BearBUY: 21.3 New Feature Highlights
Supply Chain Management
Reminder: BearBUY Unavailable

• **BearBUY will be unavailable** from **Friday, November 12, 2021 at 6:00PM ~ Sunday, November 14, 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

• User Interface/Experience Updates:
  – Approval Search
  – Draft Document Search for Invoices
  – Receipts
• Payment Request Form Instructions Updates
• Updates to Non-Catalog and Services forms
User Interface/Experience Update: Approval Search

New Experience View

- Instead of **Type** filter, there are tabs across the top of each page to access different approval types.
- **Actions Menu** now pops up when item is selected.
- **Quick View** and **Approve/Complete** options are moved to the far-right for each line.

**Please Note:** The New Experience View will be on by default; however, you will be able to toggle from New Experience View to Classic Experience View until the 22.1 Upgrade Release. The user experience will reset to the new experience view after each session.
User Interface/Experience Update: Approval Search

Classic Experience View
User Interface/Experience Update: Draft Document Search for Invoices

New Experience View

- For Invoices, users can easily switch back and forth between Draft and In Progress document search.
- PO numbers associated with an invoice or voucher will have active links for users to click on to open the related PO.
- Quick View and Delete options moved to the end of each row.

Please Note: The New Experience View will be on by default; however, you will be able to toggle from New Experience View to Classic Experience View until the 22.1 Upgrade Release. The user experience will reset to the new experience view after each session.
User Interface/Experience Update: Draft Document Search for Invoices

Classic Experience View
User Interface/Experience Update: Receipts

New Experience View

- **New Receipts** user interface aligns with the look and feel of the new experience by using tabs to access different pages at the top.
- **Action Button** has been moved to the upper righthand corner.
- **Hamburger** button hides and reveals sidebar menu.

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User Interface/Experience Update: Receipts

Classic Experience View
Form Updates for 21.3 Release

- **Payment Request** form Updates:
  - Updated Instructions to remove “Non-T&E Reimbursements” as an allowable expense type due to the creation of the new Reimbursement System.

- **Non-Catalog Items** and **Services & Non-Tangible Items** forms Updates:
  - Revised wording on Conflict of Interest and Data Security.
  - Project Manager Name is now Optional.
  - Sales Tax Defaults have been restored:
    - **Non-Catalog Items Sales Tax Default** = Taxable
    - **Services & Non-Tangible Items Sales Tax Default** = Non-Taxable
  - Default Employees Displaced to “No” since UCB has a standing policy not to outsource labor.
  - **NEW! Contracting Out for Covered Services** Webpage:
    [https://supplychain.berkeley.edu/procurement/contracting-out-covered-services](https://supplychain.berkeley.edu/procurement/contracting-out-covered-services)
  - **NEW! Buying Software and Cloud Computing Services** Webpage:
    [https://supplychain.berkeley.edu/procurement/buying-software-and-cloud-computing-services](https://supplychain.berkeley.edu/procurement/buying-software-and-cloud-computing-services)

- Released updated training for new forms (released October):
  - **Non-Catalog Items** form Instructions: [https://supplychain.berkeley.edu/sites/default/files/using_the_non-catalog_items_form_in_bearbuy.pdf](https://supplychain.berkeley.edu/sites/default/files/using_the_non-catalog_items_form_in_bearbuy.pdf)
  - **Services & Non-Tangible Items** form Instructions: [https://supplychain.berkeley.edu/sites/default/files/using_the_services_and_non-tangible_items_form_in_bearbuy.pdf](https://supplychain.berkeley.edu/sites/default/files/using_the_services_and_non-tangible_items_form_in_bearbuy.pdf)
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: vending@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)