BearBUY: 21.2 New Feature Highlights

Supply Chain Management

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Reminder: BearBUY Unavailable

- **BearBUY will be unavailable** from **Friday, July 23, 2021 at 6:00PM ~ Sunday, July 25, 2021 at 9:00AM PST.**

- What to expect during the outage:
  - BearBUY will not be available.
  - Please complete all BearBUY requests prior to the outage.

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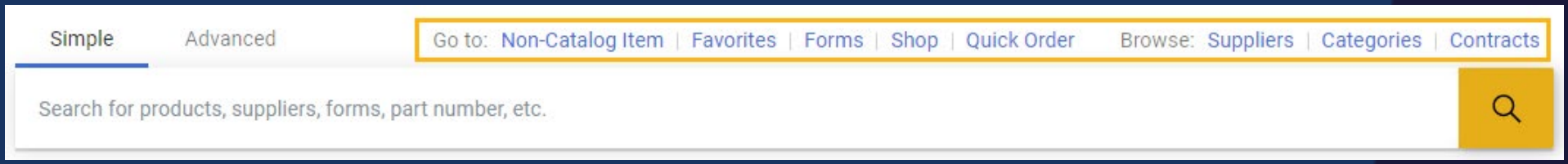
Enhancements in this Release

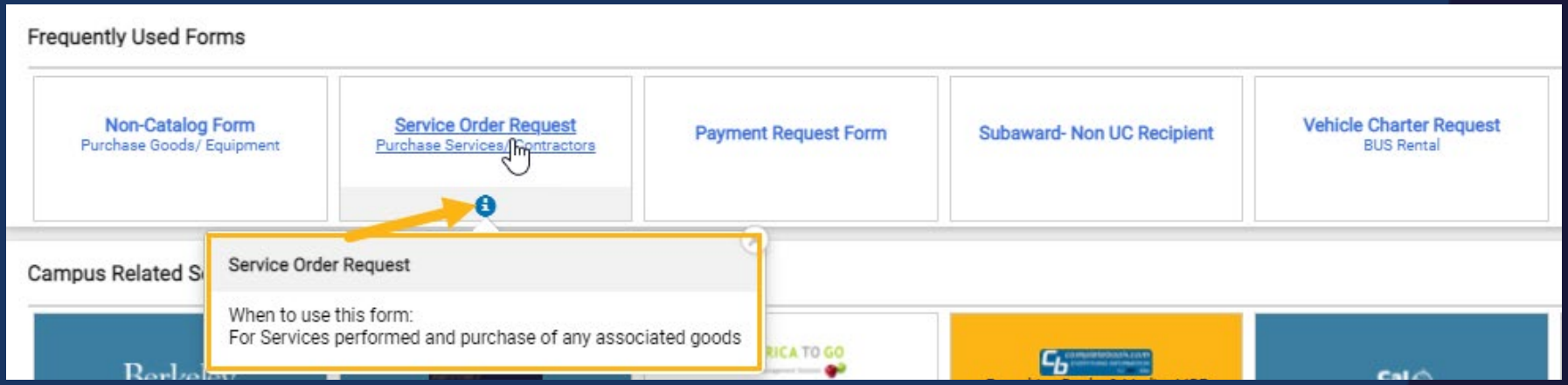
- **New Shopping Experience**
  - New Shopping Experience was turned on by default in April 2021 and is now **mandatory.**
  - More information to provide assistance on this new experience is included in this document.

