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.

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

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: bearbuyhelps@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