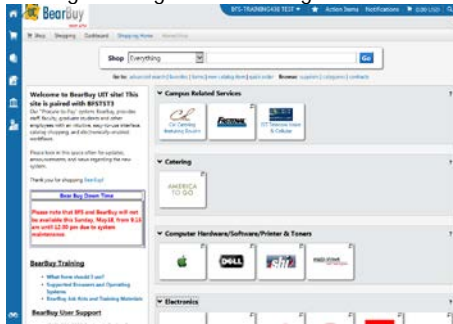


Accessing BearBuy

1. Login to blu.is.berkeley.edu.
2. Select **Finance** from the top left section of the page.
3. From the loaded page, click **BearBuy**.

Home/Shop Page Catalog and Forms Organization

Catalogs are organized in categories on the Home/Shop page.

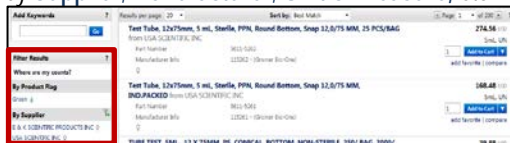


Shop From The Top

1. Use **Shop>Everything** to begin shopping catalog items. Enter the applicable search items and click **Go**.



2. The search results page **Filters** on the left, can reduce the number of results. You can filter by **Supplier, Manufacturer, Unit of Measure**, etc.

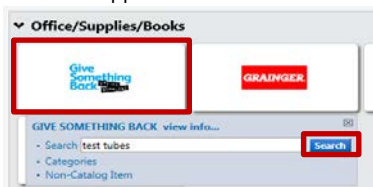


3. Edit the quantity to desired and click **Add to Cart**. Continue adding items to your cart.
4. To access the Shopping Cart after adding a line item, select the Cart icon on the top right banner. From there you can **View My Cart** or **Checkout**.

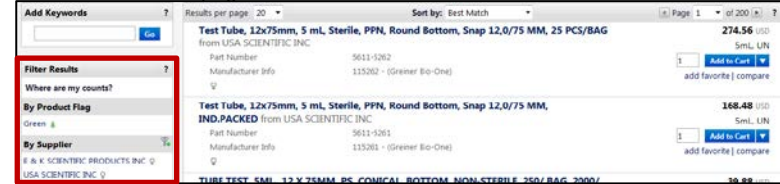


Shopping in a Hosted Catalog

1. Navigate to and click the hosted catalog sticker. A search bar should appear.
2. Enter the applicable search items and click **Search**.



3. The search results page lists available **Filters** on the left.



4. Edit the quantity to desired and click **Add to Cart**. Continue adding items to your cart.
5. To access the Shopping Cart after adding a line item, select the Cart icon on the top right banner. From there you can **View My Cart** or **Checkout**.



Shop in a Punch-Out Catalog

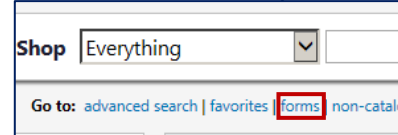
When you shop a **Punch-Out Catalog**, the catalog “punches-out” or connects to the supplier’s UCB specific website. When the Shopper “checks out” of the punch-out catalog, the products are returned to BearBuy and added to the active BearBuy Shopping Cart.

1. In BearBuy, click the **Supplier’s Catalog** sticker.
2. **Search** in the supplier’s catalog for items and **add** them to the Supplier’s shopping Cart.
3. Continue shopping and when ready “check-out” from the punch-out site. The item(s) will be added to the BearBuy Shopping Cart.
4. Complete the BearBuy shopping process.

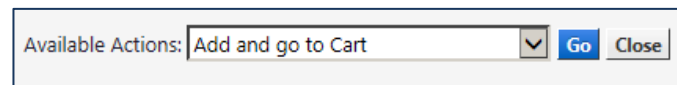
Forms

Use forms when needing to purchase goods/services not found in the catalog.

1. Access **forms** beneath the **product search bar**. Locate the form you wish to use.

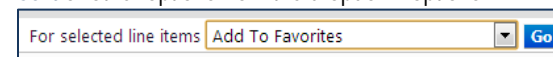


2. **Complete** all the required information (indicated in bold on the form).
3. Select **Add and go to Cart** from the **Available Actions** drop down menu.
4. Click **Go** to return to the Shopping Cart.