Shop from the Top Search



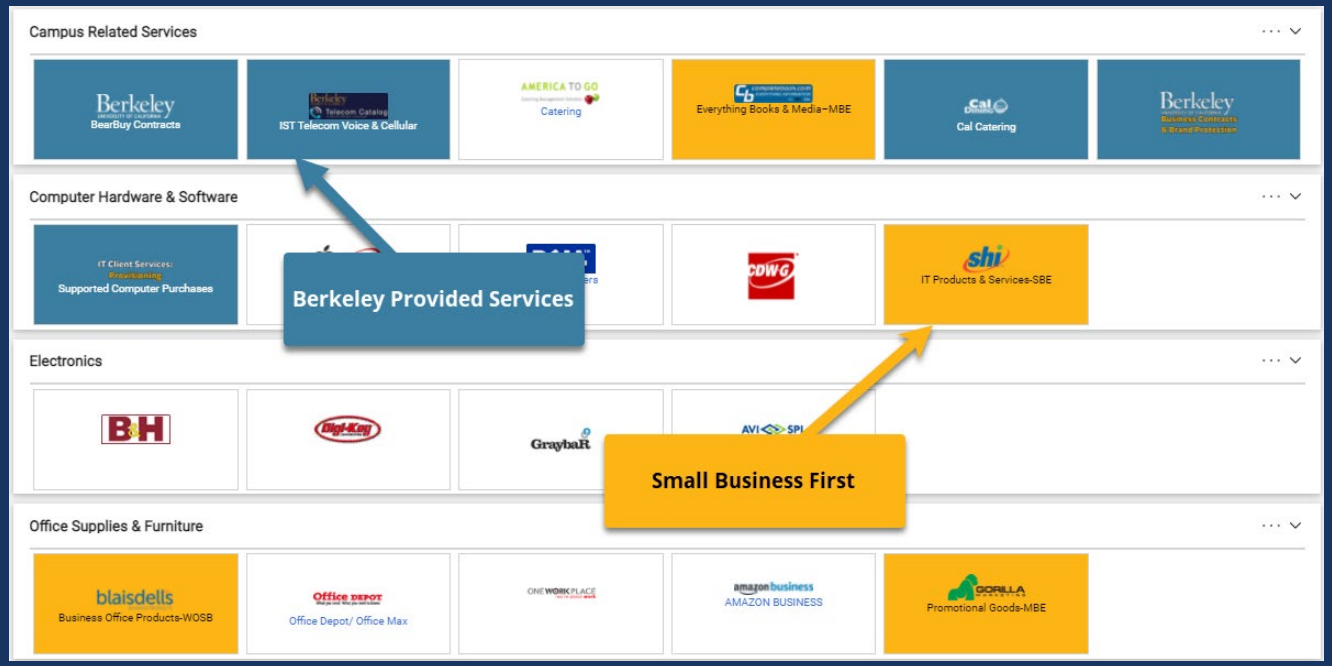
The Shop from the Top search bar is enlarged with **Advanced Search** located at the upper left hand corner and **Go to: & Browse:** links located at the top of the search bar.

Frequently Used Forms Help Information



If you hover your cursor above the forms in the **Frequently Used Forms** showcase, a help/information icon will show up. Click the icon to briefly learn about the form of your choice.

Color Coded Tiles for Berkeley Provided Services and Small Business First



Berkeley Provided Services and **Small Business First** program suppliers are now highlighted accordingly. For definitions on the **Small Business First Supplier Certifications** (i.e. SBE, MBE, etc.), please visit: https://supplychain.berkeley.edu/suppliers/supplier-diversity/supplier-certifications

Learn about our new **Small Business First Program** and **how Small Businesses can get certified**.

