BearBUY: 22.1 New Feature Highlights

Supply Chain Management

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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.**

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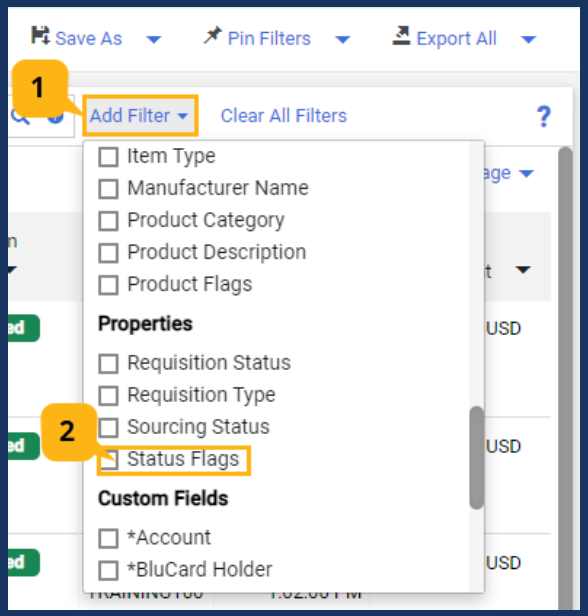
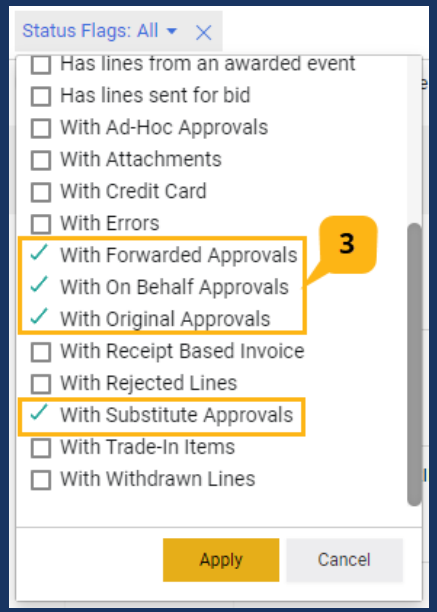
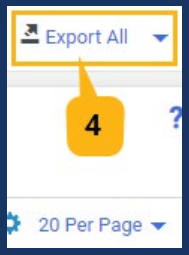
Enhancements in this Release

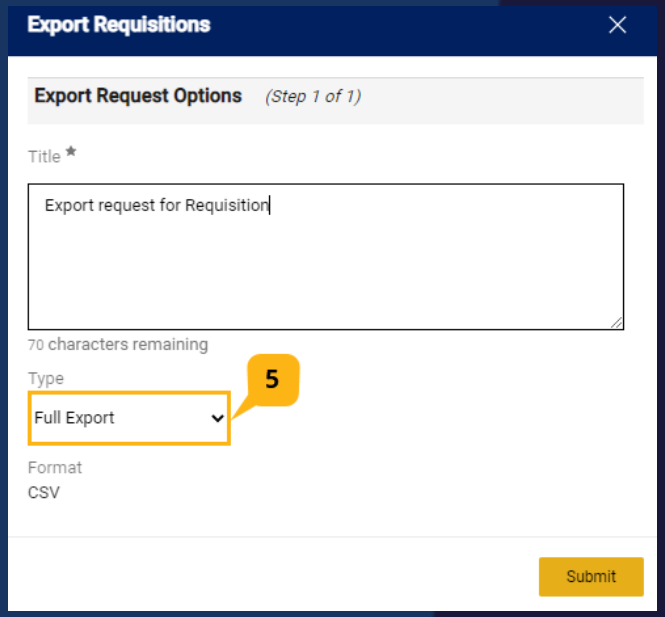
- User Interface/Experience Updates:
  - Substitute Approval Reporting
  - Contract Spend Reporting Enhancements
- Services & Non-Tangible Items Form Instructions Updates
- Updates to **Services & Non-Tangible Items** Form

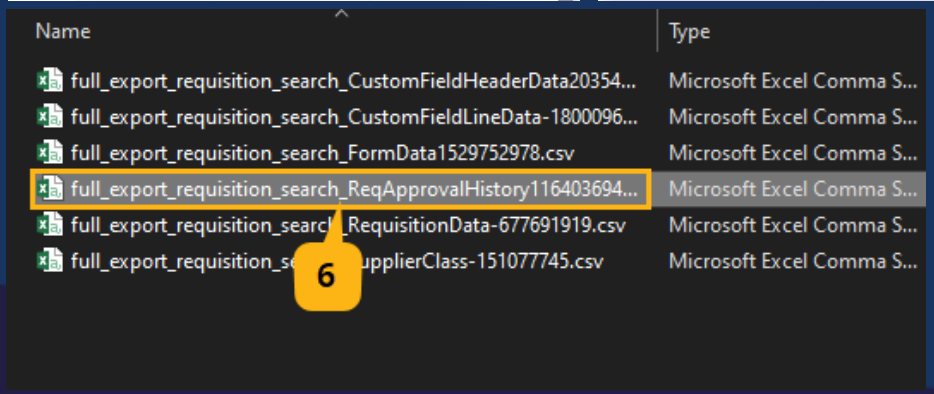
User Interface/Experience Update: **Substitute Approval Reporting**

