Ergonomic Purchases from CDW-G Quick Reference Guide

For more information and training resources, please see the BearBuy website.

From the BearBuy homepage, select the CDW-G punchout catalog.

Once the punchout catalog opens, you will see the UC Berkeley Approved Ergonomic Accessory Options listed towards the bottom of the page. Please use this section to select your ergonomic product since these options are approved by the University’s Ergonomics Department.

Select the item you would like to purchase and click Add to Cart.

Helpful Hint: When viewing items, pay attention to the Availability section to see if the item you are looking for is in stock and ready to ship or to determine the item’s shipping lead time.
Upon adding the item to your cart, you will be redirected to your Shopping Cart in CDW-G to confirm your order. Once confirmed, click Checkout.

You will be redirected to BearBuy to proceed with processing your order once you click Transfer Shopping Cart.

Thank You for shopping at CDW!
Please click the "Transfer Shopping Cart" button to transfer your CDW shopping cart.

Please do not click on the back button on your browser at this time. Doing so will erase your shopping cart.

Once you are redirected to view your shopping cart in BearBuy, please click View Cart Details to confirm the information on your order prior to submitting.

Helpful Hint: If you would like to have your order shipped directly to your home during shelter-in-place, please see our instructions on how to use the Generic Ship-To Address Code (WFHGENERIC) to add your home address to your order.

Support

- First Line of Support: BearBuy Help Desk
  - Available Mon. – Fri. from 8AM to 5PM, Phone: 510-664-9000 Option 1, Option 2
  - Email: bearbuyhelp@berkeley.edu
- Regional Group Purchasing Inquiries: https://portal.berkeley.edu/regions
- Invoice Inquiries: https://controller.berkeley.edu/financial-operations/accounts-payable/helpful-hints-our-vendors
- Inquiries for High Value Goods and Services over $10,000: https://supplychain.berkeley.edu/procurement/contact-your-buyer