> field to identify any additional routing information for the department receiving the shipment.</p> <p>Some departments may need to further define their internal routing. Leave this segment blank if it does not apply to your department.</p> <p>Contact: Identify the person to receive this shipment once it is re-routed within the University.</p> <p>Room/Bldg/Street/City/State/Zip: identify the address to re-route this shipment within the University.</p> <p>Phone: Identify the phone number for additional shipping information.</p>
Routing	<p>Complete and return this form to Purchasing Services. Or, fax the completed ILOC form to (612) 626-0366.</p> <p>Departments using Nirvana may use the electronic version of the ILOC form to submit their requests.</p>