I. Access Supplier Search Pages

1. Log on to blu.is.berkeley.edu.
2. Select the Finance link from the top left section of the page.
3. From the loaded page, select the BearBuy link.
4. Once in BearBuy, navigate to the Supplier Management Menu Icon
5. Select or hover over Manage Suppliers
6. Select Search for a Supplier

II. Performing a Simple and Advanced Supplier Search

Simple Search vs Advanced Search

- Use simple search when you only need to search/view a Supplier profile and only have 1 search criteria (name, supplier id, etc).
- Use advanced supplier search when you have more than 1 search criteria you would like to prepopulate when searching for a supplier.

1. Navigate to the Search for a Supplier BearBuy page (see section I)
2. If you are navigated to the simple search page, select the advanced search link
3. Enter the name of Supplier whose profile you wish to view, then click GO.

From the Advanced Search pages, expand all fields and enter all searching criteria. Once entered, select the Search button.

III. Viewing Your Search Results

Regardless of the method you used to search (simple or advanced), the search result pages will always have result layout. You will see both active and inactive Supplier Profiles that meet your search criteria. Select the supplier profile you wish to view.

Using advanced search? Your filter criteria will be listed in the Filtered By section.
Searching and Viewing Supplier Profiles in BearBuy

IV. Navigating a Supplier Profile

- Move to the previous or next profile
- Displays name of supplier profile currently being viewed
- Return to Supplier Search pages

V. Viewing Dispatch method

Dispatch method identifies how Purchase Orders (POs) created in BearBuy will be sent to the Supplier.

1. Follow the steps outlined in sections I – IV.
2. Within the About menu header, navigate and select Summary.

The supplier's Dispatch method will be visible within the Summary's Default Ordering Information section. Dispatch methods are:

- **CXML**: PO data sent electronically to Supplier through secure web integrations
- **Email**: PDF/HTML copy of PO sent to Supplier to email specified
- **Fax**: PDF copy of PO sent to Supplier to number specified
- **Manual**: PO not sent to supplier. If supplier needs PO, contact bearbuyhelp@berkeley.edu and request PO be sent to specified email/fax.

VI. Viewing Fulfillment and Remittance Addresses

**Fulfillment addresses**: Supplier’s order address - where PO will be sent. Auto default on carts

**Remittance addresses**: Supplier’s payment address - where payment is sent. Auto default on vouchers

1. Follow the steps outlined in sections I – IV.
2. Select the Contacts and Locations menu header
3. Select Addresses

Please note: Right hand side of profile will display information associated to address selected. Primary (defaulting) addresses will be identified in the address name.

- **Xerox Corporation**
  - Supplier name
  - Supplier’s BFS number
  - Other highlights

- **Supplier Details**
  - Supplier profile summary
  - Information includes:
    - Business Information
    - Addresses
    - Contact Information
    - Payment Information
    - Remittance Information

- **Suppliers Summary**
  - Features:
    - Name
    - DBA name
    - BFS Supplier Number
    - Last order date
    - Diversity classifications

- **Return to Supplier Search pages**
- **Search Results**
- **Xerox Corporation**
  - Supplier Number: 00000000342
  - Registration Status: None
  - Registration Type: Profile 1
  - View Search Results

- **View Supplier Registration**
- **About**
  - Supplier 360
  - Summary
  - General
  - Supplier Classes
  - System Settings
  - Contacts and Locations
  - Legal and Compliance
  - eProcurement
  - View History

- **Suppliers Details**
  - Supplier profile summary
  - Information includes:
    - Business Information
    - Address Information
    - Contact Information
    - Remittance Information

- **Suppliers Summary**
  - Features:
    - Name
    - DBA name*
    - BFS Supplier Number
    - Last order date
    - Diversity classifications*

*Only if supplier provided information at the time of setup.
VII. Viewing Payment Terms

1. Follow the steps outlined in sections I – V.
2. Select and expand the **Contacts and Locations** menu header.
3. Select **Fulfillment Centers**
4. Select the fulfillment (Supplier order) **address** you want to review.

**Please note**: BearBuy will automatically display information associated to the 1st address.

5. Select the **Ordering** tab
6. From the right side results, select the **Terms And Conditions** sub-tab.
7. Scroll to the **Payment Terms** section within the **Terms and Conditions** sub-tab. The payment terms will be visible.

VIII. Viewing Supplier’s Tax Default

Suppliers are marked taxable or nontaxable at the time of setup. The taxable status is then automatically carried forward on all orders associated to the Supplier. You can review the taxable status for a supplier at any time.

1. Follow the steps outlined in sections I – V.
2. Select and expand the **Contacts and Locations** menu header.
3. Select **Fulfillment Centers**
4. Select the fulfillment (Supplier order) **address** you want to review