Updating/Editing Shopping Cart Items

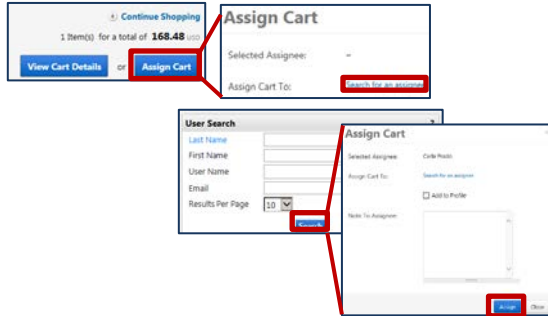
1. After adding items to your Shopping Cart, select the appropriate line item by checking the line checkbox .
2. You can also select **Add To Favorites**, **Remove Selected Items**, **Move To Another Cart** or other options from the dropdown options



Assign a Shopping Cart

When a Shopping Cart is routed to another Shopper (e.g. a programmatic manager, PI, etc) for authorization, prior to the creation of the Requisition, the recipient is referred to as the 'Cart Authorizer'.

1. From either the **View My Cart** or **Checkout** window, select **Assign Cart**. You'll have to search and select the desired Cart Authorizer.
2. You can also enter a **comment** for the Cart Authorizer if needed.
3. Click **Assign**. BearBuy sends an email notification to the cart authorizer.



Submit a Shopping Cart

The departmental Org Node is the only required field that must be completed in order for the cart to be submitted. The Cart is routed in BearBuy workflow based on the Org Node.

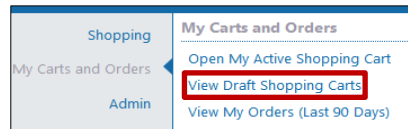
1. Click **View Cart Details**.
2. On the **Summary** tab, scroll down to the **Org Node** section. Click **edit** and select a Profile Value or search and select from all Berkeley Org Nodes.
3. Once the **Org Node** is selected, click **Submit** when the Cart is ready to be submitted.



Unassigning a Shopping Cart

Assigned Carts can be unassigned if you need to make changes to the Shopping Cart or if you need to change whom you assigned it to. Submitted Carts **cannot** be "Unassigned".

1. Navigate to **Shop > My Carts and Orders > View Draft Shopping Carts**.
2. Under the header **My Drafts Assigned to Others**, click **Unassign**. The Cart will be returned to your Draft Carts list.



Status of your Cart/Requisition

You can see the status of any Carts you have submitted.

1. Navigate to **Shop > My Carts and Orders > View My Orders**. On the resulting page, you will see the Carts you have processed in the last 90 days.

Favorites

Only hosted and form items are eligible to be added as Favorites. To add new favorites:

1. Select the item desired and click **Add To Favorites**.
2. Select **Destination Folder** of **New** from the pop-up window and click **Submit**. A message will appear noting the product has been added to the folder.
3. Click **Close**.

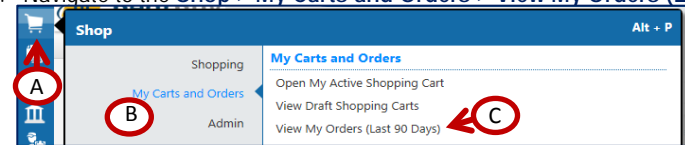
To view existing favorites:

1. Navigate to **Shop > Go To > View Favorites** menu.
2. Within your favorites you can **edit your favorite's folder**.

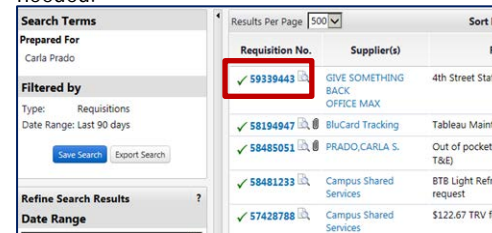
Copy an Order (Cart)

Shopper can copy any previously submitted cart/order.

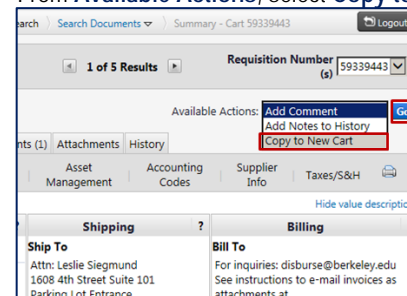
1. Navigate to the **Shop > My Carts and Orders > View My Orders (Last 90 Days)** list.



2. Select the **Requisition number** of the transaction you wish to copy. Expand date filter if needed.



3. From **Available Actions**, select **Copy to New Cart**, and press **Go**



4. The cart has been successfully copied. Continue the **shopping** process.

For more shopping guidance, you can find the following job aids on the [BearBuy Instructional Resources webpage](#).