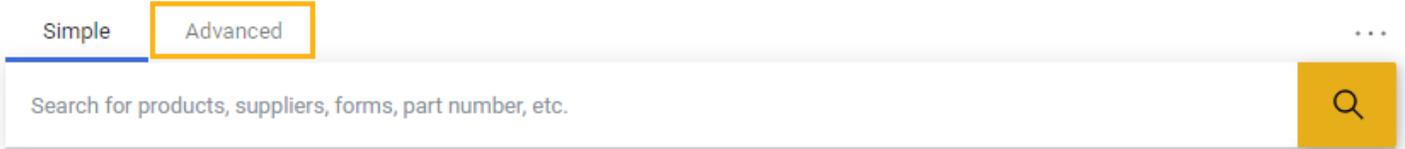


Accessing the Apple Computer Punch-out Catalog in BearBuy

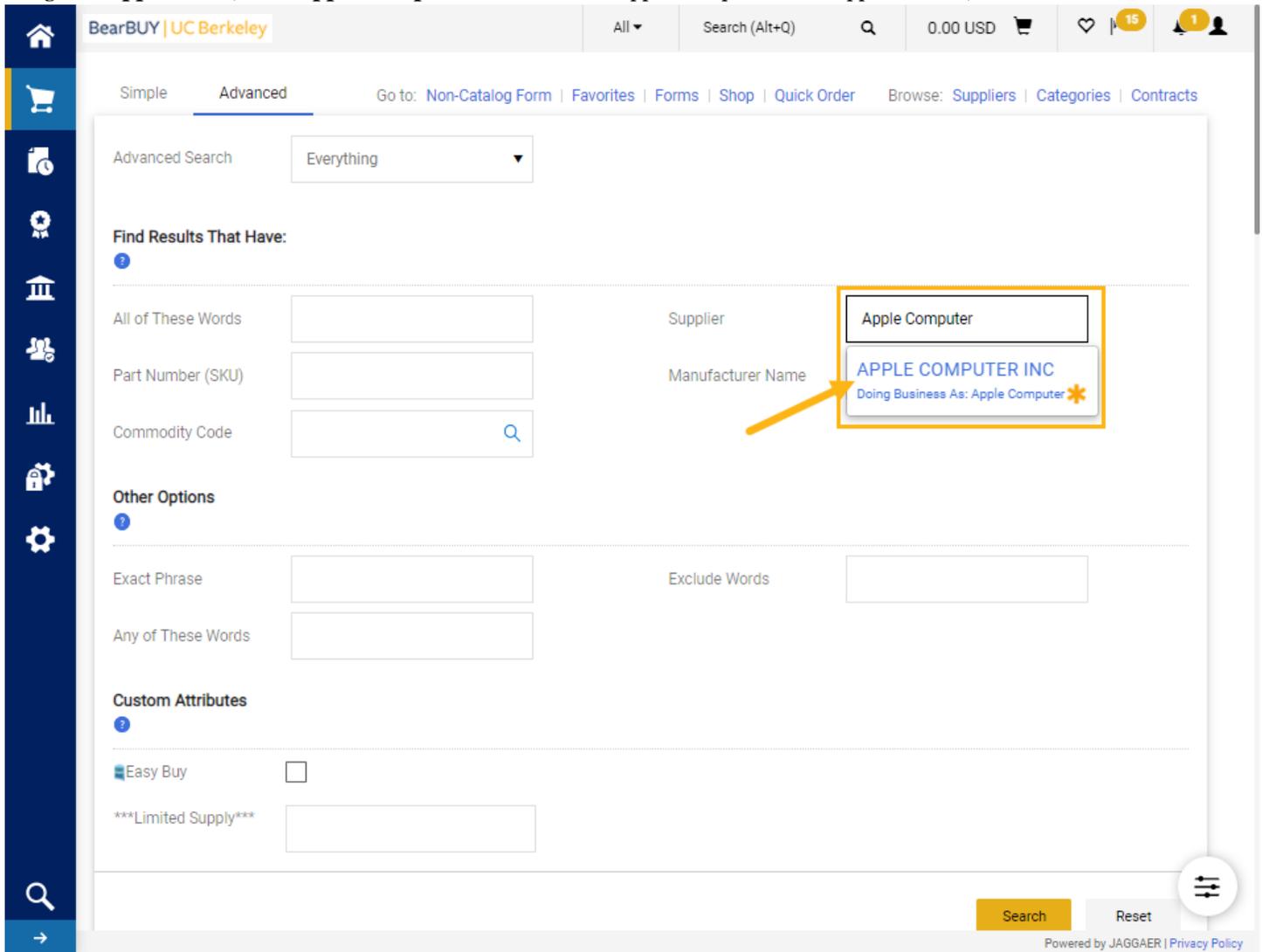
For more information and training resources, please see the [BearBuy website](#).

For Apple Direct access, use the Advanced Catalog Search feature in BearBuy.

From the BearBuy homepage, click on the **Advanced** tab on top of the catalog search bar.



Using the **Supplier** field, enter **Apple Computer** and select the supplier drop down that appears. Then, click **Search**.



On the next screen, select the populated result that has the **Order From Supplier** button.

The screenshot shows the BearBUY UC Berkeley interface. At the top, there is a navigation bar with the logo, currency (0.00 USD), and user icons. Below the navigation bar is a search bar with the text "Search for products, forms, etc." and a search button. The search results are displayed in a grid format. On the left, there are filters for "By Supplier Class", "By Supplier", "By Result Type", and "By Packaging UOM". The search results include three items: "MAGSAFE TO MAGSAFE 2 CONVERTER-USA", "APPLE USB ETHERNET ADAPTER-USA", and "MINI DISPLAYPORT TO VGA ADAPTER-INT". Each item has a price and an "Add To Cart" button. A yellow box highlights the "Order From Supplier" button for the first item, with a yellow arrow pointing to it.

Support

- **First Line of Support:** BearBuy Help Desk
 - Available Mon. – Fri. from 8AM to 5PM, **Phone:** 510-664-9000 Option 1, Option 2
 - **Email:** bearbuyhelp@berkeley.edu
- **Regional Group Purchasing Inquiries:** <https://portal.berkeley.edu/regions>
- **Invoice Inquiries:** <https://controller.berkeley.edu/financial-operations/accounts-payable/helpful-hints-our-vendors>
- **Inquiries for High Value Goods and Services over \$10,000:** <https://supplychain.berkeley.edu/procurement/contact-your-buyer>