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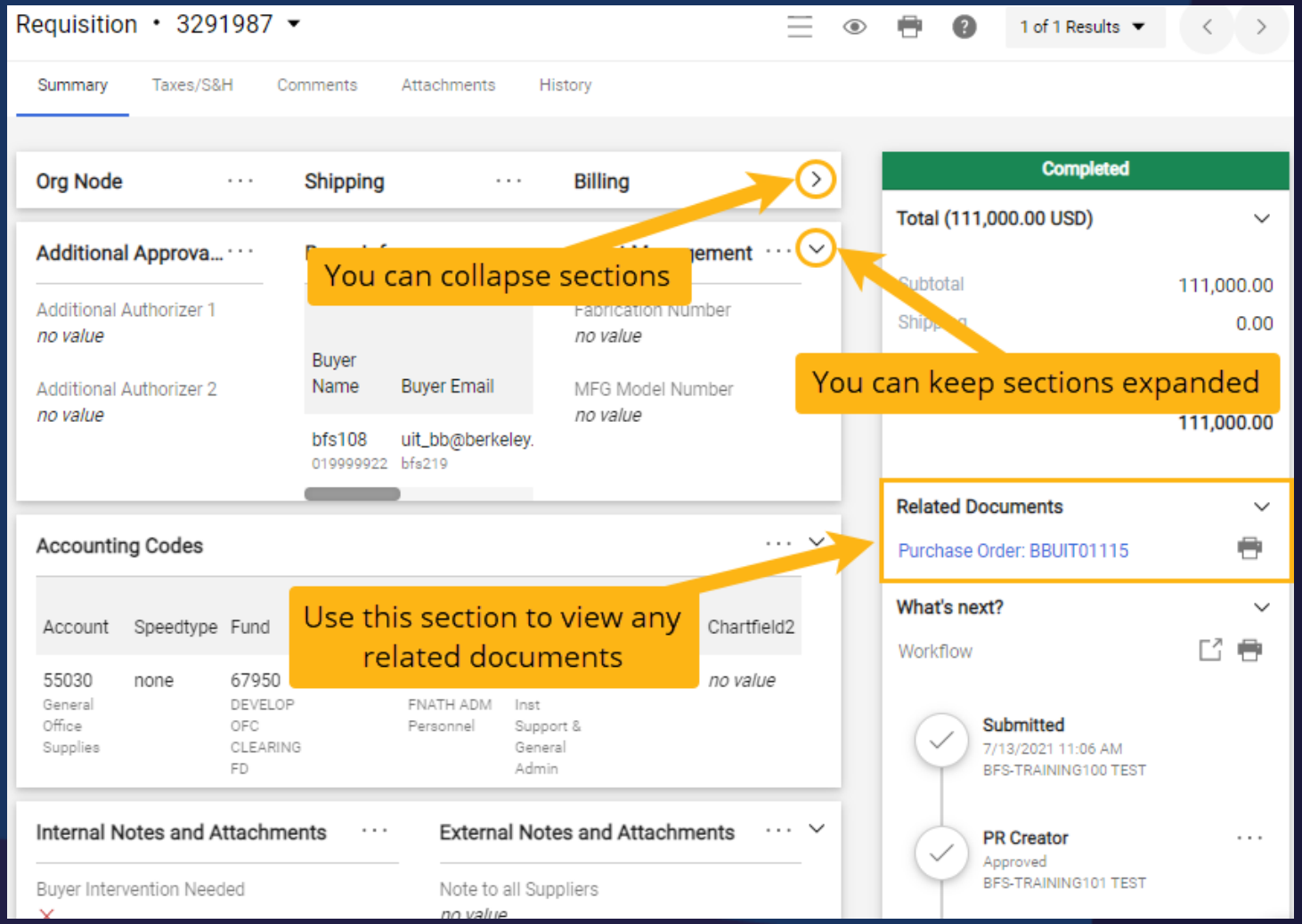
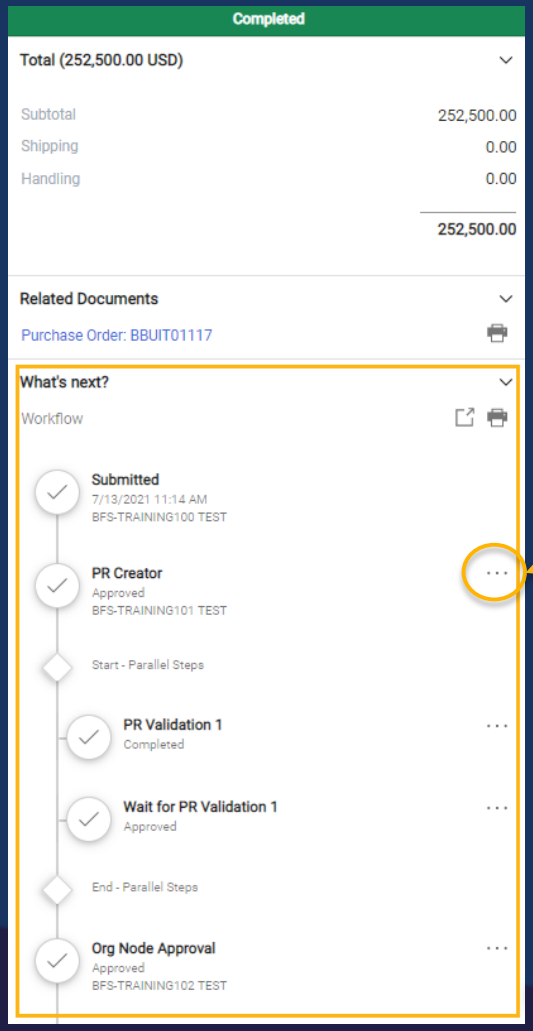
Purchase Documents

You can **collapse** or keep areas of your purchase document **expanded**.

Looking for any related documents? Check the **Related Documents** section. It will list any associated requisitions, POs, and invoices that exist.



