

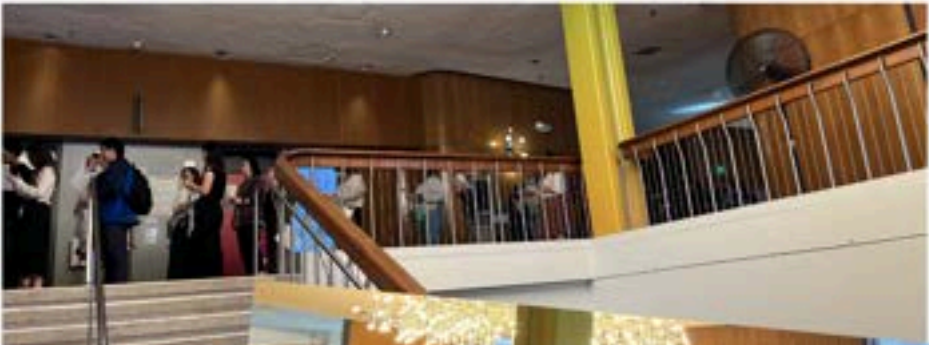


**Welcome to**  
**Bear (BUY)**  
**Territory**  
**Supplier Expo**

**2024**

# DIGITAL GUIDE

- **DATE:** April 17, 2024 (Wednesday)
- **TIME:** 10:00 a.m. - 2:00 p.m.
- **ADDRESS:** Pauley Ballroom Inside the MLK Student Union (2495 Bancroft Way, Berkeley, CA 94720)



## Message from Russell Chung, Chief Procurement Officer

On behalf of our procurement/supply chain management team and our event working committee, we'd like to extend a warm welcome to our valued suppliers, and our UC Berkeley and UC colleagues!



This event offers a fantastic opportunity to:

- **Engage:** Foster connections between our procurement team, suppliers, and the wider campus network. This allows for a deeper understanding of your needs and our supplier and procurement capabilities.
- **Collaborate:** Engage in collaborative discussions and explore how your expertise, our expertise and our supplier's expertise can contribute to your unit or department goals.
- **Celebrate Success:** Recognize the vital role our suppliers play in our campus and the UC's achievements and acknowledge our collaborative contributions.

Throughout the event, we have a stimulating program planned, featuring breakout sessions with key suppliers and staffed information tables of our key suppliers. Please enjoy the opportunities for networking and relationship-building, both within the Supply Chain team, our suppliers and across different departments.

We appreciate your partnership and dedication. We hope this event will foster stronger connections, ignite innovative ideas, and solidify paths to continued and improved success.

Let's have a fantastic day!



## **Message from Kiyoko Thomas, Director of Basic Needs Center**



**The Basic Needs Center acts as a virtual and physical hub that supports students with food, housing, and financial stability resources, and connects students to other essential services. We recognize that basic needs are not always simple, and that students' needs can be complex, and may include**

**health/medical care, technology, dependent care, and transportation needs. Support from the Basic Needs Center includes:**

- 1) assessment of individualized student needs.**
- 2) navigation of and connection to basic needs resources; and**
- 3) planning and support to address students' immediate and long-term care in collaboration with on and off campus partners and services.**

**All proceeds from the sale of the Supply Expo raffle will be donated to the Basic Needs Center. Your support of the Basic Needs Center will go directly to students in the form of emergency food resources from the Food Pantry and emergency financial assistance for food and rent. Your support allows us to work towards our collective commitment of ensuring that students' basic needs are met so that they can thrive during their time at UC Berkeley.**

**Message from Stacey Templeman,  
Director of Strategic Sourcing &  
Systems Solutions**



**I am excited to welcome you to Supply Chain Management's Supplier Expo. Today's event will include opportunities to meet our preferred suppliers and sponsors on the Expo floor and in our breakout rooms. I always learn so much listening to our suppliers' stories about supporting universities and colleges. I hope that you can take some time to learn from our partners in the breakout sessions. Our sponsors and colleagues will present on topics related to sustainability, AI, and innovations.**

**Supply Chain Management believes in giving back to our community through service and support. We welcome Berkeley's Basic Needs Center to today's event. I hope that you visit their table and purchase a raffle ticket or donate to support their work. In these difficult economic times, our partners, Berkeley, and the local community, have risen to the challenge by providing some amazing tickets, activities, and items for this raffle.**

