

Generic Ship-To Address Quick Reference Guide

For more information and training resources, please see the [BearBuy website](#).

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.

Shopping Cart for Riza Casal 1 Item(s) for a total of **25.13 USD**

[View Cart Details](#) or [Assign Cart](#) [Save](#)

Cart Name: 03/31/2020 - Ergo Order
 Description: For use during shelter-in-place
 Priority: Normal
 Prepared For: Riza Casal

Supplier / Line Item Details

Contract: no value
 PO Number: To Be Assigned
 Account Code:
 Pricing Code:
 Quote number:

The item(s) in this group was retrieved from the supplier's website. [What does this mean?](#)
 Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 3/31/2020 11:23:10 AM

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Logitech Wireless Combo MK270 keyboard and mouse set English more info...	3006282	EA	25.13	1 EA	25.13 USD
Supplier subtotal					25.13 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier.	Subtotal	25.13
	Shipping	0.00
	Handling	0.00
	Total	25.13 USD

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

Shipping [?](#)

Ship To [edit](#)

1608 Fourth Street
 SCM 228-7 SCM 228-4
 Berkeley, CA 94710
 United States

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.

BearBUY | UC Berkeley

Supply Chain Management

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

Shipping address select from your addresses

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.

Shipping address select from your addresses

[select from org addresses](#)

Address Search

Nickname / Address Text

Name	Address	
WFH Address During Shelter-in-place	ATTN: Riza Casal CA United States	select

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.

Address Details

ATTN: *

Address Line 1 *

Address Line 2

City *

State

Zip Code *

Country

Save this address for future use

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>