



How to Purchase Supplies on BearBuy

BearBuy is an easy, convenient, and fast way to purchase supplies. You simply create a “**cart**” and then “**assign**” the cart to the Finance/HR assistant.

There are a few **key points** that you must remember:

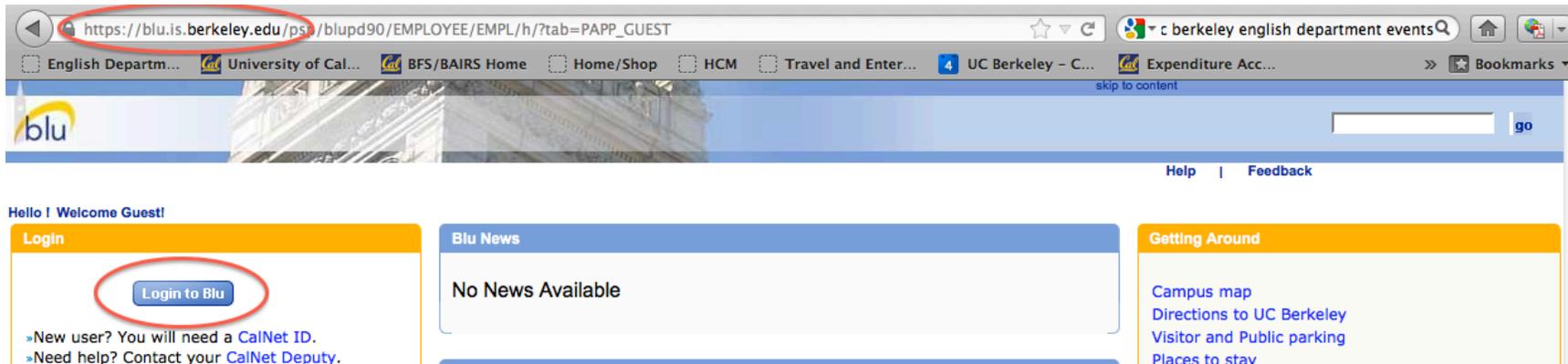
1. Each time you make a cart, you must type a “**note**” stating which **fund** you would like **charged**.
2. **Name your shopping cart** when you are ready for check out using **your name**.
3. It’s **easier** and **less time consuming** to place **one large order** than several tiny orders. Make your purchase worthwhile and **place many items** in your cart.
4. When you select a **hosted supplier**, the search will be within BearBuy at contract pricing.
5. A **punch-out** will connect to the supplier’s website with contract pricing. The items you select at checkout will go into the BearBuy shopping cart.

If you do NOT follow points 1 and 2, the Finance/HR assistant will NOT place your order!

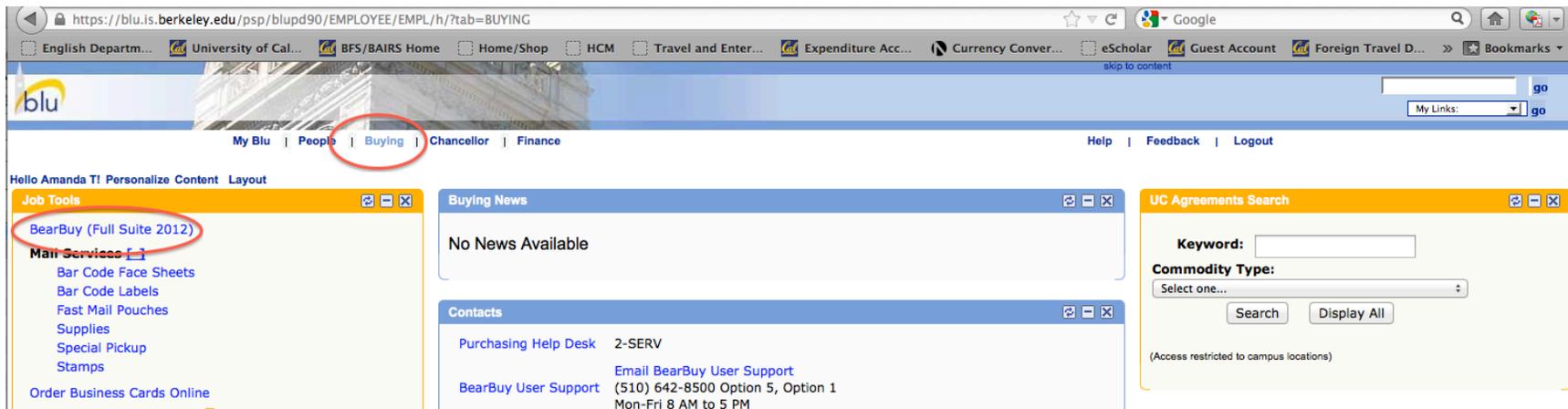


Please follow the instructions below to place an order. There are many ways to search!