**I would personally like to thank our campus community. Your support and attendance have made this event possible.**

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### CAMPUS DEPARTMENTS:

- SUPPLY CHAIN MANAGEMENT
- BERKELEY BASIC NEEDS CENTER
- PROPERTY MANAGEMENT
- BERKELEY CATERING
- ACCOUNTS PAYABLE
- BERKELEY REGIONAL SERVICES
- ZERO WASTE



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- **BearBUY Support/Resources**
- **Thank you to Raffle Sponsors**



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# Building/Facility Supplies & Services

## Contacts:

Supplier's Name	Contract Number	Shop with	Ecovadis Participation	Small Business First
 <p><b>B&amp;H Photo</b>  <a href="https://www.bhphotovideo.com/">https://www.bhphotovideo.com/</a>            420 Ninth Ave.            New York, NY 10001  <a href="mailto:govedbids@bhphotovideo.com">govedbids@bhphotovideo.com</a>            Phone: 212-239-7500</p>	<p><b>2021002947:</b> OMNIA            B&amp;H Audio Visual            Equipment - Accessories            and Services</p>	<p>Punchout            Catalog</p>		
 <p><b>Cintas</b>  <a href="https://www.cintas.com/">https://www.cintas.com/</a>            777 139th Avenue            San Leandro, CA 94570            Chris Luna  <a href="mailto:lunac@cintas.com">lunac@cintas.com</a>            Phone: 415-640-0041</p>	<p><b>2021002808:</b> UC-wide            CINTAS Uniform Rental            and Services</p>	<p>Non-            Catalog            Form</p>	<p>Bronze</p>	
 <p><b>Grainger</b>  <a href="https://www.grainger.com/">https://www.grainger.com/</a>            444 Doolittle Drive            San Leandro, CA 94577            Jeff Bonato, Account Manager  <a href="mailto:jeff.bonato@grainger.com">jeff.bonato@grainger.com</a>  <a href="mailto:eprocustomeercare@grainger.com">eprocustomeercare@grainger.com</a></p>	<p><b>UCIMP-0110:</b> Grainger -            Systemwide Prime</p>	<p>Punchout            Catalog</p>		
 <p><b>HD Supply</b>  <a href="https://hdsupplysolutions.com/">https://hdsupplysolutions.com/</a>            3400 Cumberland Blvd. SE            Atlanta, GA 30339  <a href="mailto:govsales@hdsupply.com">govsales@hdsupply.com</a>            Armando Soto  <a href="mailto:armando.soto@HDSupply.com">armando.soto@HDSupply.com</a>            Phone: 510-688-1102</p>	<p><b>UCOP-288:</b> UC-wide HD            Supply Residential MRO</p>	<p>Hosted            Catalog</p>		
 <p><b>Stygian powered by Grainger</b>  <a href="https://stygianhc.com/">https://stygianhc.com/</a>            300 Frank H Ogawa Plaza Ste 175            Oakland, CA 94612            Andrew Guzzon, Vice President  <a href="mailto:andrew@stygianhc.com">andrew@stygianhc.com</a></p>	<p><b>UCIMP-0110:</b> Grainger -            Systemwide Prime</p>	<p>Punchout            Catalog</p>		<input checked="" type="checkbox"/>

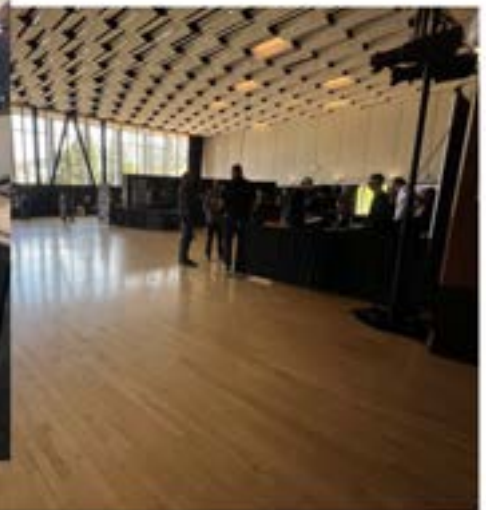
# Berkeley Information Technology

## IT Client Services (ITCS)

IT Client Services (ITCS) provides technical support to the campus community through the IT Service Desk, Device Provisioning, Device Support, and Engineering and Security Teams.



ITCS helps faculty and staff **purchase IT equipment, supports eligible devices**, and is available for **general IT consulting**. These core services are available to all UC Berkeley divisions.

