

Reminders!

More information can be found on the [SCM Vending webpages](#).

Please visit the SCM Vending to find out how to:

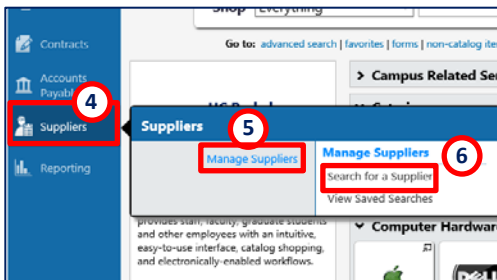
- Set up a Supplier in BearBuy
- Update Supplier Information

Reactivate Supplier Profile - Email bearbuyhelp@berkeley.edu and:

1. Include 'Reactivate Supplier Profile' in subject
2. Include Supplier name and BFS Supplier ID #.

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

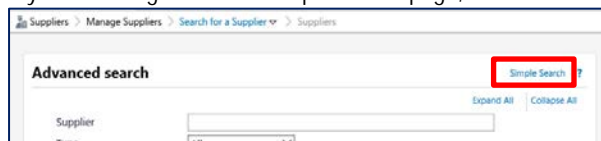
vs

Advanced Search

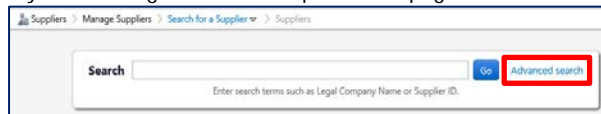
Use simple search when you only need to search/view a Supplier profile and only have 1 search criteria (name, supplier id, etc).

Use advanced supplier search when you have more than 1 search criteria you would like to prepopulate when searching for a supplier.

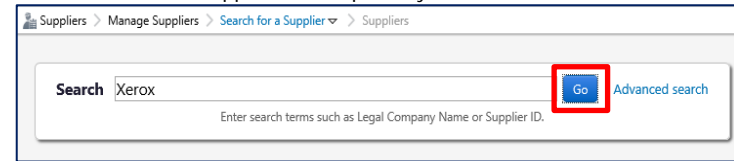
1. Navigate to the **Search for a Supplier** BearBuy page (see section I)
2. If you are navigated to the simple search page, select the advanced search link



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.

Basic Supplier Search Fields. Includes:

- Supplier name
- BFS Supplier ID

Registration & Product Fields.

- Information currently not captured during Supplier Onboarding at UCB

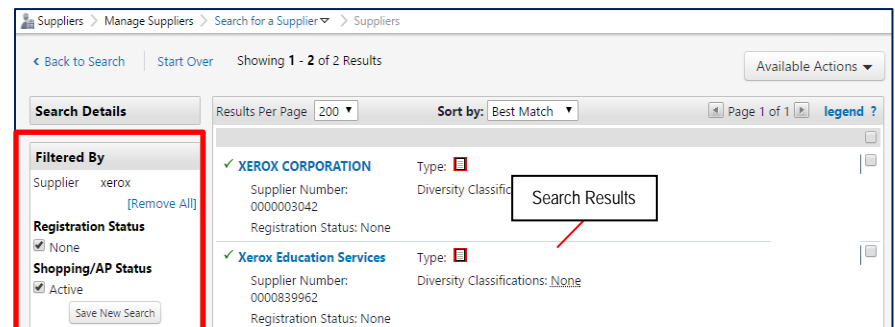
Supplier Diversity Fields

- Information captured during Supplier Onboarding at UCB

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.*



IV. Navigating a Supplier Profile

Highlights Supplier name and Supplier's BFS number

Displays name of supplier profile currently being viewed

Return to Supplier Search pages

Move to the previous or next profile

Search Results

5 of 20 Results

Supplier Name XEROX CORPORATION

XEROX CORPORATION

Supplier Number 0000003042
Registration Status None
Registration Type Profile 1

View Supplier Registration

Supplier 360

Supplier Details

In Network
Active
Non-Catalog

Supplier profile summary. Highlights:
• Supplier name,
• Supplier DBA name*
• BFS Supplier Number,
• Last order date, and
• Diversity classifications*

*Only if supplier provided information at the time of setup.

XEROX CORPORATION

Legal Name XEROX CORPORATION
DBA XEROX CORPORATION
Aliases -

Supplier No. 0000003042
3rd Party Ref No. -
Date of Last Order 5/31/2017
Diversity -
Registration Status None
Business Description
There is no business description available for this supplier.

About
Supplier 360
Summary
General
Supplier Classes
System Settings
Contacts and Locations
Workflow and Review
Legal and Compliance
eProcurement
View History

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

Suppliers > Manage Suppliers > Search for a Supplier > Supplier Profile - XEROX CORPORATION

XEROX CORPORATION

Supplier Number 0000003042
Registration Status None
Registration Type Profile 1

View Supplier Registration

Summary

General Supplier Information

Supplier Name XEROX CORPORATION
Doing Business As (DBA) XEROX CORPORATION
JAGGAER Supplier ID 7978316
BFS Supplier Number 0000003042
Active for Shopping

Order Acknow
Advanced Ship
e-Invoicing
Portal Invoic

Supplier Reg

Last Updated
Profile Last Up
Registration M

Registration Status None
Registration Type Profile 1
Supplier Support Contact Cook, Susan

Default Ordering Information

Order Distribution Email (HTML Body) CG_TEST@berkeley.edu
Payment Method Purchase Order

- 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 Number 0000003042
Registration Status None
Registration Type Profile 1