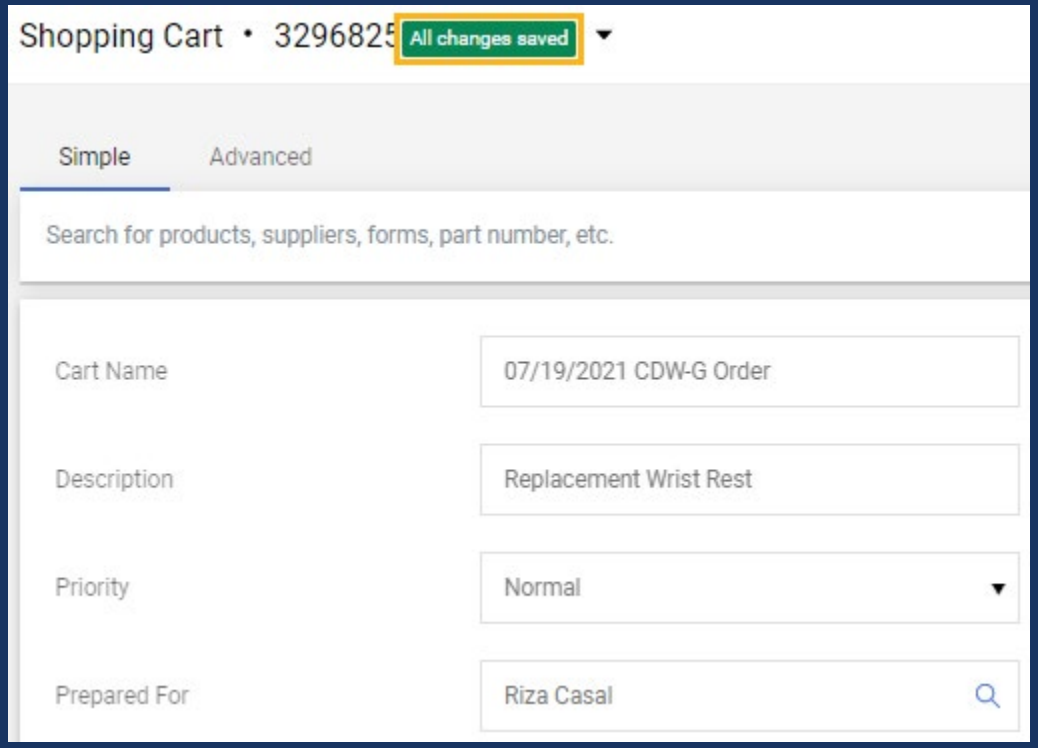
Approvals



Instead of an Approvals tab, the New Experience includes a **What's next?** section located to the far right of the purchase document (Requisition/PO/Invoice).

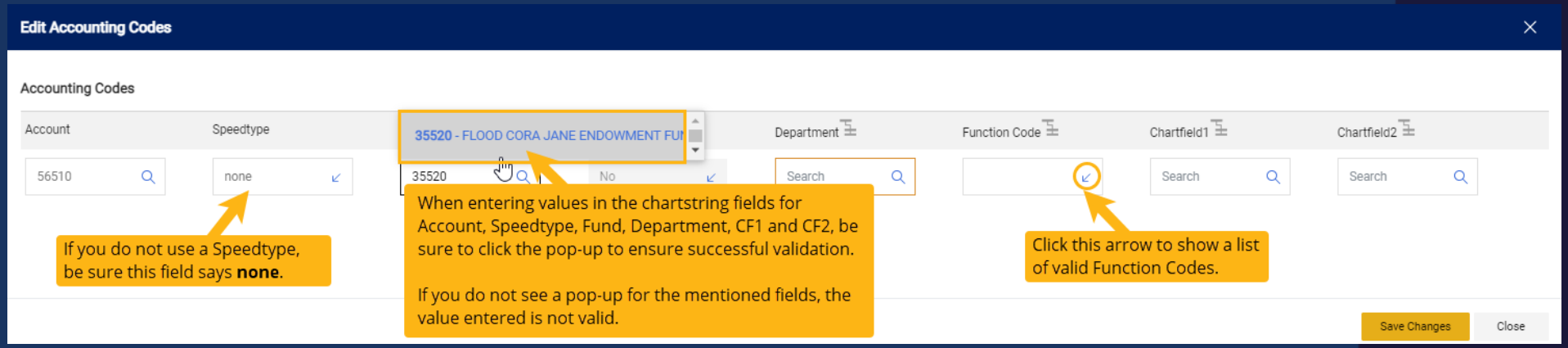
When clicking these dots, you can view a list of approvers for each step of the workflow **if** *the requisition has not been assigned to an approver yet*. Once a step has been approved, you can **only** see who approved the step in the workflow.

Autosaving Carts



When changes are made to your cart draft (prior to viewing your cart details), they will be automatically saved.

Chartstring/COA Validation



When adding Chartstring(s) to your requisition/POs, your Chartstring will be validated prior to allowing you to click **Save Changes.**