The Service Desk is available for support Monday through Friday, 8 a.m. to 5 p.m. (excluding University holidays) via phone at 510-664-9000. You can also **order a service using the IT Catalog** or **report a problem with the incident webform**.



# Computer and Information Technology

## Contacts:

	Supplier's Name	Contract Number	Shop with	Ecovadis Participation	Small Business First
	<b>CDW Government</b> <a href="https://www.cdwg.com/">https://www.cdwg.com/</a> 230 N. Milwaukee Vernon Hills, IL 60061 Paul Cardamone, Account Manager <a href="mailto:paul.cardamone@cdwg.com">paul.cardamone@cdwg.com</a> Phone: 847-371-5600 <a href="mailto:eprohelp@cdw.com">eprohelp@cdw.com</a>	<b>2021002915:</b> UC-wide CDW-G IT peripherals	Punchout Catalog	Gold	
	<b>Dell Marketing LP</b> <a href="https://www.dell.com/">https://www.dell.com/</a> P.O Box 371964 Pittsburgh, PA 7964 Malissa Evans, Account Manager <a href="mailto:Malissa_Evans@dell.com">Malissa_Evans@dell.com</a> Phone 847-371-5600	<b>2018.000068:</b> UC-wide Dell end user devices, servers, and storage	Punchout Catalog	Platinum	

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 <p><b>Chameleon Creative Group</b> dba: BLM Creative Enterprises <a href="https://www.getcreative.us/">https://www.getcreative.us/</a> 1306 Monte Vista Ave, Ste 10 Upland, CA 91786 Barbara Lorek, CEO <a href="mailto:barb@getcreative.us">barb@getcreative.us</a> Phone: 909-920-1258</p>	<p><b>UCB_SCM_2105_STRATPRICE:</b> UCB SCM MSA2095 Creative Ent.</p>	Non-Catalog Form		<input checked="" type="checkbox"/>
 <p><b>RM Transportation</b> dba: Mosaic Global Transportation <a href="https://www.mosaicglobaltransportation.com/">https://www.mosaicglobaltransportation.com/</a> 525 Sunol Street San Jose, CA, 95126 <a href="mailto:info@mosaicglobaltransportation.com">info@mosaicglobaltransportation.com</a> Jennifer Lee-Lewis, Account Manager <a href="mailto:jee-lewis@mosaicglobaltransportation.com">jee-lewis@mosaicglobaltransportation.com</a> Phone: 650-458-4234</p>	<p><b>00213-Feb2020-3:</b> RM Executive Transportation Inc. dba Mosaic Global Transportation MSA</p>	Vehicle Charter Form		<input checked="" type="checkbox"/>
 <p><b>Sheena K Foods LLC</b> dba Parker's Crazy Cookies <a href="https://parkerscrazycookies.com/">https://parkerscrazycookies.com/</a> 1273 Industrial Pkwy West 160 Hayward, California 94544 <a href="mailto:orders@parkerscrazycookies.com">orders@parkerscrazycookies.com</a> Phone: 510-847-2634</p>	<p><b>UCB_SCM_MSA_2096:</b> Parkers Crazy Cookies - Licensed Cookies Provider</p>	Non-Catalog Form		<input checked="" type="checkbox"/>
 <p><b>Stuart Rental Company</b> <a href="https://www.stuartrental.com/">https://www.stuartrental.com/</a> 454 South Abbott Ave. Milpitas, California 95035 <a href="mailto:sales@stuartrental.com">sales@stuartrental.com</a> Cori Lambert, Sales Manager <a href="mailto:clambert@stuartrental.com">clambert@stuartrental.com</a> Phone: 408-856-3232</p>	<p><b>020002622:</b> Stuart Rentals-001984-Apr2020</p>	Non-Catalog Form		

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#### MELANIE BOGGAN

Senior Account Manager  
[mboggan@oneworkplace.com](mailto:mboggan@oneworkplace.com)

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Senior Account Executive (AV + Technology)  
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#### LISA CHRISTENSEN

Client Business Manager  
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#### KEVIN SCHMIDTBAUER

Strategic Accounts Manager  
[kschmidt@steelcase.com](mailto:kschmidt@steelcase.com)









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# Office Supplies and Furniture

