

Punchout Quotes Feature Quick Reference Guide

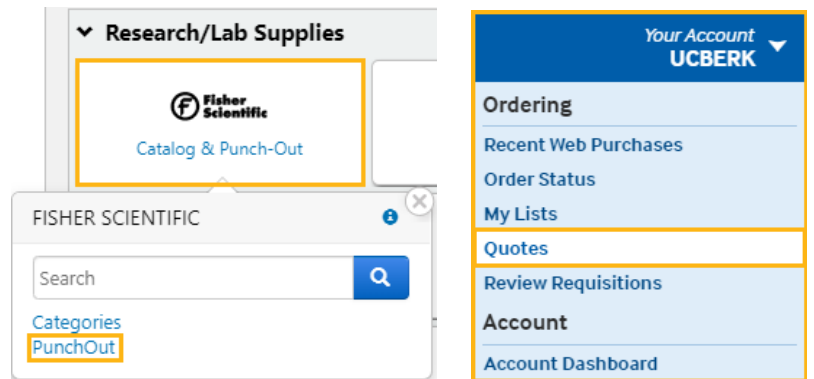
For more information and training resources, please see the [BearBuy website](#).

Please Note: You must select the **punchout** link upon clicking on the supplier tile. Instructions vary depending on Supplier.

Upon logging in to BearBuy, select the desired **punchout catalog** you wish to shop from.

Once the punchout catalog opens, locate the **quotes** feature.

Helpful hint: Locating the Quotes feature varies. Some suppliers have their quotes listed under an account link or separate menu whereas, others may have a quotes link readily available. Example: Fisher Scientific – click on the **Your Account** drop down menu and select **Quotes**.



On the **Quotes** page, you can either search for your quote using the search bar (preferred) or find your quote in the list shown.

Quotes


Account: 114714001 UCBERK

Search Quotes:

Sort By: Date Created - Newest to Oldest

Quote Number	Quote Type	Customer Reference	Created Date	Expiration Date	Quote Details
0051428189	Sales	BEDIAKO - RFQ 2/20/20	20 February 2020	19 June 2020	View Details
0051428262	Sales	RAJAKUMAR - CUVETTES	20 February 2020	19 June 2020	View Details
0045419396	Sales	STREETS - CORNING PIPETTES	14 February 2020	13 June 2020	View Details

Once you have your quote open, simply check off the item(s) you want and add them to your cart.

Line	Product	Price	Qty	Extended Price	Add to Cart
1	 <p>Thermo Scientific™ TX-200 Rotor Tube Adapters Catalog Number 75003771 Thermo Scientific™ 75003771 Description: 15mL Conical tube</p>	\$170.72 / EA	1	\$170.72	<input checked="" type="checkbox"/>
				Subtotal \$170.72	
				Final charges will be calculated at the time of purchase.	
				Total \$170.72	

Proceed with your purchase by selecting **Return Cart to Purchasing Application** and then **Submit** which will redirect you to BearBuy in order for you to finalize and process your order.

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>