BearBUY: 21.2 New Feature Highlights
Supply Chain Management
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.
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.
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.
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.
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.

If you do not use a Speedtype, be sure this field says none.

When entering values in the chartstring fields for Account, Speedtype, Fund, Department, CF1 and CF2, be sure to click the pop-up to ensure successful validation.

If you do not see a pop-up for the mentioned fields, the value entered is not valid.

Click this arrow to show a list of valid Function Codes.
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  .
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.*
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.
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 [ ].
Adjusting Browser Zoom Settings to Minimize Scrolling

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)