Email Approval in BearBuy is a new useful feature that gives selected users the capability to approve submissions without having to log in to BearBuy. Effective March 16, 2020, Requisition Approvers and Authorizers (including Chartfield 1 and Chartfield 2 approvers) will be granted email approval access. Users with these roles will need to create an Email Approval Code (PIN) to use this functionality.

Creating your PIN:
- At the top right hand side of your BearBuy homepage, click on the user icon located at the very end.
- Then, click on View My Profile.
- Select Update Security Settings from the menu located on the left hand side. Then, click on Change Email Approval Code.

- Please create a 4 digit (minimum) alpha numeric code that you will easily remember since you will be required to enter it whenever you approve via email.
- Click Save Changes once you have entered your PIN. DO NOT share your pin.

Email - What Approvers Will/Will Not See:
Once a requisition is sent for your approval, you will receive an email consisting of the requisition’s summary and details. The email will show details of multiple COA/Chartstring used at the header level, but will only indicate “Accounting Code Values vary by line” for line level.

- From the email, click the Take Action button which will open a new page.
- Upon clicking the Take Action button, you will be given two (2) options: 1) Assign to Myself or 2) Approve (PIN required).
  - If you select Assign to Myself, more options will display in which you can:
    - Approve
    - Return to Shared Folder
    - Return to Submitter
    - Forward
    - Reject/Cancel

Best Practices:
- If the Requisition indicates COA values vary at the line level, it is highly recommended for you to login directly to BearBuy for reviewing and approving the transaction.
- Please be advised that any edits to the Requisition cannot be made via the approval email. To make edits, please log in to BearBuy directly.
- DO NOT forward this email. No one will be able to approve or act on the email without your individual PIN code.

Support
- First Line of Support: BearBuy Help Desk
  - Available Mon. – Fri. from 8AM to 5PM, Phone: 510-664-9000 Option 1, Option 2
  - Email: bearbuyhelp@berkeley.edu
- Regional Group Purchasing Inquiries: https://portal.berkeley.edu/regions
- Invoice Inquiries: https://controller.berkeley.edu/financial-operations/accounts-payable/helpful-hints-our-vendors
- Inquiries for High Value Goods and Services over $10,000: https://supplychain.berkeley.edu/procurement/contact-your-buyer