In efforts of accommodating users with ergonomic needs during the COVID-19 shelter-in-place order, SCM has partnered with the University’s Be Well at Work Ergonomics Program and CDW-G, to ensure approved ergonomic peripherals (i.e. keyboard, mouse, footrest, laptop riser, etc.) are available for purchase.

Effective April 2, 2020, please use the CDW-G punchout catalog in BearBuy to make ergonomic peripheral purchases and use the designated Generic Ship-To Address code mentioned in the instructions below in order to have your orders delivered directly to your home address.

Upon creating your cart using the CDW-G punchout catalog, click View Cart Details once you are redirected back into your BearBuy shopping cart.

Click on Summary and see the Shipping section towards the center of the summary. Then, click edit.

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.
Once the pop up window appears, click on **click here** where it says **To choose a different address**.

To choose a different address, **click here**

After, click **select from org addresses** and enter **WFHGENERIC** in the box next to **Nickname/Address Text**. Then, click **Search** and **select** once you see the **WFH Address During Shelter-in-place** address listed.

Make sure to fill out the address to which your item(s) are to be delivered and click **Save**. **Please be advised that only addresses within the state of CA are allowed**. While Address Line 1 is mandatory, Address Line 2 is optional.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>WFH Address During Shelter-in-place</td>
<td>ATTN: Riza Casal</td>
</tr>
<tr>
<td></td>
<td>CA</td>
</tr>
<tr>
<td></td>
<td>United States</td>
</tr>
</tbody>
</table>

**Address Details**

- **ATTN:** * Riza Casal
- **Address Line 1:** *
- **Address Line 2:** *
- **City:** *
- **State:** CA
- **Zip Code:** *
- **Country:** United States

- **Save this address for future use**

- **Save**
- **Cancel**

**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](https://portal.berkeley.edu/regions)
- **Invoice Inquiries:** [https://controller.berkeley.edu/financial-operations/accounts-payable/helpful-hints-our-vendors](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](https://supplychain.berkeley.edu/procurement/contact-your-buyer)