## Contacts:

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 <p><b>Blaisdell &amp; Songey Inc.</b>  <b>dba: Blaisdell's Business Products</b>  <a href="https://blaisdella.com/">https://blaisdella.com/</a>            474 Roland Way            Oakland, California 94621            Patty De Freitas, Account Manager  <a href="mailto:Pdefreitas@blaisdells.com">Pdefreitas@blaisdells.com</a>            Phone: 510-483-3600</p>	<b>2018.00735:</b> Blaisdell's	Hosted Catalog		<input checked="" type="checkbox"/>
 <p><b>ODP Business Solutions</b>  <b>(formerly Office Depot)</b>  <a href="https://www.odpbusiness.com/">https://www.odpbusiness.com/</a>            Customer Support 800-279-1528            Jennifer Jimenez, Program Manager  <a href="mailto:jennifer.jimenez@odpbusiness.com">jennifer.jimenez@odpbusiness.com</a>            Phone: 408-603-9011</p>	<b>2023003958:</b> UC-wide ODP Business Solutions Inc Office Supplies FIU Adoption	Punchout Catalog	Committed	
 <p><b>One Workplace powered by Steelcase</b>  <a href="https://www.oneworkplace.com/">https://www.oneworkplace.com/</a>            2500 De La Cruz Blvd            Santa Clara, California 95050            Melanie Boggan, Sr. Account Manager  <a href="mailto:mboggan@oneworkplace.com">mboggan@oneworkplace.com</a>            Phone: 510-282-7469</p>	<b>2019.001899:</b> UC-wide Steelcase Office Furniture	Punchout Catalog	Participating	<input checked="" type="checkbox"/>
 <p><b>Steelcase</b>  <a href="https://www.steelcase.com/">https://www.steelcase.com/</a>            901 44th Street SE            Grand Rapids, Michigan 49508  <a href="mailto:UC.Call.Center.Support">UC Call Center Support</a>            Phone: 408-719-7855</p>	<b>2019.001899:</b> UC-wide Steelcase Office Furniture	Order from One Workplace	Gold	
 <p><b>Upwork Global Inc.</b>  <a href="https://www.upwork.com/">https://www.upwork.com/</a>            475 Brannon St., Ste 430            San Francisco, California 94107  <a href="mailto:UCBerkeley-programteam@upwork.com">UCBerkeley-programteam@upwork.com</a>            Phone: 650-853-4182</p>	<b>2020002732:</b> Upwork UC Merced Master Subscription Agreement	<a href="#">Upwork Portal</a> & Service Form	Silver	



amazon business

**Did you know?** UC Berkeley and Amazon Business have partnered on a sustainable procurement strategy, preferring products from 41 governmental, non-profit, and independent certified organizations, representing over 1 million items. How are you utilizing Amazon Business to source sustainably?

Check out additional Amazon Business sustainability efforts:

### Frustration Free Packaging

- Amazon Business filter offers less air, less materials, and more efficient packaging design through certified Frustration Free Packaging and Compact by Design.
- These packages are smaller and more efficient ship, reducing overall carbon emissions.

### Plastic Mailers Recycling Pilot

- The campus Amazon Store and UC Berkeley have partnered to recycle bubble mailers.
- The goal of the pilot is to understand how much plastic material can be reused and re-enter the packaging lifecycle, eliminating single use.

