UC Berkeley BearBUY

**Supply Chain Management**

# Non-Campus Ship-To-Address Quick Reference Guide

For more information and training resources, please see the BearBuy Instructional Resources.

## Table of Content


Program Details
Types of Non-Campus Ship-To Address Codes
How to Use the WFHGENERIC Ship-To Address Code in Your Cart
How to Add the Non-Campus Ship-To Address Code in Your Cart
How to Set Your Default Settings in BearBUY
Additional Support


## Program Details

Ship-To addresses are created for addresses on Berkeley-owned or leased property only. All other Ship-To address requests are exceptional and will undergo a review process. Supply Chain Management supports direct shipping/drop shipping to support Employees' Work-from-Home Agreements and Sponsored Research, subject to the terms of those agreements under this review process.

**Note:** Departments are responsible for the inventory and management of all IT devices in accordance with UC policies for IT security. Items shipped off campus must be returned to the university upon the employee's separation or termination of the Sponsored Research (except consumables) under the policy. Shipping to Off-campus addresses requires department financial approval regardless of dollar value.

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**Please DO NOT request or use any of the types of Non-Campus Ship-To address codes for the following purposes:**

- Campus location
  - *Search BearBUY for your campus address in the description field in the Ship-To address section.*
  - *If you cannot find your UC Berkeley campus address, please send your request to bearbuyhelp@berkeley.edu. Your request **MUST** include approval from your building manager. The help desk will help you identify the campus address. Most campus buildings and rooms are already in BearBUY.*
- For services, software, payment requests, or subawards
- To ship any capital equipment or assets to a third party (Capital Equipment, Software, Clouds Services over $5,000.00).
  - *If you are required to purchase federally funded goods or capital assets and ship them to a third-party location, please send your request to bearbuyhelp@berkeley.edu with a copy of the contract.*
- Gifts (Ship directly from your department or use a campus procurement card for online purchases).
  - *Gift allowability, approvals, and documentation are the department's responsibility.*
- Student Course Materials: Ship directly from your department.

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**Special Circumstances are evaluated individually and must be requested via bearbuyhelp@berkeley.edu with all known supporting documentation. Some examples may include but are not limited to:**

- Accessibility
- Disaster
- Life-Safety Emergencies

## Types of Non-Campus Ship-To Address Codes

**WFHGENERIC (In-State) Ship-To Address Code:**
This is **restricted** to employees on valid work-from-home agreements. It is intended to ship tangible goods to California residential addresses, and the goods must be included in the work-from-home agreement.

**Required Information:**

- ***Physical, residential address only*** *(No PO BOX or commercial addresses)*
- *Confirmation that the employee is on a valid work-from-home agreement*

**WFH Out-of-State Ship-To Address Code:**

This is **restricted** to employees on valid work-from-home agreements. It is intended to ship tangible goods to a residential address outside of California, and the goods must be included in the work-from-home agreement.

**Required Information:**

- ***Physical, residential address only*** *(No PO BOX or commercial addresses)*
  - *Each requested address MUST have a name attached to it. We will NOT set up a fillable address code.*
- *Business justification*
- *List of items being shipped*
- *A copy of the employee's current, signed Work-From-Home Agreement*
- *Approval from the department (someone who handles the finances)*

Please send the request to bearbuyhelp@berkeley.edu with the above information.

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**ROP (Research Outside Party) Ship-To Address Code - within or outside California**

**Please DO NOT use the ROP (Research Outside Party) Ship-To Address Code:**

- *Locations without a contract or grant relationship*
- *Research collaborators without a contract or grant*

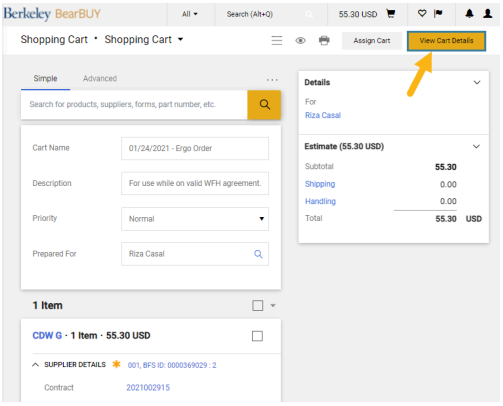
**Required Information:**

- ***Physical, commercial shipping address*** *(No PO BOX or residential addresses)*
  - *Each requested address MUST have a name attached to it. We will NOT set up a fillable address code.*
- *Business justification*
- *List of items being shipped*
- *A copy of the signed contract/grant showing the requirement in the contract language. Such language must explicitly detail the materials required, ownership of the materials, and locations where the materials must be shipped. Most research contracts do not meet this standard, as regular research practices require subcontractors to be responsible for procuring the materials needed to perform their contracted work.*
- *Approval from the department (financial manager or department/unit head)*

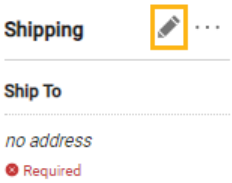
For shipping to a research third party outside or within California, please send a message to bearbuyhelp@berkeley.edu requesting that an ROP Ship-To Address Code be created with the above information.

