BearBuy User Training: Requisition Creator
Agenda

1. Introduction
2. Concepts & Process Overview
3. Hands-On Scenarios
4. Resources & Support
5. Question and Answer
6. Survey
INTRODUCTION
CONCEPTS & PROCESS OVERVIEW
BearBuy Terminology

• Shopper
  – UC Berkeley staff, faculty, Graduate student, and all other student employees are Shoppers.
  – Must have logged into BearBuy once to obtain access.

• Requisition Creator
  – Reviews Requisitions for accuracy and policy compliance.
  – Can edit Requisition fields (Org Node, Ship To Address, Final Destination, Additional Authorizers 1/2, Chart Of Account (COA) fields, form information, etc).
  – Knows the department’s Procurement processes.
  – Cannot be the Requisition Creator and Requisition Approver for the same transaction.

• Requisition Approver
  – Reviews Requisition for appropriateness, accuracy, and chartstring assignment.
BearBuy Terminology

• Submit
  – Refers to the BearBuy action required (clicking on the appropriate button) so that BearBuy converts the order from a shopping cart to a requisition.
  – In order to "Submit" an order, Shoppers must know the appropriate Org Node for the order.

• Assign
  – When a shopping cart is routed to another Shopper for authorization prior to the creation of the requisition, this Shopper is referred to as the ‘Cart Authorizer’.

• Header level
  – Information populated at the top level that applies to each line on the transaction

• Line level
  – Information populated at the individual line level that only applies to one line.
  – Information populated at the line level will always supersede the header level information.
BearBuy Terminology

• Requisition
  – Request to purchase goods and services are added to carts in BearBuy.
  – Once the cart has been submitted, the cart is called a Requisition (request to purchase).
  – The BearBuy system converts a Requisition into a Purchase Order once it completes approval workflow.

• Purchase Order
  – Legally binding document sent electronically, via fax or email to an external Supplier. A PO is an agreement between UC Berkeley and the Supplier to acquire and provide specified goods or services.

• Voucher
  – Electronic version of a Supplier invoice created in BearBuy

• Receipt
  – Electronic receipts where shipping information is recorded acknowledging receipts of good or services
Data Privacy

• DO NOT ADD ON BEARBUY CART, INCLUDING ATTACHMENTS

• What is considered personally identified information (PII)? Anything that contains an individual's name or initials combined with a:
  • social security number,
  • credit card number,
  • driver's license or state identification card number,
  • any type of medical or medical insurance information, or
  • any personal financial account number.
  • Full birthdates MM/DD/YY

• Similarly, an individual’s home address and family information also requires restricted access control.
Practices & Procedures

• Self-approval of Requisitions
  – Up to $1,000

• Auto approval of Vouchers
  – Up to $1,000

• Exceptions to Auto Approvals
  – Subawards, Payment Requests, Services and After the Fact orders.

• Receiving
  – Best practice: receive in BearBuy, reduces need to store paper documents. Electronic documentation acceptable for audit purposes. Acceptance (not in BearBuy) of goods and services also important.
BearBuy General Workflow Overview

Cart
- Shopping
  - Hosted Catalog
  - Punchout Catalog
  - Forms
- Requisition Creator
  - Verifies charfield, shipping, other essential information.

Purchase Requisition
- Authorization
  - Optional additional authorizations
- Approval(s)
  - Department Org Node approval
- Purchasing
  - Review high dollar and items requiring Buyer intervention

Purchase Order
- Supplier
  - Receives PO
  - Fulfills goods/services

Fulfillment
- Receiving (for Goods)
  - Unpacking
  - Quality Checking
  - Desktop Delivery
  - Receiving is available, but not required in BearBuy
- OR
- Receiving (for Services)
  - Confirm that services were rendered

Voucher Entry & Approval
- Invoice
  - PO invoices entered by Disbursements
- 2-way Match
  - Voucher + PO match
  - Based on tolerances
  - Routing for match exceptions
- Approval
  - Dept approval for voucher
  - Threshold TBD

Payment Status
- Payment
  - Payments from BFS
  - Payment information lookup available in BearBuy