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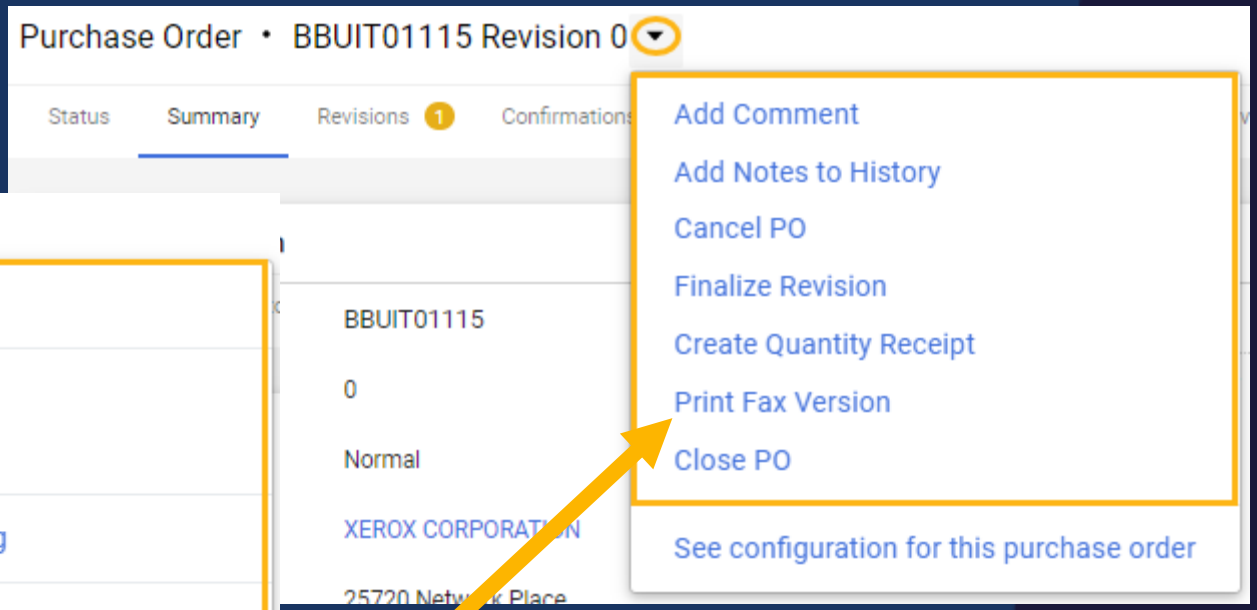
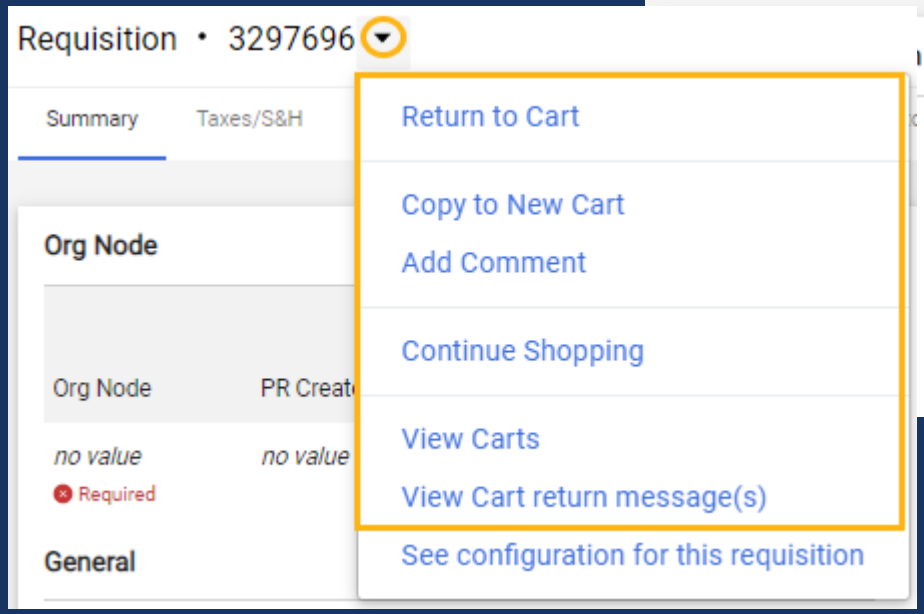
Available Actions

Available Actions are hidden in a menu next to your Purchase Document Number.

Click ▼ to access it.





IMPORTANT: If you need a **PDF version** of your PO, use the **Print Fax Version** feature to print/save your PO as PDF.

This version is an **official copy** of the PO and **includes** the important **Terms & Conditions** that may be on your PO in comparison to using the print icon 🖨 .

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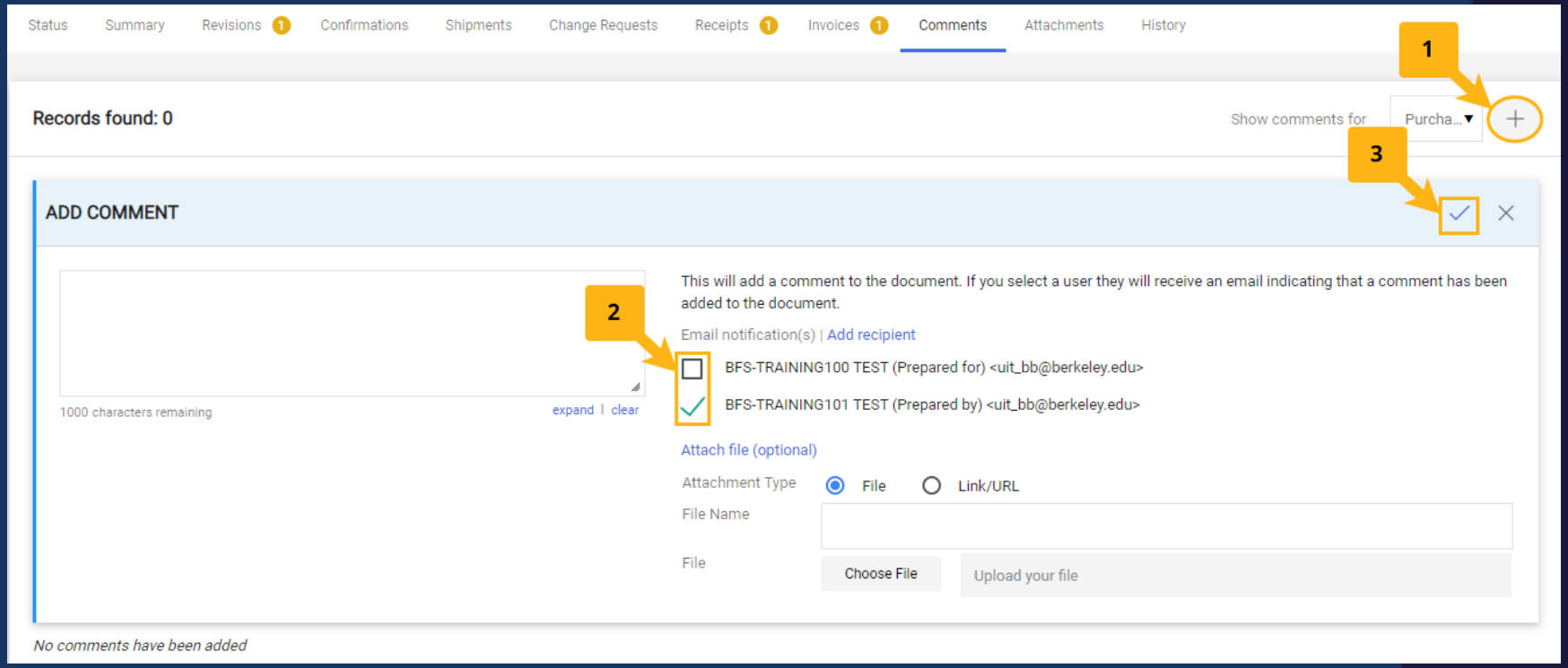
Withdraw Entire Cart Button