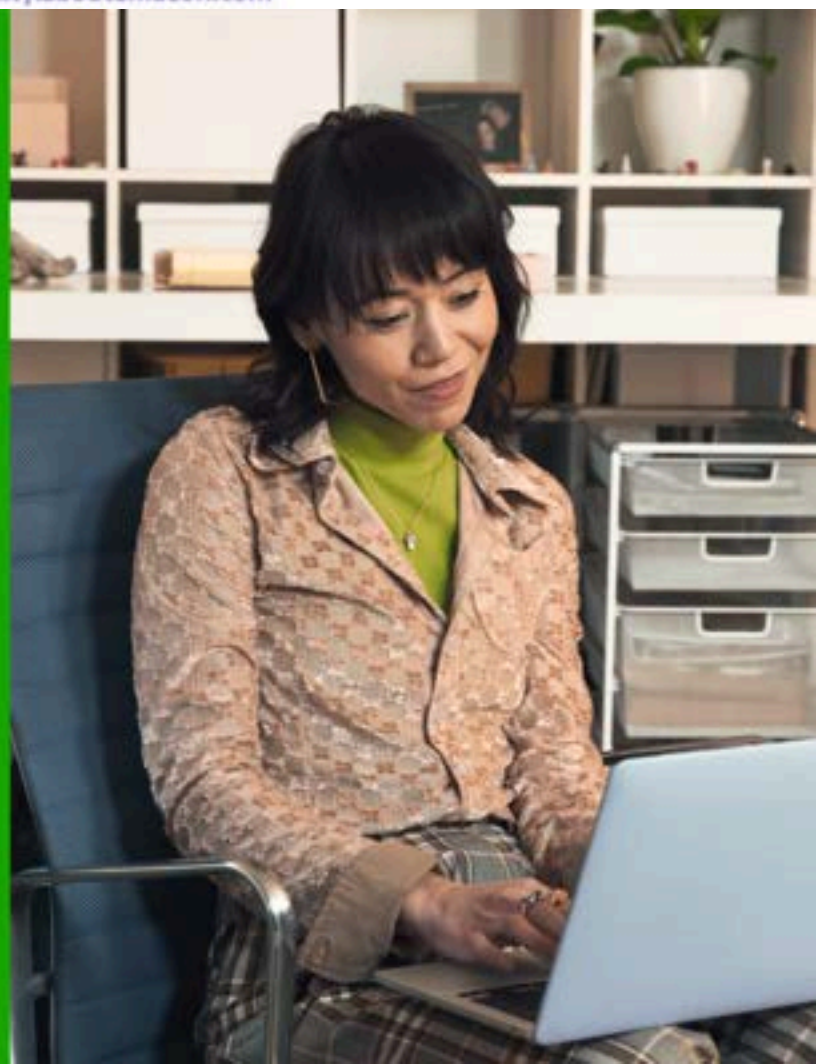
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Berkeley Supply Chain Management

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Chemical Application Specialist  
adam.taylor@thermofisher.com  
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robert.reeves@thermofisher.com  
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# **Research Supplies and Services**

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### Green-Pak

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### StableStak

Multilayer system for high-production multichannel work. Each StableStak™ is equivalent to 10 96-tip racks.



### Bulk Tips

The most sustainable rack is the rack you don't use, which makes manually refilling spent racks and waters a reasonable option for some labs.



### Rainin Standard Rack

Reengineered in 2018 to reduce the amount of polypropylene by 20%.






# RAININ

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# Research Supplies and Services

## Contacts:

Supplier	Contract Number	Shop with	Ecovadis Participation	Small Business First
 <p><b>Fisher Scientific</b>  <a href="https://www.fishersci.com/">https://www.fishersci.com/</a>            13551 Collections Center Dr.            Chicago, Illinois 60693            Sabrina Binczewski, Sales Representative  <a href="mailto:sabrina.binczewski@thermofisher.com">sabrina.binczewski@thermofisher.com</a>            Phone: 415-371-8563</p>	<b>2021002889:</b> UCOP-UC-wide Fisher Scientific General Lab Supplies	Punchout Catalog & Hosted Catalog	Participating	
 <p><b>Genesee Scientific</b>  <a href="https://geneseesci.com/">https://geneseesci.com/</a>            8430 Juniper Creek Lane            San Diego, California 92126  <a href="mailto:orders@GENESEESCI.COM">orders@GENESEESCI.COM</a></p>	<b>2021002853:</b> Copy of 2021002853	Punchout Catalog	Participating	<input checked="" type="checkbox"/>
 <p><b>illumina</b>  <a href="https://www.illumina.com/">https://www.illumina.com/</a>            9885 Towne Centre Drive            San Diego, California 92121  <a href="mailto:customerservice@illumina.com">customerservice@illumina.com</a>            Rachel Spetzger, Sr. Account Manager  <a href="mailto:rspetzger@illumina.com">rspetzger@illumina.com</a>            Phone: 858-200-6851</p>	<b>2023003585:</b> UC-wide LS Illumina	Hosted Catalog	Silver	<input checked="" type="checkbox"/>
 <p><b>Matheson Tri-Gas Inc.</b>  <a href="https://www.matheson.com/">https://www.matheson.com/</a>            6775 Central Ave.            Newark, California 94560  <a href="mailto:info@mathesongas.com">info@mathesongas.com</a>            Phone: 510-793-2559</p>	<b>2023003888:</b> Matheson Tri-Gas-002917-Sep2022	Non-Catalog form		
 <p><b>Medline Industries LP</b>  <a href="https://www.medline.com/">https://www.medline.com/</a>            Three Lakes Drive            Northfield, Illinois 60093            Phone: 800-633-5463            Dana Kenney, Account Manager  <a href="mailto:dkenney@medline.com">dkenney@medline.com</a>            Phone: 618-633-5463</p>	<b>2021003157:</b> UCOP-UC-wide Medline Medical, and Surgical	Punchout Catalog	Participating	

