BearBUY: 22.1 New Feature Highlights
Supply Chain Management
Reminder: BearBUY Unavailable

- **BearBUY will be unavailable** from **Friday, March 18, 2022 at 6:00PM ~ Sunday, March 20, 2022 at 12:00PM 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:
  - Substitute Approval Reporting
  - Contract Spend Reporting Enhancements
- Services & Non-Tangible Items Form Instructions Updates
- Updates to Services & Non-Tangible Items Form
Using the elastic search, you can now generate a report for Substitute Approvals.

**Helpful Hint:** Search by **Requisition** when generating this report.
You can now view the **Total Contract Spend** for an individual contract under the contract’s **Budget and Spend** tab.
Form Updates for 22.1 Release

• **Services & Non-Tangible Items** forms Updates:
  • Reworded and rearranged sections to make the form easier to read and complete required fields.
  • Less required questions/fields to answer.
  • Pricing/Source Justification section shortened.

• UPDATED Instructions for **Services & Non-Tangible Items** Form:
  • **Services & Non-Tangible Items**:
    [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)
  • **Services & Non-Tangible Items form for Purchasing Software and Cloud Services**: [https://supplychain.berkeley.edu/sites/default/files/using_the_services_and_non-tangible_items_form_for_software_and_cloud_in_bearbuy-03182022.pdf](https://supplychain.berkeley.edu/sites/default/files/using_the_services_and_non-tangible_items_form_for_software_and_cloud_in_bearbuy-03182022.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

- **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

❖ bIT (Berkeley IT)
  ▪ Phone: 510-664-9000 Option 1, Option 1 (M-F: 8 am – 5 pm)
  ▪ Email: itcshelp@berkeley.edu (ServiceNow Ticket)