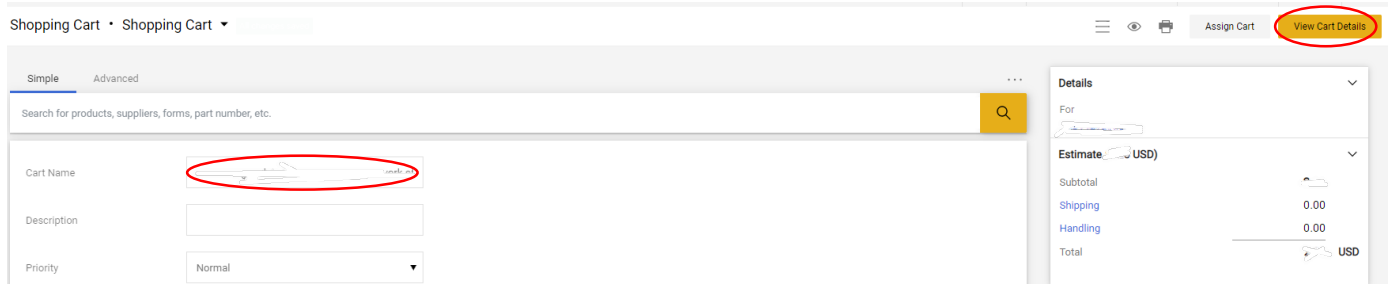


## Changing your Ship to Address and Final Destination Code on Bear Buy

1. Please rename your cart using the following naming convention: your last name/PI's last name, Vendor, short description of purchase. Once your cart is renamed, click on view cart details.



Shopping Cart • Shopping Cart ▾

Assign Cart **View Cart Details**

Simple Advanced

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

Cart Name

Description

Priority Normal ▾

Details

For

Estimate USD

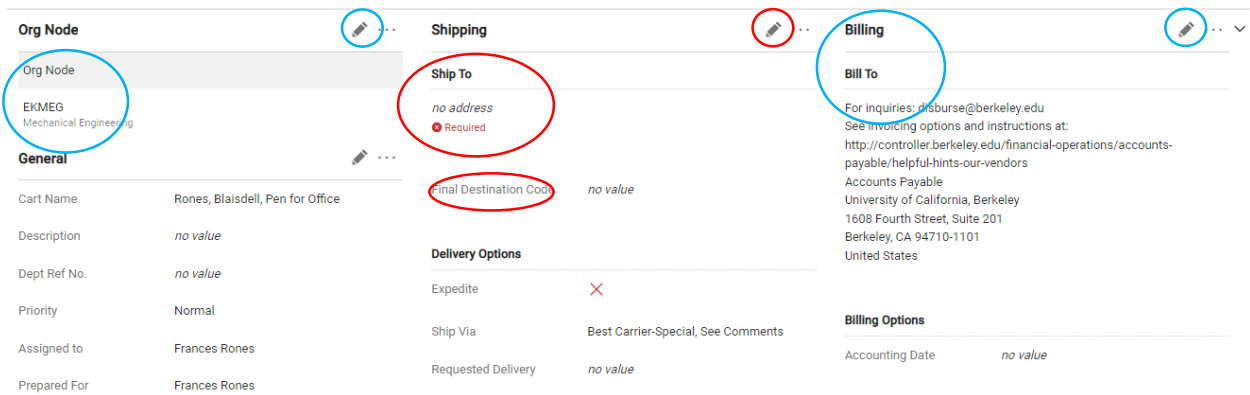
Subtotal 0.00

Shipping 0.00

Handling 0.00

Total USD

2. Click on the pencil icon to change the shipping address and add a final destination code. Your final destination code is where ERSO Receiving will deliver your package.  
*Please be sure your Org Node is filled out ([ELNUC for Nuclear Engineering](#)). Also, please select "Disbursements" for the billing address.*