\*Research supplies continue to next page



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# RESEARCH SUPPLIES AND SERVICES

## Contacts:

Supplier	Contract Number	Shop with	Ecovadis Participation	Small Business First
 <p><b>Neta Scientific Inc.</b>  <a href="https://www.netascientific.com/">https://www.netascientific.com/</a>            4206 Sylon Blvd            Hainesport, New Jersey 08036  <a href="mailto:orders@netascientific.com">orders@netascientific.com</a></p>	<p><b>2021002881:</b> UCOP-UC-wide Neta Scientific Inc General Lab Supply</p>	Hosted Catalog	Bronze	<input checked="" type="checkbox"/>
 <p><b>Mettler Toledo Rainin LLC</b>  <a href="https://www.shoprainin.com/">https://www.shoprainin.com/</a>            7500 Edgewater Drive            Oakland, California 94621  <a href="mailto:CS@rainin.com">CS@rainin.com</a></p>	<p><b>2021002941:</b> UC-Wide General Lab Supplies/Rainin Agreement</p>	Punchout Catalog & Hosted Catalog		
 <p><b>Spectrum Chemicals</b>  <a href="https://www.spectrumchemical.com/">https://www.spectrumchemical.com/</a>            14422 S. San Pedro Street            Gardena, California 90248  <a href="mailto:Sales@SpectrumChemical.com">Sales@SpectrumChemical.com</a></p>	<p><b>UCOP-104:</b> UC-Wide Spectrum Chemicals &amp; Laboratory Products</p>	Hosted Catalog		<input checked="" type="checkbox"/>
 <p><b>Thomas Scientific</b>  <a href="https://www.thomasci.com/">https://www.thomasci.com/</a>            1654 High Hill Road            Swedesboro, New Jersey 08085  <a href="mailto:CustomerService@ThomasSci.com">CustomerService@ThomasSci.com</a></p>	<p><b>2021002868:</b> UC-Wide Thomas Scientific Lab Supplies</p>	Hosted Catalog	Participating	<input checked="" type="checkbox"/>
 <p><b>VWR Inc.</b>            An Avantor Science company  <a href="https://us.vwr.com/store/">https://us.vwr.com/store/</a>            PO BOX 31001-1257            Pasadena, California, 91110            Dawn Smith, Regional Sales Director  <a href="mailto:dawn.smith@avantorsciences.com">dawn.smith@avantorsciences.com</a>            Phone: 510-617-7356</p>	<p><b>2021002925:</b> UC-Wide VWR International General Lab Supply</p>	Punchout Catalog & Hosted Catalog	Bronze	

**New Shoppers  
Quick Reference  
Guide**  
**(How to Set Your Default  
Settings in BearBUY)**

# Berkeley BearBUY

## UC Berkeley Supply Chain Management

### New Shoppers Quick Reference Guide

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

**Please Note:** Purchase Orders must be issued before goods or services can be ordered or paid.

#### Default User Settings

##### Helpful Hints: How to Make Your Orders Auto Approve

**\*\* To expedite your low-value orders via auto approval, you need the following fields: Org Node, Shipping Information, Billing/Payment, and Accounting Codes (Chartstrings). \*\***

1. Login to [BearBuy](#) using your CalNet ID and Passphrase
2. Press your avatar icon in the upper right-hand corner, select **View My Profile**, and select **Default User Settings** from the list.



##### **Org Node:**

- Select **Custom Field and Accounting Code Defaults**, press on the **Codes** tab, and press on the **Edit** button next to Org Node  
Press on the **Create New Value** button, enter your Org Node in the Value field, and press on the **Search** button.
- Check the box under Select and press on the **Add Values** button
- To make it default, Select your Org Node from the list, check the Default box, and press the **Save** button



##### **Shipping Information:**

- Select **Default Addresses** and press on the **Select Addresses for Profile** button.
- Search for your address in the field and press on the **Search** button.
- Select your address from the list, check the Default box, and press the **Save** button.

