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

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 During Shelter-in-place** address listed, click to select it.

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.**

----

**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/find-your-buyer](https://supplychain.berkeley.edu/procurement/find-your-buyer)