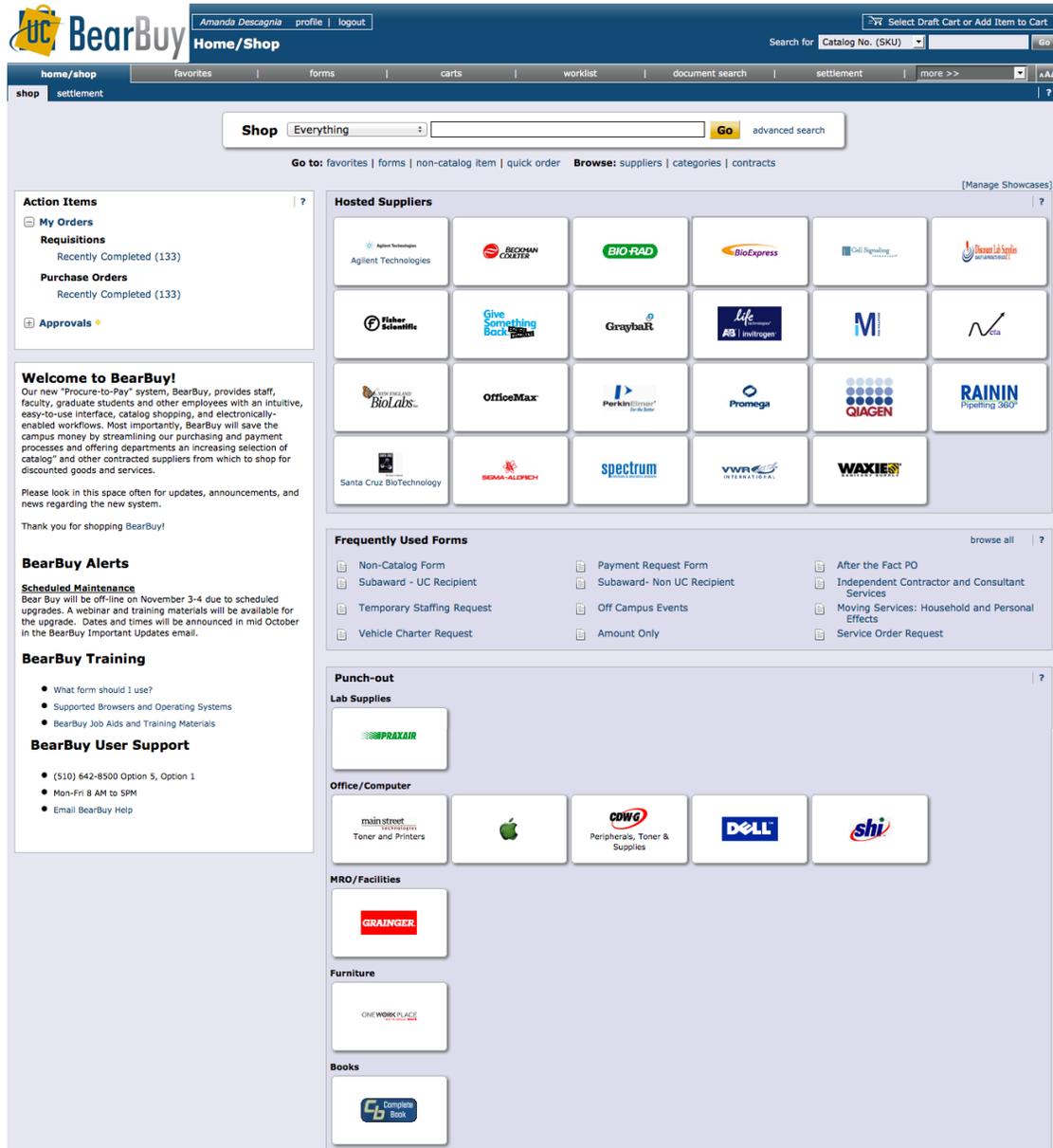
1. Go to blu.berkeley.edu. Click **Login to Blu** and enter your CalNet information.