Submitted requisitions now have a **Withdraw Entire Cart** button at the top right hand corner.

IMPORTANT: This feature only works when you first submit a requisition and **before** anyone else in the workflow has touched it. *If the requisition goes through auto approval, this function will not be available.*

Comments



1. Use **+** located at the upper right hand corner to add a comment under the Comments tab.
2. **IMPORTANT:** Be sure to **check the box next to the email addresses listed** when adding a comment so an **email notification** can be sent once your comment is added.
3. Use the **check mark** in the right hand side of the ADD COMMENT bar to add your comment.

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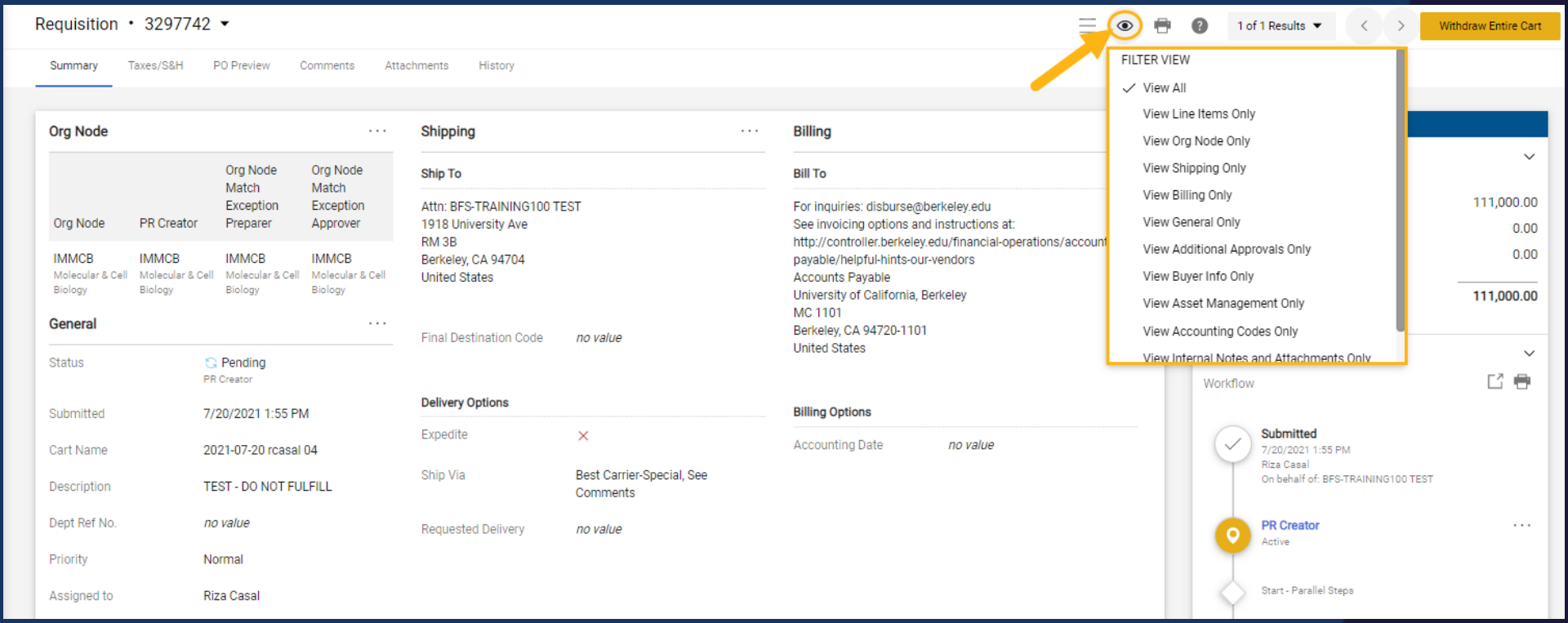
New Filter View



The New Shopping Experience includes an icon that allows you to filter your view of purchase documents.

