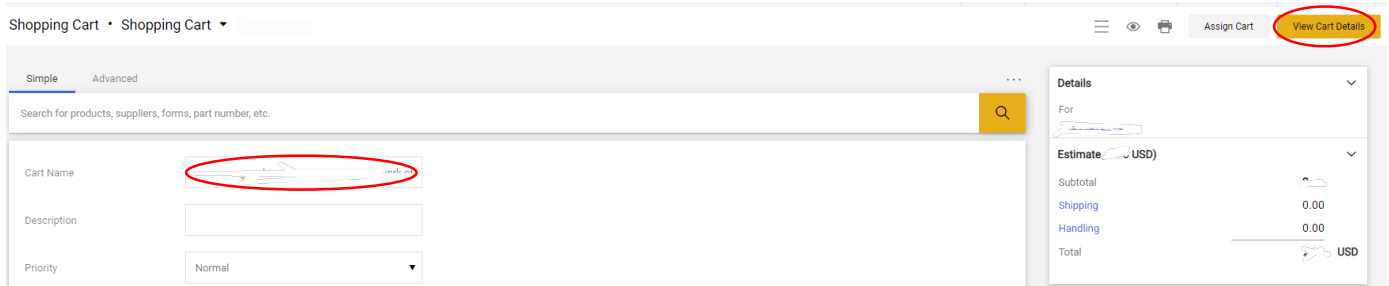
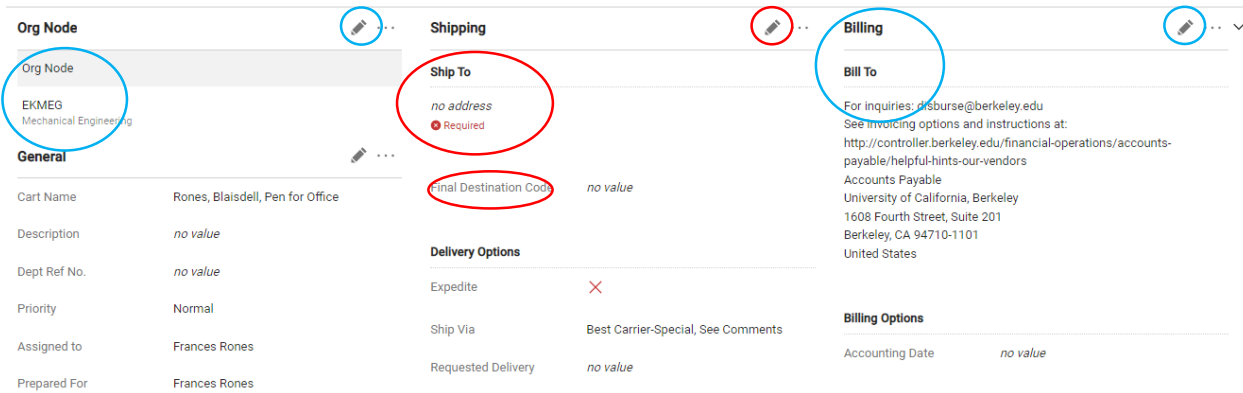


Changing your Ship to Address and Final Destination Code on Bear Buy

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)

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

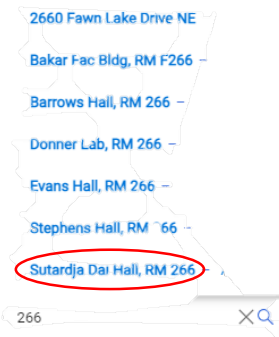
1301 Shoreway Road, Ste 400 - Frances Rones, 1301 Shoreway Rd, Ste 400, Belmont, CA 94002, United States

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



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	


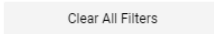
- Once you have set the default address, scroll down to the final destination code and click on the arrow to find your lab/office number.



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	
BW006141	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 if you have any questions.