2. Click the **Buying** tab at the top of the page. Then, click **BearBuy (Full Suite 2012)** under Job Tools.



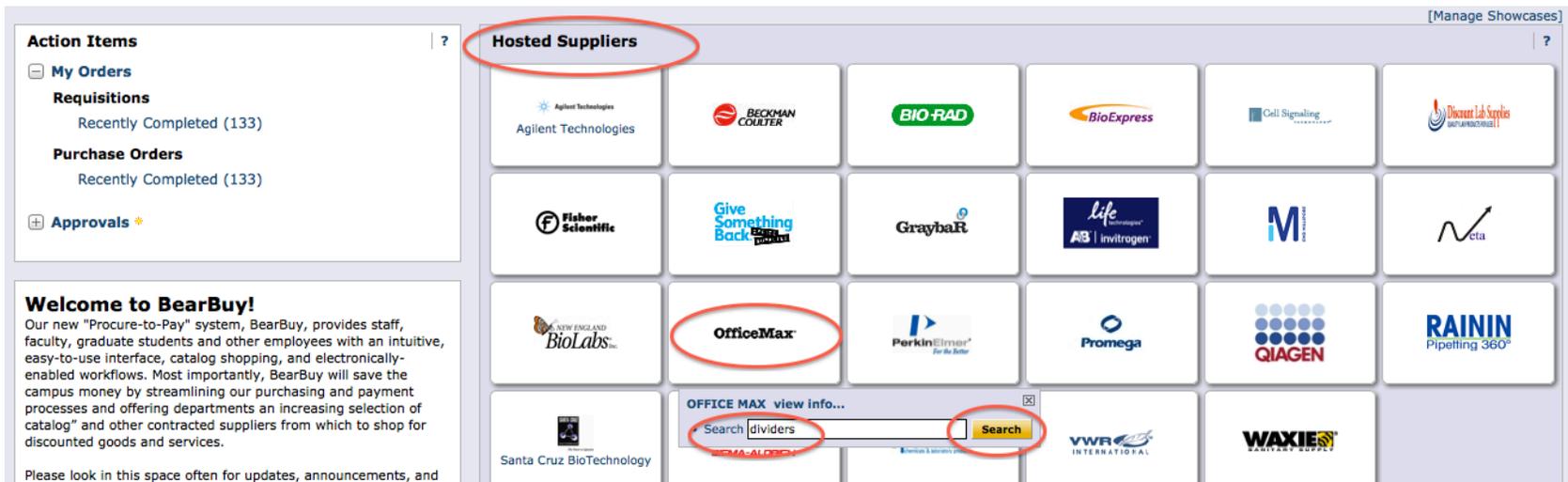
3. You should now be on the BearBuy home page.



The screenshot shows the UC BearBuy Home/Shop interface. At the top, there is a navigation bar with the user's name 'Amanda Descagnia' and options for 'profile' and 'logout'. A search bar is located on the right, with a dropdown menu set to 'Catalog No. (SKU)'. Below the navigation bar, there are tabs for 'home/shop', 'favorites', 'forms', 'carts', 'worklist', 'document search', 'settlement', and 'more >>'. The main content area is divided into several sections:

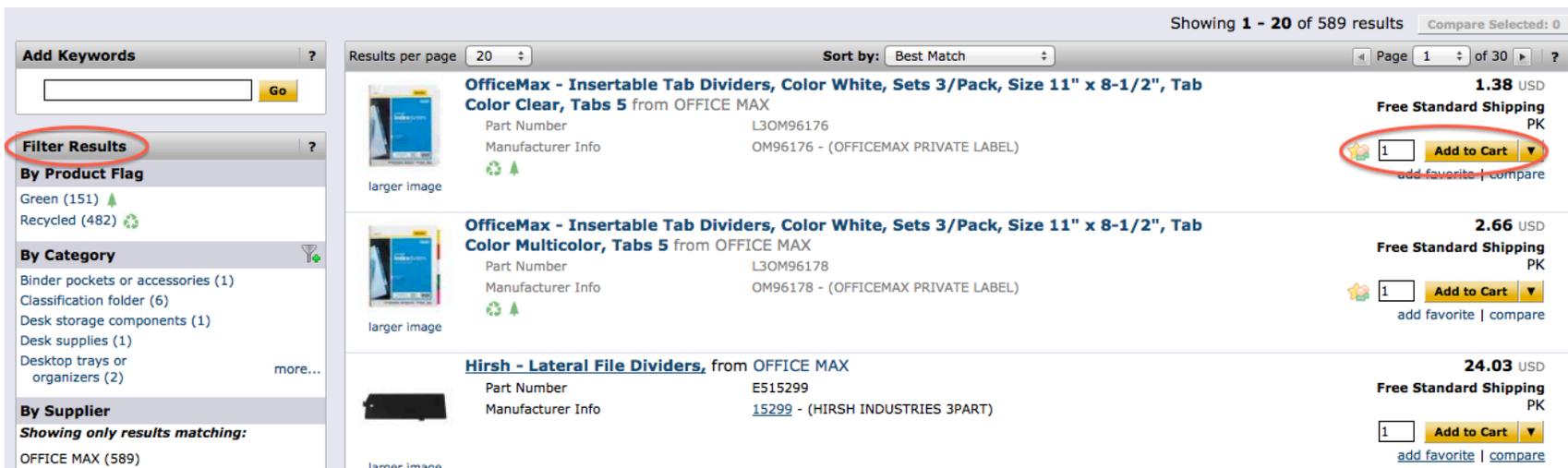
- Action Items:** Includes 'My Orders' (Recently Completed 133), 'Purchase Orders' (Recently Completed 133), and 'Approvals'.
- Welcome to BearBuy!** A message explaining the 'Procure-to-Pay' system and its benefits for staff, faculty, and students.
- BearBuy Alerts:** A section for 'Scheduled Maintenance' and 'BearBuy Training'.
- BearBuy User Support:** Contact information for user support, including a phone number and email.
- Hosted Suppliers:** A grid of logos for various suppliers, including Agilent Technologies, BECKMAN COULTER, BIO-RAD, BioExpress, Cell Signalling, Thermo Lab Supplies, Fisher Scientific, Give Something Back, GrayhaR, Life AB | Invitrogen, M, CTA, Biolabs, OfficeMax, PerkinElmer, Promega, QIAGEN, RAININ, Santa Cruz BioTechnology, SIGMA-ALDRICH, spectrum, VWR, and WAXIEX.
- Frequently Used Forms:** A list of forms such as 'Non-Catalog Form', 'Subaward - UC Recipient', 'Temporary Staffing Request', 'Vehicle Charter Request', 'Payment Request Form', 'Subaward - Non UC Recipient', 'Off Campus Events', 'Amount Only', 'After the Fact PO', 'Independent Contractor and Consultant Services', 'Moving Services: Household and Personal Effects', and 'Service Order Request'.
- Punch-out:** A section for 'Lab Supplies' (PRAXAIR), 'Office/Computer' (main street, Apple, CDWG, DELL, shi), 'MRO/Facilities' (GRAINGER), 'Furniture' (THE WORK PLACE), and 'Books' (Complete Book).

4. Select any of the **hosted suppliers** (e.g. click OfficeMax), **type in the item** (e.g. dividers), and **click search**.



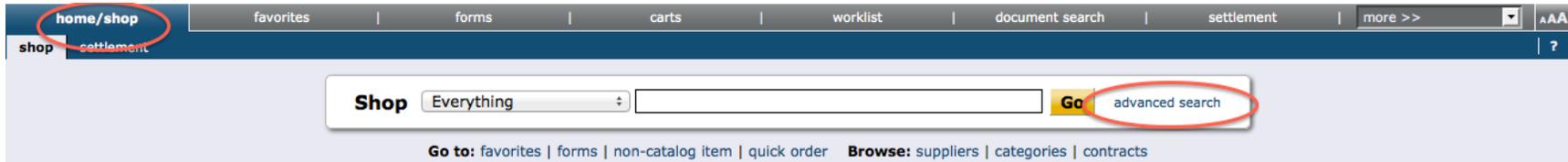
The screenshot shows the UC BearBuy interface. On the left, there are navigation links for 'Action Items', 'My Orders', 'Requisitions', 'Purchase Orders', and 'Approvals'. The main area is titled 'Hosted Suppliers' and contains a grid of supplier logos including Agilent Technologies, Beckman Coulter, BIO-RAD, BioExpress, Cell Signaling, Discovr Lab Supplies, Fisher Scientific, Give Something Back, GraybaR, life technologies, M, neta, BioLabs, OfficeMax, PerkinElmer, Promega, QIAGEN, RAININ, Santa Cruz BioTechnology, and WAXIEN. A search bar is overlaid on the grid with the text 'OFFICE MAX view info...' and 'Search dividers'. The 'Search' button is highlighted in red.

5. Results are listed in BearBuy. You can **Filter Results** by selecting different categories on the left side. Pick the items. Enter the **quantity** and then **click Add to Cart**.

