

Supply Chain Management

Generic Ship-To Address (WFHGENERIC) Quick Reference Guide

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

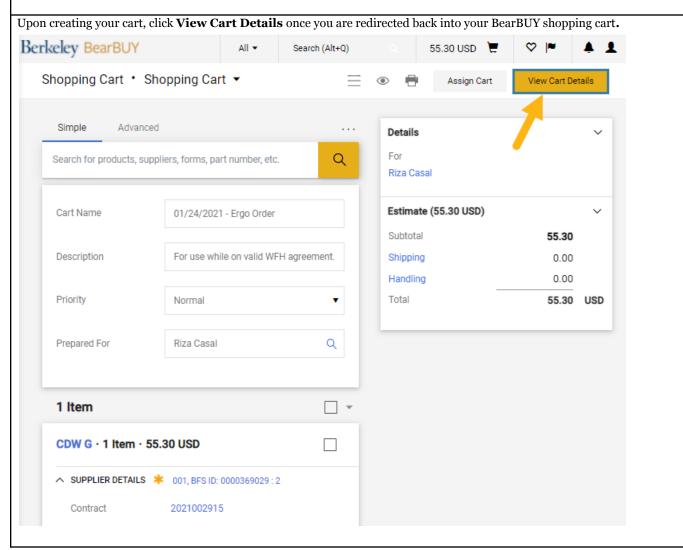
WFHGENERIC is restricted to employees on valid work from home agreements and intended for shipping tangible goods to residential addresses within California.

If you are **shipping to an out-of-state location or to a non-UC employee or other third party**, please submit a ticket to <u>bearbuyhelp@berkelev.edu</u>. You must include the physical address, business justification and approval from your department head when submitting your ticket.

Please Note: Shipping to out-of-state locations is restricted to employees on valid work from home agreements and as required under a research contract. To document required research, departments must provide a copy of the contract/grant showing the requirement in the contract language. Such language must explicitly detail the materials required, ownership of the materials and locations that materials must be shipped. Most research contracts do not meet this standard as normal research practices are that subcontractors are responsible for the procurement of the materials needed to perform their contracted work.

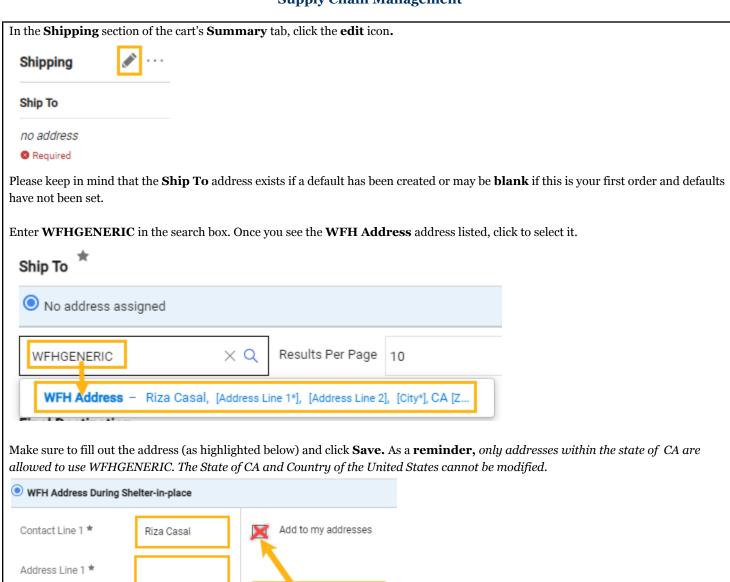
Please DO NOT use WFHGENERIC:

- If you cannot find your UC Berkeley campus location.
 - o If you cannot find your UC Berkeley campus location when searching for your ship-to address in BearBUY, please send a request to bearbuyhelp@berkeley.edu.
- For services, software, payment requests, or subawards.
- To ship Federally funded equipment or assets to a third party.
 - o If you have an essential purchase for federally funded goods or capital assets that cannot be shipped to an open campus receiving location, please send a request to <u>bearbuyhelp@berkeley.edu</u>.
- As a saved default address in BearBUY.





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Support

• First Line of Support: BearBUY Help Desk

United States

CA

Address Line 2

City *

State

Zip Code *

Country

• Available Mon. – Fri. from 8AM to 5PM, Phone: 510-664-9000 Option 1, Option 2

Please DO NOT check

this box to add this address code in your BearBUY profile.

- Email: <u>bearbuyhelp@berkeley.edu</u>
- 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.berkelev.edu/procurement/find-your-buyer