##### **Billing/Payment:**

- Select **Default Addresses**, press on the **Bill To** tab, and press on the **Select Addresses for Profile** button
- Press on the downward arrow button, select **Disbursements** from the list, check the Default box, and press the **Save** button

##### **Accounting Codes (Chartstrings):**

- Select **Custom Field and Accounting Code Defaults**, press on the **Code Favorite** tab, and press on the **Add** above Accounting Codes
- Enter a nickname for this chartstring, check the Default box, enter your chartstring accordingly, and press the **Save** button.

##### **(OPTIONAL) Cart Assignee:**

- Select Cart Assignee and press on the Add Assignee... button, search for your cart assignee, and press on the **Search** button
- Press on the **Select** option next to your cart assignee's name
- To remove a cart assignee, press the **Remove** button from the list

##### **Notification Preferences:**

1. Select **Notification Preferences** from the list and the type of notification preference you would like to edit (i.e. **Shopping, Carts & Requisitions**)
2. Press on the **Edit Selection** located in the upper right-hand corner and select **Override**
3. Choose the preference of your choice from the dropdown list and press the **Save** button



# Berkeley BearBUY

## UC Berkeley Supply Chain Management

### Shopping

#### Catalogs:

- **Hosted catalogs** are managed internally by the Supply Chain Management (SCM) BearBuy team.
  - o Use the Catalog Search Bar to perform a quick product search. You can also use the links listed below the search bar.

Shop

Go to: [advanced search](#) | [favorites](#) | [forms](#) | [non-catalog form](#) | [quick order](#)    Browse: [suppliers](#) | [categories](#) | [contracts](#)

- **Punchout catalogs** are managed externally by the Supplier. When a punchout catalog is selected, a new browser window opens. After adding and submitting items to your Cart from the punchout catalog, you will be redirected to BearBuy to complete your transaction.

**Helpful Hint:** When using a tile with both a hosted and punchout catalog, use the hosted catalog instead since it has more selection.

**Forms:** Forms are used for purchases not found in a catalog. For a full list of forms in BearBuy, select the **Forms** link under the Catalog Search Bar.

#### Filter Search Results, Product Comparison, and Favorite Items:

- Upon searching for your product using the catalog search bar, you can **filter** the results to your liking using the section on the left-hand side of the page. You can also use the **comparison feature** on the right-hand side to **compare** multiple results.
- Click **add to favorite** if you want to create a favorites list for items that you frequently purchase.

The screenshot shows a search results page with the following elements:

- Top right: "Showing 1 - 200 of 1301 Results" and a "Compare Selected" button.
- Left sidebar: "Add Keywords" with a search box and "Go" button; "Filter Results" section with "By Custom Attribute" (Easy Buy (3)) and "By Product Flag" (Green (37), Recycled (97)).
- Main content: Two product listings. The first is "Varsity Fountain Pen, Blue Ink, 1mm" priced at 2.28 USD, with part number PIL90011 and manufacturer (PILLOT CORP. OF AMERICA). The second is "Retractable Ballpoint Pen, Blue Ink, Medium, Dozen" priced at 9.99 USD, with part number UNV15511 and manufacturer (UNIVERSAL OFFICE PRODUCTS).
- Each listing includes a "larger image" link, a quantity selector (set to 1), an "Add to Cart" button, and "add favorite" or "compare" options.

**Helpful Hint:** For easier viewing, comparing no more than four items at a time is recommended.

### Cart Management

1. On the left-hand side of the page, click **Shop** and then **My Carts and Orders**. Click the **View Carts** section to view your **Draft Carts** and **Assigned Carts**.

2. Once in your cart, you can do the following:

- **Add Selected Items To Favorites**
- **Remove All or Selected Items**
- **Move Items to Another Cart**
- **Add Items to Draft Cart or Pending Purchase Requisition/Purchase Order (PO)**

The screenshot shows a dark blue navigation menu with the following items:

- Shop (Alt+F)
- Shopping
- My Carts and Orders** (highlighted with a yellow box)
- Admin

On the right side of the menu, there are two buttons:

- Open My Active Shopping Cart
- View Carts** (highlighted with a yellow box)

Below the menu, there is a link: View My Orders (Last 90 Days)



# Berkeley BearBUY

## UC Berkeley Supply Chain Management

### Helpful Hints:

- **View My Carts** is the only time you can set your cart as **Urgent**.
- Always **view your cart details** to verify completion **before submitting** or **assigning** your cart.
  - o **Important:** Orders must have a ship to/bill to addresses and chartstrings to process.
  - o It is **best practice** to *never mix forms/catalogs* (i.e., Non-Catalog and Payment Request, Dell and CDW-G, Amazon Business and Service Order Request, etc.) *in a cart*.