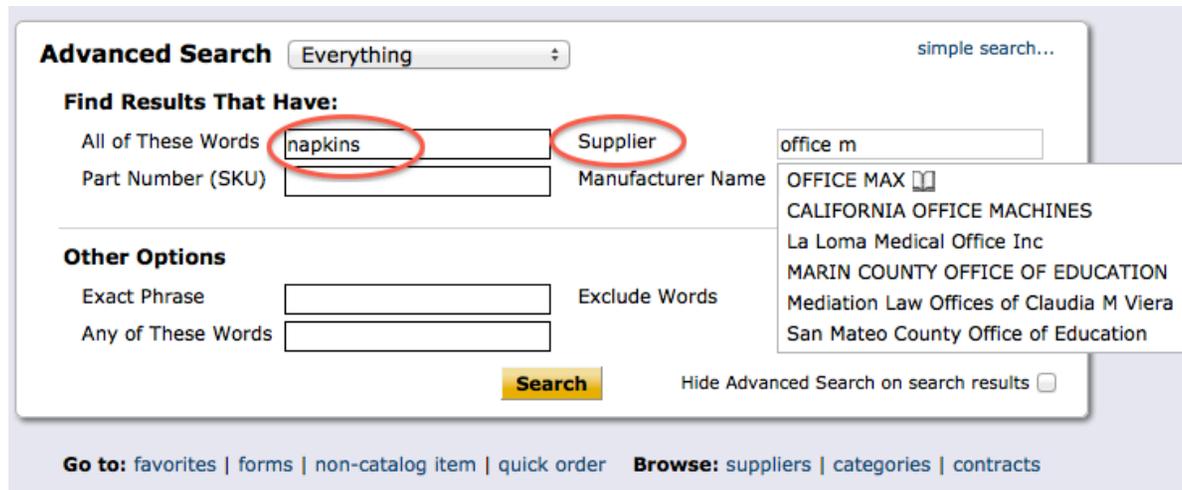


The screenshot shows the search results page for 'OfficeMax - Insertable Tab Dividers'. The left sidebar has 'Filter Results' circled in red. The main content area shows three product listings. The first listing is 'OfficeMax - Insertable Tab Dividers, Color White, Sets 3/Pack, Size 11" x 8-1/2", Tab Color Clear, Tabs 5 from OFFICE MAX' with a price of 1.38 USD. The 'Add to Cart' button is circled in red. The second listing is 'OfficeMax - Insertable Tab Dividers, Color White, Sets 3/Pack, Size 11" x 8-1/2", Tab Color Multicolor, Tabs 5 from OFFICE MAX' with a price of 2.66 USD. The third listing is 'Hirsh - Lateral File Dividers, from OFFICE MAX' with a price of 24.03 USD.

6. Another way to search from the home/shop page is to click the **Advanced Search** button. I always like searching by Advanced Search.

