

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 bearbuyhelp@berkeley.edu. 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.
 - 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.
 - 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 bearbuyhelp@berkeley.edu.
- As a saved default address in BearBUY.

Upon creating your cart, click **View Cart Details** once you are redirected back into your BearBUY shopping cart.

Shopping Cart • Shopping Cart

Assign Cart **View Cart Details**

Simple Advanced

Search for products, suppliers, forms, part number, etc.

Cart Name: 01/24/2021 - Ergo Order

Description: For use while on valid WFH agreement.

Priority: Normal

Prepared For: Riza Casal

1 Item

CDW G · 1 Item · 55.30 USD

SUPPLIER DETAILS * 001, BFS ID: 0000369029 : 2


Contract: 2021002915

Estimate (55.30 USD)	
Subtotal	55.30
Shipping	0.00
Handling	0.00
Total	55.30 USD

Berkeley BearBUY

Supply Chain Management

In the **Shipping** section of the cart's **Summary** tab, click the **edit** icon.

Shipping 

Ship To

no address

✖ Required

Please keep in mind that the **Ship To** address exists if a default has been created or may be **blank** if this is your first order and defaults have not been set.

Enter **WFHGENERIC** in the search box. Once you see the **WFH Address** address listed, click to select it.

Ship To ★

No address assigned

Results Per Page 10

WFH Address – Riza Casal, [Address Line 1*], [Address Line 2], [City*], CA [Z...

Make sure to fill out the address (as highlighted below) and click **Save**. As a **reminder**, *only addresses within the state of CA are allowed to use WFHGENERIC. The State of CA and Country of the United States cannot be modified.*

WFH Address During Shelter-in-place

Contact Line 1 *	<input type="text" value="Riza Casal"/>	<input checked="" type="checkbox"/> Add to my addresses
Address Line 1 *	<input type="text"/>	
Address Line 2	<input type="text"/>	
City *	<input type="text"/>	
State	CA	
Zip Code *	<input type="text"/>	
Country	United States	

Please DO NOT check this box to add this address code in your BearBUY profile.

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/find-your-buyer>