**Org Node**

**Shipping**

**Ship To**

**Final Destination Code**

**Delivery Options**

Expedite

Ship Via Best Carrier-Special, See Comments

Requested Delivery

**Billing**

**Bill To**

For inquiries: [disburse@berkeley.edu](mailto:disburse@berkeley.edu)  
See invoicing options and instructions at:  
<http://controller.berkeley.edu/financial-operations/accounts-payable/helpful-hints-our-vendors>  
Accounts Payable  
University of California, Berkeley  
1608 Fourth Street, Suite 201  
Berkeley, CA 94710-1101  
United States

**Billing Options**

Accounting Date

3. In the search engine type 266 and then select Sutardja Dai Hall, RM 266 (that is the shipping address for ERSO Shipping & Receiving)

No address assigned

1 Strawberry Bunker - Frances Rones, 1 Strawberry Bunker, Berkeley, CA 94720, United States

1000 Folger Ave - Frances Rones, 1000 Folger Ave, Oakland, CA 94608, United States

1050 San Pablo Ave Gill Trac - Frances Rones, 1050 San Pablo Ave Gill Trac, Albany, CA 94706, United States

1097 Essex - Frances Rones, 1097 Essex, Berkeley, CA 94703, United States

114 N Indian Hill Blvd. - Frances Rones, 114 N Indian Hill Blvd., Claremont, CA 91711, United States

12301 Wilshire Blvd, RM 305 - Frances Rones, 12301 Wilshire Blvd, RM 305, Los Angeles, CA 90025, United States

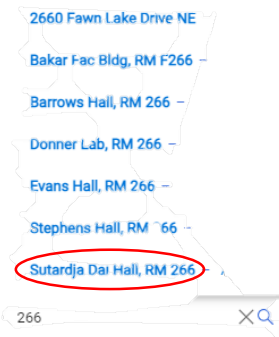
1301 Shoreway Road, Ste 400 - Frances Rones, 1301 Shoreway Rd, Ste 400, Belmont, CA 94002, United States

1441 Constitution Bldg 830 - Frances Rones, 1441 Constitution Blvd., Bldg 830, Salinas, CA 93906, United States

1601 Allston Way - Frances Rones, 1601 Allston Way, Berkeley, CA 94704, United States

1608 4th St, Suite 201 - Frances Rones, 1608 4th Street, Suite 201, Berkeley, CA 94710, United States

Search additional  Results Per Page 10 < 1 of 400 >



4. Once you select the ERSO address, check add to my address and make it your default so you don't have to change it every time. Be sure to add a nickname (it's required).

Sutardja Dai Hall, RM 266


Attn: *	Frances Rones	<input checked="" type="checkbox"/> Add to my addresses
Address Line 1	Sutardja Dai Hall	<input type="text" value="Nickname *"/>
Address Line 2	RM 266	<input type="text" value="Name this address (e.g. Main St)"/>
Address Line 3	MC 1768	<input type="checkbox"/> Make default
City	Berkeley	
State	CA	
Zip Code	94720	
Country	United States	


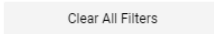
- Once you have set the default address, scroll down to the final destination code and click on the arrow to find your lab/office number.



**Final Destination**

Final Destination Code  

- In the search field type your lab/office number and click on filter. Then choose the correct office from the options it searched by clicking on the + next to the address.


**Custom Field Search** 

Value     
 

Value ^	Description	
BW0006141	Berkeley Way West, RM 6141	
ETCHE06141	Etcheverry Hall, RM 6141	

- Once you've selected your final destination code, scroll down and click on save. **You will need to add a final destination code to every order, it will not be saved as a default so please keep that in mind when placing an order.**


**Final Destination**



Final Destination Code  

**Delivery Options**

Expedite

Ship Via

Requested Delivery  

★ Required fields  

Don't hesitate to contact us at [financialcluster@me.berkeley.edu](mailto:financialcluster@me.berkeley.edu) if you have any questions.