If you filter the view to something *other than* **View All**, the icon will go from to .

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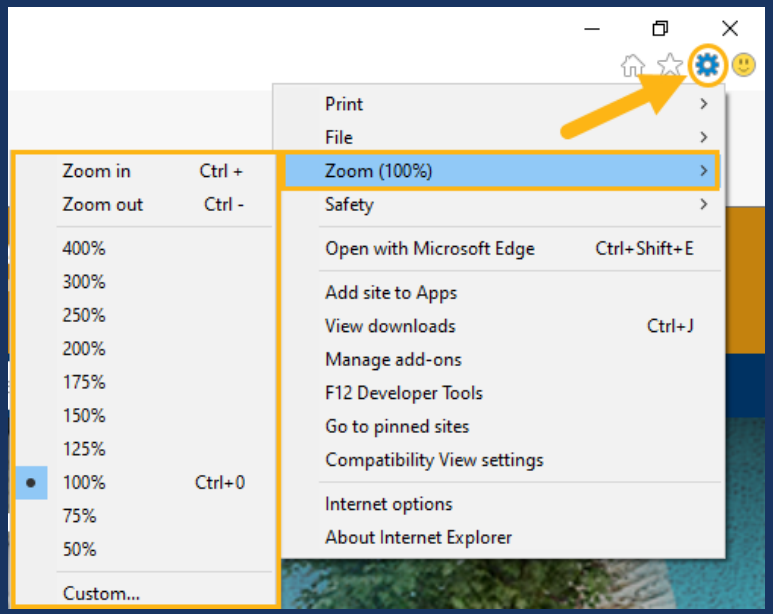
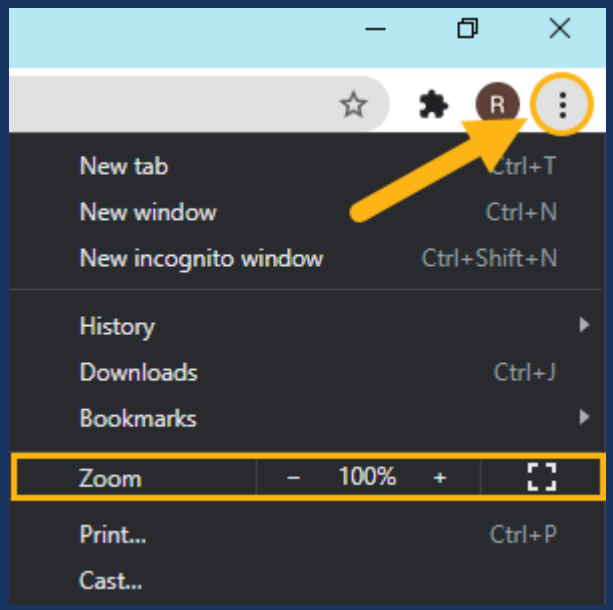
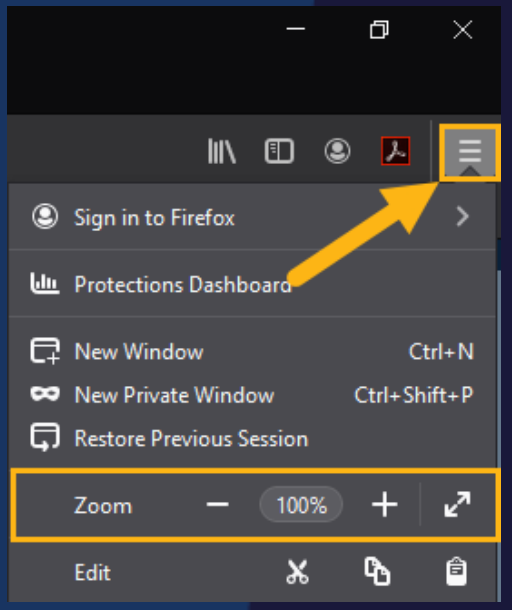
Adjusting Browser Zoom Settings to Minimize Scrolling