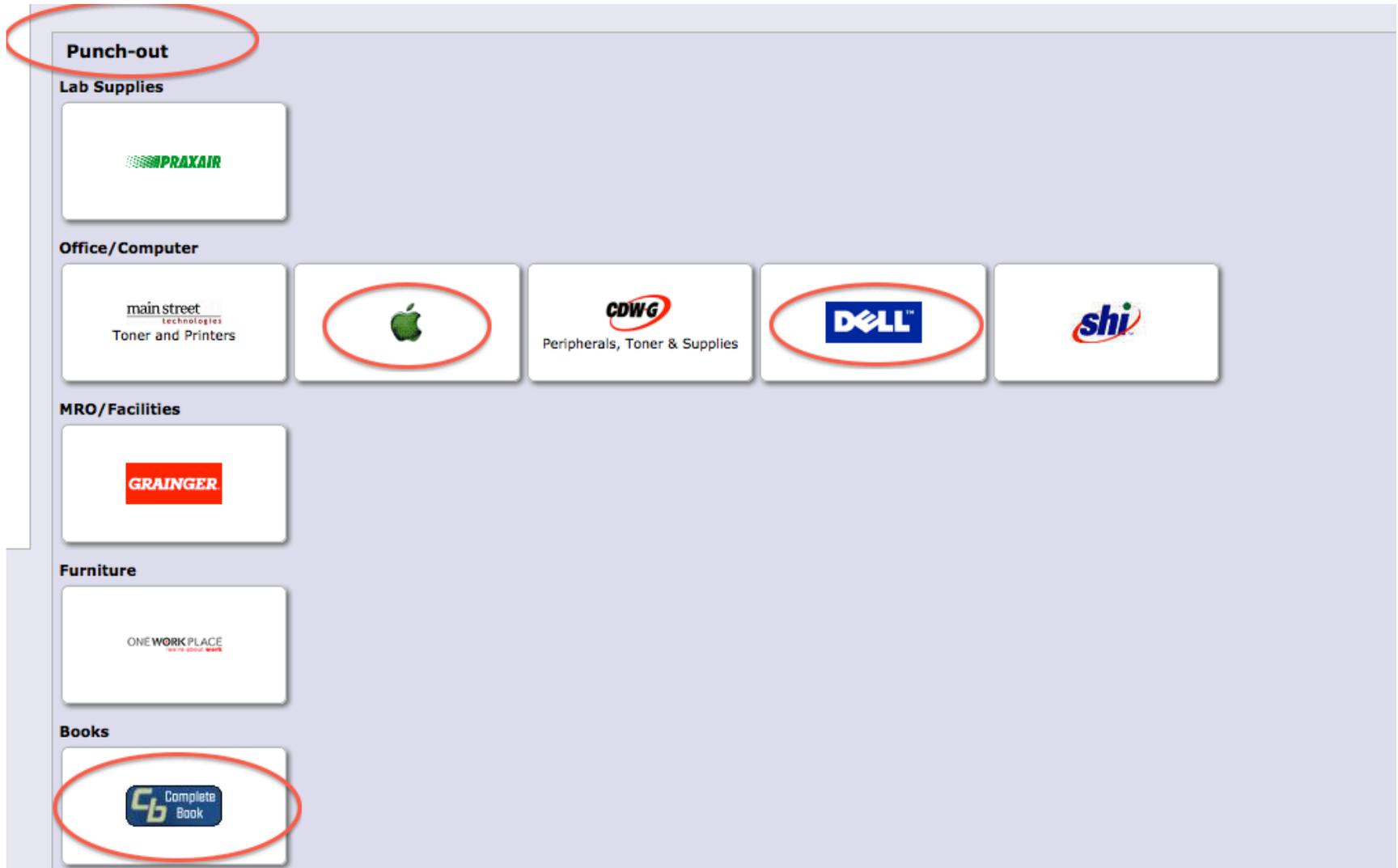


7. You can then enter different search terms. If you type slowly, the **supplier** will start to **auto-populate**. Then, click **search**. Results are then listed and you add the items you want to your cart.



There are many, many search options in BearBuy. Please feel free to explore the website.

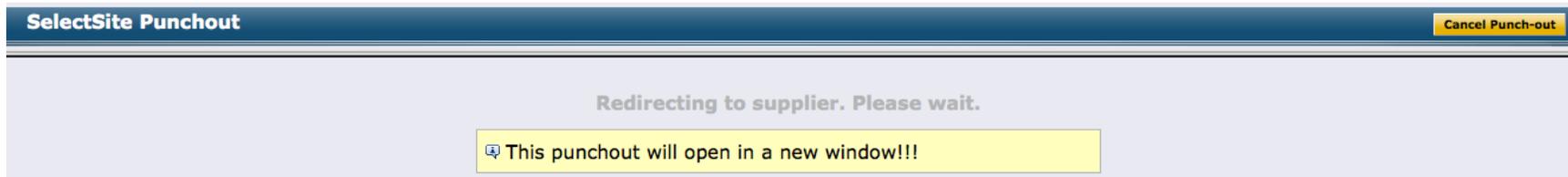
8. If you select a **Punch Out**, you will be redirected to the **Supplier's Website**. A few common Punch Out companies we use are **Apple**, **Dell**, and **CDW-G**. There is also a Punch Out to purchase **Books**.



The screenshot displays a 'Punch-out' menu with the following categories and suppliers:

- Punch-out** (highlighted with a red oval)
- Lab Supplies**
 - PRAXAIR
- Office/Computer**
 - main street Technologies Toner and Printers
 - Apple (highlighted with a red oval)
 - CDWG Peripherals, Toner & Supplies
 - DELL (highlighted with a red oval)
 - shi
- MRO/Facilities**
 - GRAINGER
- Furniture**
 - ONEWORK PLACE
- Books**
 - Complete Book (highlighted with a red oval)