View Supplier Registration

Addresses

Show Inactive Addresses

Select an Address

000, PO Box 101235 (Primary Remittance)
003, BFS ID: 0000003042 (Fulfillment)
004, BFS ID: 0000003042 (Fulfillment)
006, BFS ID: 0000003042 (Fulfillment)
008, BFS ID: 0000003042 (Fulfillment)
009, BFS ID: 0000003042 (Fulfillment)
010, BFS ID: 0000003042 (Fulfillment)
012, BFS ID: 0000003042 (Fulfillment)
013, BFS ID: 0000003042 (Fulfillment)

Address Information

Name 002, PO Box 101235
Address Type Remittance
Address ID (Play: EFT)(W/H: NA)
3rd Party ID 2
Active
Primary
Country United States
Street Line 1 PO Box 101235
Street Line 2
Street Line 3
City/Town Pasadena
State/Province CA
Postal Code 91189-0005
Phone +1 (888) 339-7887
Toll Free Number
Fax Number +1 (866) 340-9914
Notes

Associated address detail

Select fulfillment or remittance address

Summary of supplier and supplier spend in BearBuy.

Provides an overview of the Supplier (data is view-only), including:
• General Supplier Information
• Supplier Registration Information
• Default Ordering & Distribution Information (how PO is sent to Supplier)
• Default Fulfillment Center Information

Contains various supplier-level data elements including name, dba, and BFS ID.

Identifies supplier & diversity classification associated to

Contains shopping configuration for this supplier (shopping settings, product search settings, and AP/voucher/invoice settings).

Contains detailed contact and all addresses associated to the supplier including Contact Type (Catalog, Corporate, Customer Care, Fulfillment, PO Failure, Remittance, Sales, Technical, Other).

Sub-tabs in this section display fulfillment center information related to the supplier such as tax associated to supplier, AP configurations, and Payment terms.

Currently not used at Berkeley

Lists all contracts (active and expired) associated to

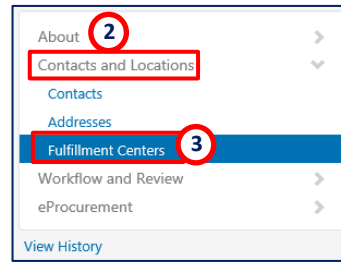
Mainly applies to Catalog (contains integration & catalog info).

Contains written audit trail of updates made to the supplier profile.

About
Supplier 360
Summary
General
Supplier Classes
System Settings
Contacts and Locations
Contacts
Addresses
Fulfillment Centers
Workflow and Review
Internal Notes
Legal and Compliance
Contracts
eProcurement
View History

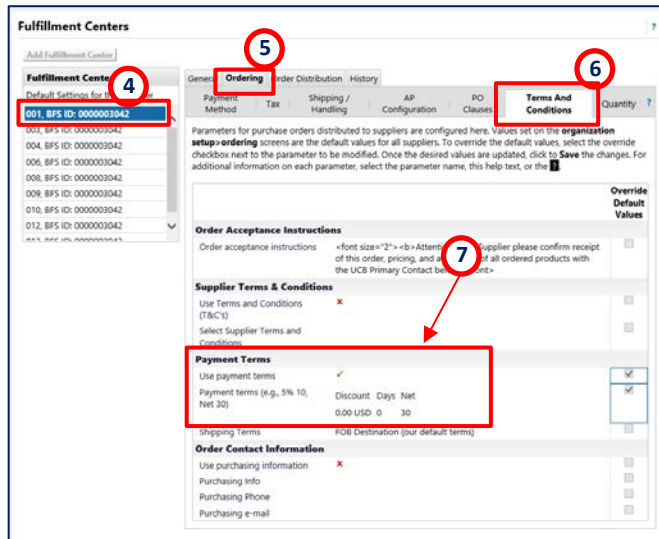
VII. Viewing Payment Terms

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.

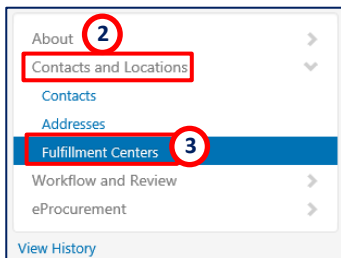
5. Select the **Ordering** tab
6. From the right side results, select the **Terms And Conditions** sub-tab.
7. Scroll to the **Payment Terms** section within the **Terms and Conditions** sub-tab. The payment terms will be visible.



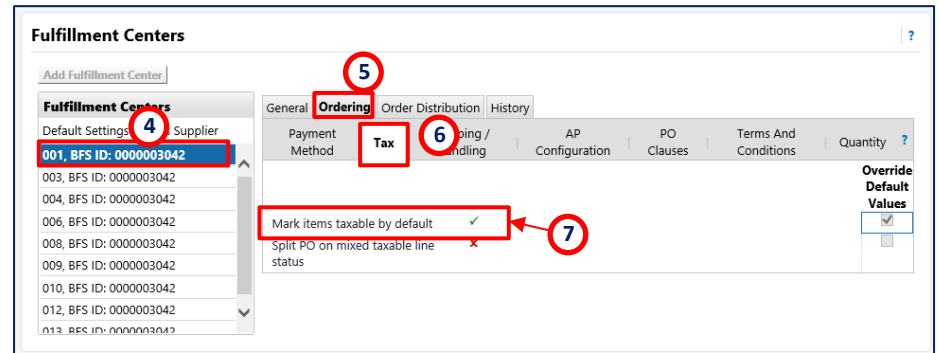
VIII. Viewing Supplier's Tax Default

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



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



4. Select the fulfillment (Supplier order) address you want to review.
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.