Internet Explorer



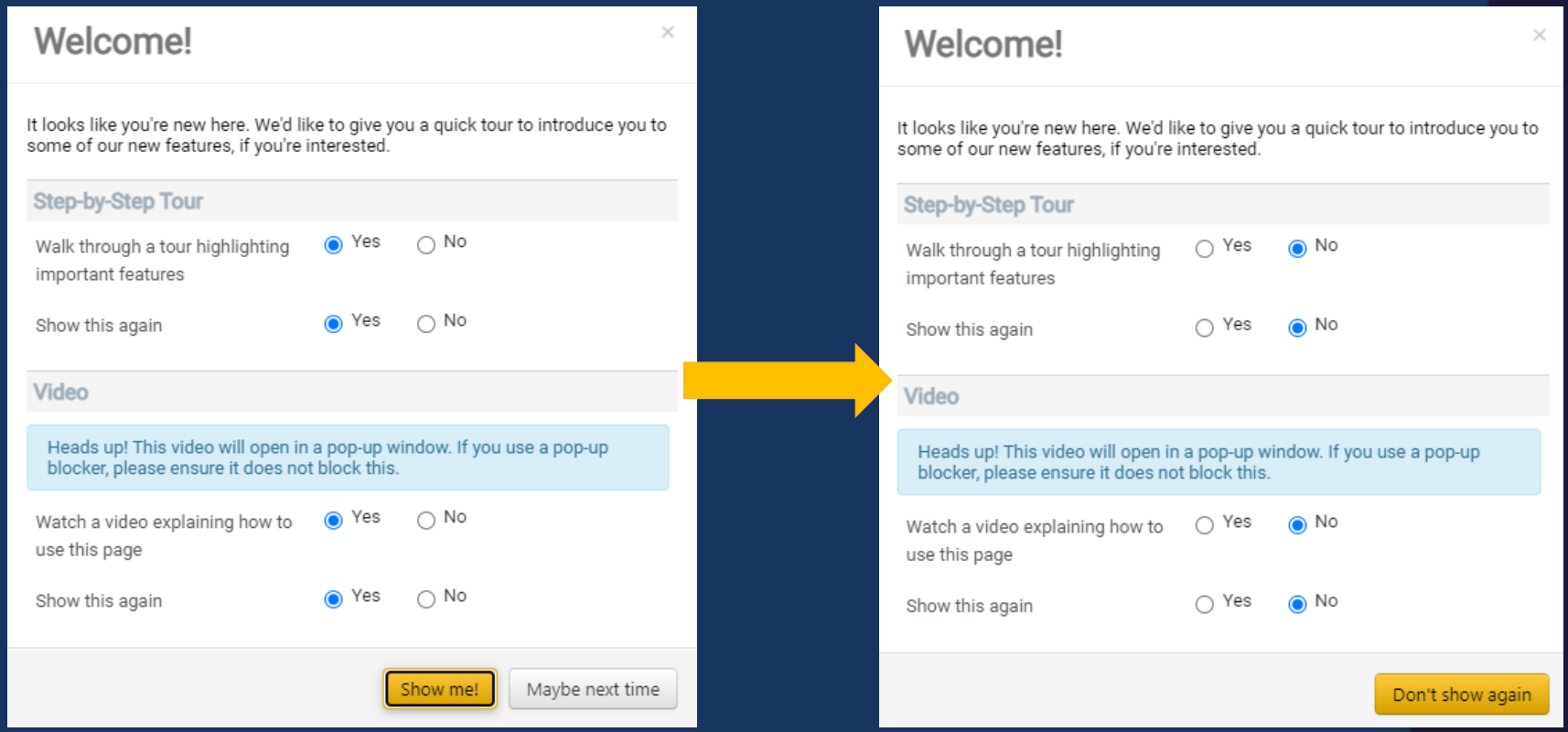
Google Chrome



Mozilla Firefox

Tired of scrolling so much while using the New Shopping Experience? Try adjusting your browser's zoom settings to minimize scrolling.

Still Seeing the Elastic Search Tutorial Pop-Up?



You can disable this pop-up by clicking on **No** for each option available and click on **Don't show again** to save.

Berkeley Regional Services (BRS) Support for Assistance with Purchases

- BEARS (Admin Depts and Other Units)
  - Email: bearspurchasing@berkeley.edu
- BEST (Biological Sciences)
  - Email: bestpurchasingsupport@lists.berkeley.edu
- CHaMPS (Physical Sciences)
  - Email: champs_purchasing@berkeley.edu
- ERSO (Engineering Research Support Organization)
  - Email: ersopurchasing@erso.berkeley.edu
- ProS (Professional Schools)
  - Email: ProSPR@berkeley.edu
- SHARE (Soc Sciences, A & H, Undergrad)
  - Email: share_purchasing@berkeley.edu

Central Support

- BearBUY Help Desk
  - Phone: 510-664-9000 Option 1, Option 2 (M-F: 8 am – 5 pm)
  - Email: bearbuyhelp@berkeley.edu (ServiceNow Ticket)
- Accounts Payable (Payable Vouchers, Invoices, and Payments)
  - Email: disburse@berkeley.edu (ServiceNow Ticket)
- Vendoring Team (Supplier Onboarding and Updates)
  - Email: vendoring@berkeley.edu
- ITCS (IT Client Services)
  - Phone: 510-664-9000 Option 1, Option 1 (M-F: 8 am – 5 pm)
  - Email: itcshelp@berkeley.edu (ServiceNow Ticket)