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.

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 (EKMEG for Mechanical Engineering). Also, please select “Disbursements” for the billing address.
3. In the search engine type 266 and then select Sutardja Dai Hall, RM 266 (that is the shipping address for ERSO Shipping & Receiving)

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).
5. 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.

6. 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.

7. 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.**

Don’t hesitate to contact us at financialcluster@me.berkeley.edu if you have any questions.