9. Don't be alarmed if you see this screen.

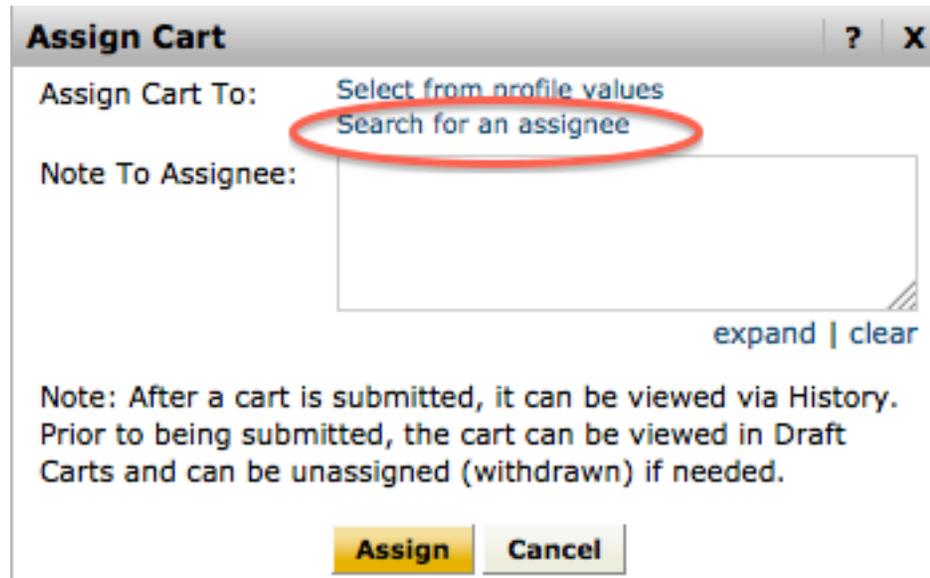


10. You will be redirected to the supplier's website. Continue to online shop as you normally would and add the items to the cart on the supplier's website. You will click something like **submit** or **transfer cart** to move those items over to BearBuy once you are finished with the site.

11. When you are finished shopping, click **Carts** at the top of the page. Then, type **Your Name** in the **Name this Cart** box. Then, click **Assign Cart**.



12. This screen will pop up. Click **Search for an Assignee**.



Assign Cart ? X

Assign Cart To: [Select from profile values](#)
[Search for an assignee](#)

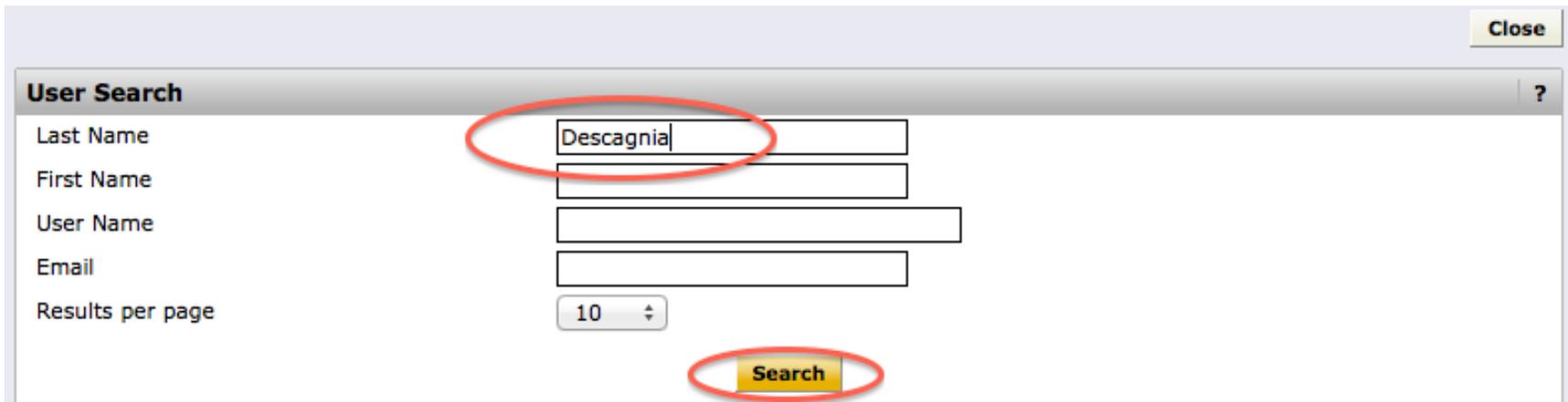
Note To Assignee:

expand | clear

Note: After a cart is submitted, it can be viewed via History. Prior to being submitted, the cart can be viewed in Draft Carts and can be unassigned (withdrawn) if needed.

Assign **Cancel**

13. Type the **last name** of the Finance/HR assistant. Click **Search**.



User Search ?