Supply Chain Management
Requisition Creator Overview – User Guide pg. 8

- Have a solid understanding of Procurement practices and policies which apply to the requisitions being process.
- Learn the unit/department’s selected workflow.
- Confirm the requisition information is accurate, complete and complies with the relevant policy and funding requirements.
- Communicate with other users involved in workflow through comments and attachments.
- Learn the Org Node assignments that link them to specific worklists for queue management and approval purposes.
Responsibilities – User Guide pgs. 5-7

- Data Privacy
- Managing Carts and Using Submit or Assign
- Requisition Quality
- Accounting Codes
- Necessary Documentation
  - *Always redact* documents of PII and other sensitive information.
- Encumbrances
- Self-Approval Threshold
- Order Communication
- Tax Calculations
Tax Calculations – User Guide pg. 7

- Tax
  - BearBuy shows items as taxable, but BFS will apply the correct tax calculation. BFS tax value will not be shown in BearBuy.

**BearBuy PO**

<table>
<thead>
<tr>
<th>Taxable</th>
<th>✓</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freight Applicable</td>
<td>✗</td>
</tr>
<tr>
<td>Commodity Code</td>
<td>12190000 Solvents</td>
</tr>
</tbody>
</table>

**BFS PO**

<table>
<thead>
<tr>
<th>Amount Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merchandise</td>
</tr>
<tr>
<td>Freight/Tax/Misc.</td>
</tr>
<tr>
<td>Total</td>
</tr>
<tr>
<td>Encumbrance Balance</td>
</tr>
</tbody>
</table>
BearBuy User Training

SHOPPING HANDS ON TIME
Worklist/Approvals Terminology

• **Assign to myself**
  – Assigns the selected document(s) to the Approvers personal approval folder.
  – Once assigned, the managing approver has "reserved" the document(s) for review.

• **Approve/Complete & Show Next**
  – Approves the transaction you are reviewing and automatically pulls up the next transaction in your folder.

• **Approve/Complete**
  – Approves the transaction you are reviewing and retains the transaction you just approved on screen.

• **Return to Shared Folder**
  – Only available if you assigned the transaction to yourself
  – Returns the transaction to the shared folder(s) so another Approver can review and approve.

• **Return to Submitter**
  – Only available if you assigned the transaction to yourself
  – Returns the entire requisition to the first person who submitted the cart.
  – Returning the cart moves the requisition from the official workflow to a ‘draft cart’ state only visible and accessible to the ‘Submitter’.
  – Users can edit returned carts
  – Users can re-submit returned carts.
Worklist/Approvals Terminology

- **Forward to**
  - Only available if you assigned the transaction to yourself.
  - Allows you to forward this transaction to another Approver.
  - Please note, if you forward a transaction to someone without the proper workflow role (Requisition Approver, etc) the system will not allow them to take any action.

- **Add Comment**
  - Allows you to add a comment to the transaction without having to navigate to the comments tab.

- **Copy to New Cart**
  - Allows you to copy the cart.
  - Copying a cart will also carry over all Chartstring (COA) information.

- **Reject**
  - Only available if you assigned the transaction to yourself.
  - Rejects the entire transaction.
  - Users cannot edit rejected carts
  - Users cannot re-submit rejected carts
BearBuy User Training

REQUISITION CREATORT HANDS ON TIME
RESOURCES & SUPPORT
Resources

• The BearBuy website is the source for the most up to date news, announcements and training resources
  – supplychain.berkeley.edu/bearbuy.

• BearBuy YouTube Channel - Short demos videos!
  – youtube.com/user/BearBuyProcurement.
  – Subscribe to receive notifications when new videos are posted.
Help Desk

• BearBuy Help Desk #1 place to stop for help:
  o BearBuy information (about BearBuy),
  o Recommended best practices,
  o Technical assistance,
  o Policy related questions, and
  o Much more!

• Contact the BearBuy help desk!
  • (510) 664-9000 Option 1, Option 2
  • Mon-Fri 8 AM to 5PM
  • Email BearBuy Help (bearbuyhelp@berkeley.edu)
Questions and Answers!