## How to Use the WFHGENERIC Ship-To Address Code in Your Cart

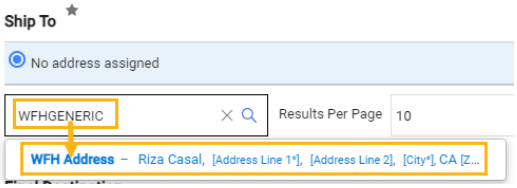
After you create your cart, press the Gold **View Cart Details** button to view your cart details.



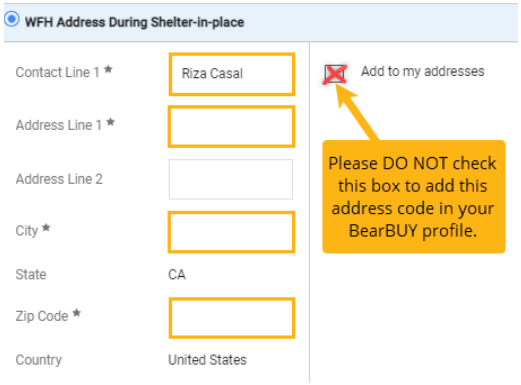
In the **Shipping** section of the cart's **Summary** tab, press the **edit** icon**.**




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



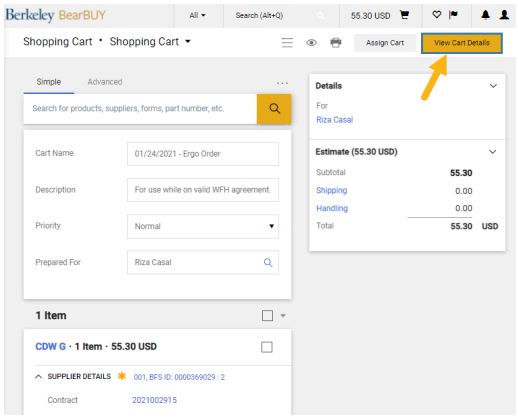

Please complete the highlighted address field below. As a reminder, ONLY addresses within California are allowed to use WFHGENERIC. The State (CA) and the Country (United States) fields cannot be modified.



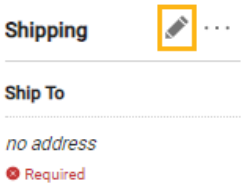

Press the Gold **Save** button.

## How to Add the Non-Campus Ship-To Address Code in Your Cart

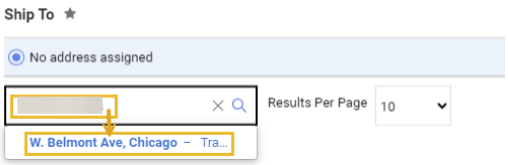
After you create your cart, press the Gold **View Cart Details** button to view your cart details.



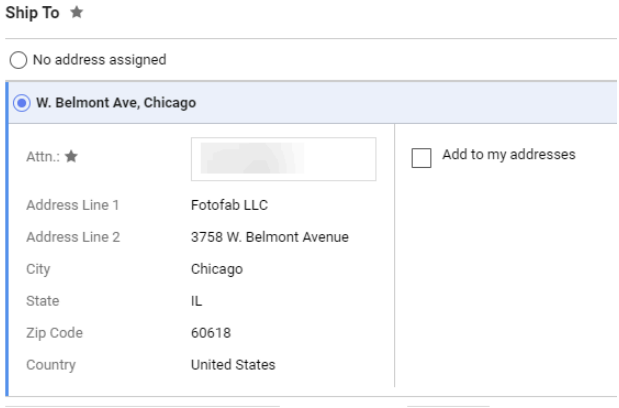
In the **Shipping** section of the cart's **Summary** tab, press the **edit** icon.




Enter the unique **Ship-To Address Code** in the search box. Once you see it, press to select it.




All of the address fields will pre-populate. You CANNOT modify any of the fields.




Press the Gold **Save** button.

## How to Set Your Default Settings in BearBUY

Please review the New Shoppers Quick Reference Guide to learn how to **set your default settings**, shop, submit your cart, and receive your items by creating a receipt.

## Additional 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