Last Name

First Name

User Name

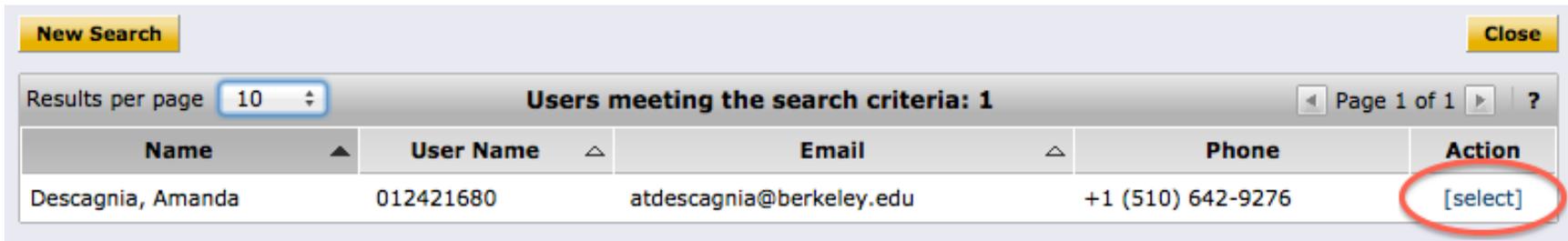
Email

Results per page 10

Search

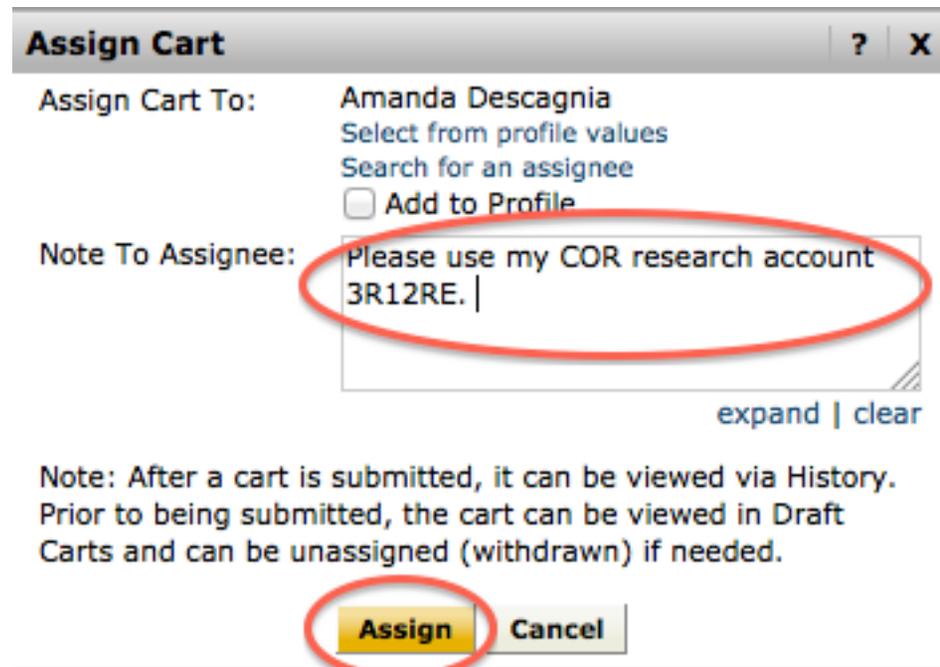
Close

14. **Select** the current Finance/HR assistant.



Name	User Name	Email	Phone	Action
Descagnia, Amanda	012421680	atdescagnia@berkeley.edu	+1 (510) 642-9276	[select]

15. Then, in the **Note to Assignee** box, type the **Name of the Account** you would like to charge. If you do not do this, the Finance/HR assistant **WILL NOT** purchase your supplies. Then, click **Assign**.



Assign Cart ? X

Assign Cart To: Amanda Descagnia
Select from profile values
Search for an assignee
 Add to Profile

Note To Assignee: Please use my COR research account 3R12RE. |

expand | clear

Note: After a cart is submitted, it can be viewed via History. Prior to being submitted, the cart can be viewed in Draft Carts and can be unassigned (withdrawn) if needed.

Assign Cancel

16. You will see the following confirmation screen:

Shopping Cart Information ?

 **Congratulations! Your cart was successfully assigned for further review.**

At this point, you can view the cart in your draft carts list and can unassign it, if needed, until submitted by the assignee. After a cart is submitted by the assignee, you can view it via requisition history search.
You included the following note for the assignee:

Please use my COR research account 3R12RE.

Here is a brief summary of the requisition you have assigned:

Requisition number	33761481
Cart name	Amanda Descagnia's Office Supplies
Requisition total	18.45 USD
Number of line items	1

What would you like to do next? Here are links to some common actions.

- [Search for another item](#)
- [Check the status of an order](#)
- [Return to your home page](#)
- [Create new draft cart](#)

17. This is what the Finance/HR assistant sees on his/her end. If you don't put your name as the shopping cart name and leave it as the default numbers, the Finance/HR assistant will not know the cart is yours. He/she will **NOT** process it.

My Drafts legend ?					
Active Cart	Shopping Cart Name	Date Created	Cart Description	Total	Delete
	Amanda Descagnia's Office Supplies	10/8/2012		18.45 USD	<input type="button" value="Delete"/>