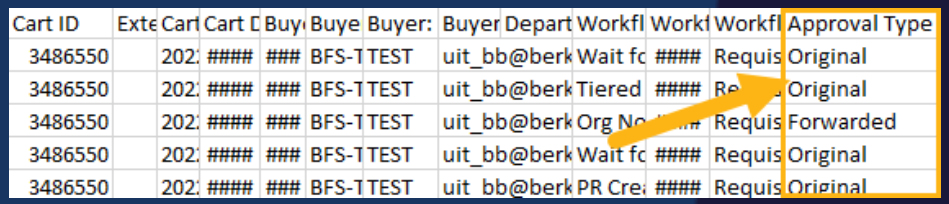








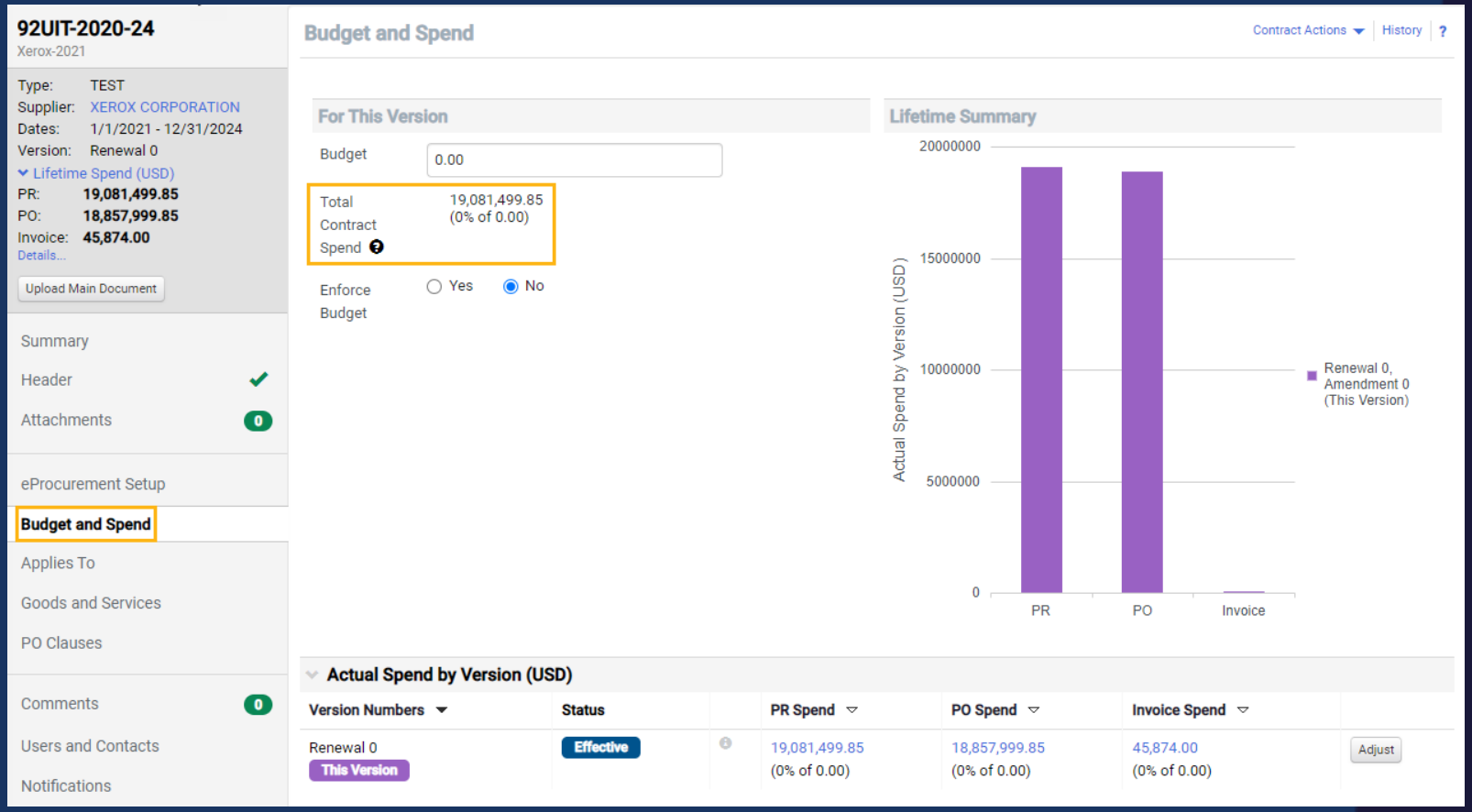




Using the elastic search, you can now generate a report for Substitute Approvals.

Helpful Hint: Search by **Requisition** when generating this report.

User Interface/Experience Update:
Contract Spend Reporting Enhancements



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
  - **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

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: vendoring@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)