Login to BearBuy using your credentials: bearbuy.is.berkeley.edu or blu.is.berkeley.edu then select BearBuy.

**Shopping**

**Catalogs:**

- **Hosted catalogs** are managed internally by the Supply Chain Management (SCM) BearBuy team.
  - Perform a quick product search using the **Catalog Search Bar**. You can also use the links listed below the search bar accordingly.

  ![Catalog Search Bar](image)

- **Punchout catalogs** are managed externally by the Supplier. A new browser window will open when a punchout catalog is selected. After adding and submitting items in your Cart from the punchout catalog, you will be redirected to BearBuy to complete your transaction.

**Forms:**

- Forms are used for purchases that are not found in a catalog. For a full list of forms in BearBuy, select the **Forms** link located under the Catalog Search Bar.

**Product Comparison:**

- Upon searching for your product, you can **filter** the results to your liking using the section on the left hand side of the page. You can also use the **comparison feature** on the right hand side to **compare** multiple results.

**Helpful Hint:** For easier viewing purposes, comparing no more than 4 items at a time is recommended.

**Cart Management**

- On the left hand side of the page, click **Shop** and then **My Carts and Orders**. Click the **View Carts** section to view your **Draft Carts** and **Assigned Carts**.
- Once in your cart, you can do the following:
  - Add Selected Items to Favorites
  - Remove All or Selected Items
  - Move Items to Another Cart
  - Add Items to Draft Cart or Pending Purchase Requisition/Purchase Order (PO)

**Helpful Hints:**

- **View my Carts** is the only time you may be able to set your cart as **Urgent**.
- Always **view your cart details** in order to verify completion and **before submitting** or **assigning** your cart.
  - **Important:** Orders must have ship to/bill to addresses and chartstrings to process.
- It is **best practice** to **never mix forms** (i.e. Non-Catalog and Payment Request).
Tabs

- Use the following tabs in your Requisition or PO to view specific information:

<table>
<thead>
<tr>
<th>Status</th>
<th>Purchase Order</th>
<th>Revisions</th>
<th>PO Approvals</th>
<th>Shipments</th>
<th>Receipts</th>
<th>Invoices / Vouchers</th>
<th>Comments</th>
<th>Attachments</th>
<th>History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary</td>
<td>Shipping Information</td>
<td>Buyer Info</td>
<td>Asset Management</td>
<td>Accounting Codes</td>
<td>Taxes/S&amp;H</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Approvals** to view your Requisition/PO’s current status in the workflow.
- **Comments** to view any communication between your Requisition/PO’s stakeholders. Show comments for all is recommended.
- **Attachments** to view all attachments/supporting documentation such as quotes from the supplier.
  - **Please do not include any personal/sensitive information in your attachments!** (i.e. Social Security Number, Credit Card Information, Driver’s License, State ID Card, etc.)
  - More information on Restricted Data: [https://security.berkeley.edu/what-restricted-data](https://security.berkeley.edu/what-restricted-data)
- **History** to view all past actions associated to your Requisition/PO.

Receiving

Creating a Receipt(s)

- For Catalog Orders >$5,000 and Non-Catalog Form Orders >$1,000 a receipt is required before a voucher can be paid.
- Please see the Receiving Instructions: [https://supplychain.berkeley.edu/receiving-instructions](https://supplychain.berkeley.edu/receiving-instructions)

Default User Settings

Custom Field and Accounting Code Defaults:

- After clicking your name and View My Profile, select Default User Settings and then one of the following:
  - **Custom Field and Accounting Code Defaults** to set up your Chartstring and Org Node. Please use the Code Favorites tab to add your Accounting Codes and Org Node.
  - **Default Addresses** to set up your default ship to and bill to addresses.
    - Ship to Address = Your Physical Address
    - Bill to Address = Disbursements
  - You can also assign a default Cart Assignee if necessary.

Helpful Hints:

- Save time whenever you purchase by configuring your Default User Settings! 😊
- If you do not know your Chartstring/Org Node, please contact your department’s manager or financial analyst.
- You can have multiple favorite shipping addresses and chartstrings, but only one can be set as your default.
- **Account Code (Chartstring)** – provides necessary information to where the expenses should be charged.
  - Chartstrings can be managed at two different levels:
    - **Header Level** is applied to all lines of the requisition by default.
    - **Line Level** is applied to lines accordingly and will always supersede header level information.
- **Org Node** – your associated campus organizational unit that is often used for assigning systems permissions and for routing transactions.
- **Default Addresses** – if you do not have a physical ship to address, use your building name and room number.
- **Cart Assignees** – your optional department assigned shopper with authorization to complete your purchase and access to chartstring.
- **Speed Type** – please leave this field blank if you were not provided with one.

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](https://portal.berkeley.edu/regions)
- **Invoice Inquiries:** [https://controller.berkeley.edu/financial-operations/accounts-payable/helpful-hints-our-vendors](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](https://supplychain.berkeley.edu/procurement/contact-your-buyer)