Using Addresses

- This job aid demonstrates how to specify a user profile default for the Ship To Address, how to select a new address to your profile choices, how to select a Ship To Address when creating a Cart and how to request a new address choice be added.

- There are two types of addresses, Ship To and Bill To.
  - There are thousands of potential Ship To Addresses in BearBuy. All addresses come from BFS.
  - There are four Bill To Addresses in BearBuy – these are the various Accounts Payable / Disbursements groups on Campus.
- The steps to specify profile values for Ship To and Bill To address are identical.

Specify a User Profile default for the Ship To Address

- Important Note for BFS Profile Management users. Any changes to BearBuy user profile selections for Ship To Addresses will be overridden when BFS and BearBuy synchronize for Profile Management Users. If your department is using BFS Profile Management, your profile values must be maintained in BFS. Contact your department’s Profile Manager for user value changes
- Contact the Help Desk to add or change an existing Ship To Address in BFS.

1. From the BearBuy homepage, access your profile by clicking the profile link (upper left corner of the home page).

2. Click the Purchasing ➔ Addresses ➔ Ship To tab.

3. Click the Select Addresses for Profile button on the right side of the screen.

4. In the Address Search box (right hand side of the page) enter part of the Address text field. If you are unsure, use the wildcard “%” (e.g. %haas pavillion%).

5. Then click the Search button.

6. There will be many results for general searches, so be specific. Scroll through the results or refine your search in the Address Text field.

7. Once you have found the desired address, click the radio button next to the Address.

8. The Edit Selected Address window is shown. You can edit the address, for your personal use. However, this address will not be saved by the system.

9. You can edit the Nickname with whatever is appropriate for your needs. The Attn: field is defaulted to your full name, but this can be updated as well.

10. To set this as the default Ship To Address for your Carts, click the Default checkbox.

11. When complete, click the Save button.

12. Once added, the new address will be listed under Shipping Addresses.
Using Addresses – Job Aid

Selecting a Ship To Address

1. Once you have created a Cart, click View Cart Details.
2. Click Requisition → Summary. In the Shipping section.
3. Click the Edit button.
4. The Ship To addresses pop-up appears. Select the desired address in the Shipping Address section. If your unit has a Profile Manager, who has set up profile values for Ship To Addresses, a Shipping Address drop-down menu will be available for you to choose the appropriate address.
5. To see other Berkeley address click the 'To choose a different address click here' link.
6. The link will refresh and then click the select from org addresses link.
7. From the Address Search popup, enter the Nickname or Address Text for the desired address. You can also enter part of the address name with wildcards, or more precisely, a specific room number at a street address.
8. From the list of results, click the [select] link for the desired address.
9. Once selected, the Address Details pop-up is shown.

10. To confirm the Address click the Save button.
11. To add the address to your profile, select Save this address for future use.
12. The Cart is updated with the desired Ship To Address.

How to add a Ship To Address to the System

1. Contact the Help Desk at BearBuyhelp@berkeley.edu requesting the addition of a new address and the justification / reason for the new address.
2. The Help Desk will refer the ticket to Procurement BearBuy Administrator who will check to see if the address is already in the system.
3. Procurement adds the new address in BFS if it is a recurring address.
4. Help Desk will be notified by Procurement of the resolution – either the existence of the address, the denial of the addition, or that the address has been added to BearBuy.
5. The Help Desk will contact the user regarding the resolution.