### Tabs

Use the following tabs in your Requisition or PO to view specific information:

- o **Approvals** to view your Requisition/PO's current status in the workflow.
- o **Comments** to view any communication between your Requisition/PO's stakeholders. Show comments for **all** is recommended.
- o **Attachments** to view all attachments/supporting documentation, such as quotes from the supplier.
  - **Please do not include any personal/sensitive information in your attachments!** (i.e., Social Security Number, Credit Card Information, Driver's License, State ID Card, etc.)
  - More information on Restricted Data: <https://security.berkeley.edu/what-restricted-data>
- o **History** to view all past actions associated with your Requisition/PO.

Requisition PR Approvals Comments Attachments History

Status Purchase Order Revisions PO Approvals Shipments Receipts Invoices / Vouchers Comments Attachments History  
Summary Shipping Information Buyer Info Asset Management Accounting Codes Taxes/55H

### Receiving

#### Creating a Receipt(s)

- For Catalog Orders >\$5,000 and Non-Catalog Form Orders >\$1,000, a receipt is required before a voucher can be paid.
- Please see the **Receiving Instructions:** <https://supplychain.berkeley.edu/receiving-instructions>

### Support

#### First Line of Support: BearBUY Help Desk

- Available Monday - Friday from 8:00 a.m. to 5:00 p.m., **Phone:** 510-664-9000 Option 1, Option 2
  - **Email:** [BeaBUYhelp@berkeley.edu](mailto:BeaBUYhelp@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>

# BearBUY

## Support/Resources

### **PURCHASING SUPPORT INFORMATION:**

- For questions and assistance related to the purchase orders, please get in touch with your **Regional Services Purchasing team**.
  - You can visit the **Regional Finder page** for assistance if you do not know your region. Your region will be listed above your name.
- For questions related to purchase orders over \$10,000, please get in touch with your Buyer.
  - If you do not know who your buyer is, you can visit our **Find Your Buyer page** for assistance.

### **BearBUY (TECHNICAL) HELP DESK CONTACT INFORMATION:**

- **Phone: (510) 664-9000 option 1, then option 2**
- **Email: [bearbuyhelp@berkeley.edu](mailto:bearbuyhelp@berkeley.edu)**
  - **Please Note: Emailing the BearBUY Help Desk will generate a ServiceNow ticket, which will be routed based on ticket information.**

### **BearBUY ONLINE TRAINING:**

- **BearBUY 1.0: Basics for Shoppers eCourse**
  - **UC Learning Course Code: [BEESS950-Online](#)**
- **BearBUY 2.0: Intermediate for Shoppers eCourse**
  - **UC Learning Course Code: [BEESS960-Online](#)**
- **BearBUY Purchase Order Changes eCourse**
  - **UC Learning Course Code: [BEESS980-Online](#)**
  - **Prerequisites: Both BearBUY 1.0 & 2.0 eCourses**
  - **Staff must complete this eCourse before submitting a [SARA request](#) for the Change Order Preparer Role**

### **JOB AIDS AND INSTRUCTIONAL GUIDES:**

**BearBUY Instructional Resources**

# THANK YOU FOR MAKING A DIFFERENCE!

The following companies and campus departments donated items to benefit both the Berkeley Basic Needs Center and the Supplier Expo raffles. Your donations made this event worthwhile, exciting, and memorable! (Round of applause!)



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dba: Mosaic Global Transportation  
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<https://www.bhphotovideo.com/>



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(formerly Office Depot)  
<https://www.odpbusiness.com/>



Blaisdell & Songley Inc.  
dba: Blaisdell's Business Products  
<https://blaisdells.com/>



Omnia Partners  
<https://www.omniapartners.com/>



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<https://www.oneworkplace.com/>



Campus Tour  
<https://visit.berkeley.edu/>



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dba Parker's Crazy Cookies  
<https://parkerescrazycookies.com/>



CDW Government  
<https://www.cdw.com/>



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<https://www.spectrumchemical.com/>



Chameleon Creative Group  
dba: BLM Creative Enterprises  
<https://www.getcreative.us/>



Stuart Rental Company  
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