BearBuy

User Reference Guide – *Shopper (Universal)*

Version 2.2

Table of Contents

A. BearBuy Roles

Shopper:

- UC Berkeley staff, faculty, Graduate student, and all other student employees are Shoppers. Must have logged into BearBuy once to obtain access.
- Enters requests into BearBuy via a shopping cart; can assign or submit carts.
- Shoppers can edit cart, create multiple carts, unassign carts, reassign carts, etc.

Cart Authorizer:

- Cart Authorizers are Shoppers who have received assigned shopping carts.
  - A Shopper can route a Cart to another Shoppers for review.
  - When a shopping cart is routed to another Shopper (*e.g.*, a program manager) for authorization or review before the cart is submitted, this Shopper is referred to as the **Cart Authorizer**.
- Anyone can be assigned a Cart, and this is a 'function' not an actual 'role', therefore, the role is not set up through SARA.

Requisition Creator [ROLE]:

- Role is requested through SARA[1] based on Org Node.
- 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.
- **This role cannot be combined with the Requisition Approver role.**

Additional Authorizer [ROLE]:

- Role is requested through the SARA based on Org Node.
- Reviews Requisition for appropriateness, accuracy, and chartstring assignment.
- Requisitions can be routed to Additional Authorizers (up to 2) on an ad hoc basis, depending on department's needs. Additional Authorizers are often Principal Investigators.
- Cannot edit the Requisition (can only approve or return Requisitions).
- **A user cannot be the Shopper and Additional Authorizer for the same transaction.**

Chartfield 1 & 2 Authorizer [ROLE]:

- Chartfield 1 & 2 Authorizers are assigned and manually added in BFS by the department.
- Authorization is based on Chartfield 1 or 2 fields.
- If used by the department, transactions will always route to the Chartfield 1 or 2 Approver every time the COA value is used in BearBuy.
- Reviews Requisition for appropriateness, accuracy, and possibly chartstring assignment.
- Cannot edit the requisition (can only approve and return to submitter).
- Cannot be the Shopper and Chartfield 1 and/or 2 Authorizer for the same transaction.

[1] SARA: System Access Request Application; http://sara.berkeley.edu

Requisition Approver (Org Node Approver) [ROLE]:

- Role is requested through SARA based on Org Node.
- Confirms all Requisition information is accurate, complete and complies with the policy and funding requirements.
- Cannot edit the Requisition (can only approve or return Requisitions).
- Review Catalog and non-catalog form based orders =>$1,000
- Review all Sub-award, Payment Request, Amount Only, Independent Contractor and Consultant Services, Moving Services: Household and Personal Effect, Off Campus Events, Service Order Requests, Sole Source Over $100,000, Temporary Staffing Requests, Vehicle Charter Requests, and After the Fact orders regardless of dollar value.

Receiver [ROLE]:

- If receiving against own Purchase Orders (was the original shopper) no additional role required.
- If receiving against other Shopper's Purchase Orders, role must be requested through SARA.
- Acknowledges receipt of goods and services in BearBuy and attaches packing slips or other relevant documents.
- This record will be tied to the PO & Voucher. Recording Receipt in BearBuy is a best practice.
- Creating Receipts in BearBuy is the Receivers electronic 'okay to pay'.

Voucher Approver/ Match Exception Approver [ROLE]:

- Role is requested through SARA based on Org Node.
- Confirms all corrected Voucher information is accurate, complete and complies with the policy and funding requirements.
- Approves Vouchers to release payment to the Supplier based on the vendor's payment terms.
- Approves the clearing of Match Exceptions, once errors have been resolved by Match Exception Preparer.

This role ***cannot*** be combined with the Match Exception Preparer role.

Match Exception Preparer [ROLE]:

- Role is requested through SARA based on Org Node.
- Researches and processes the clearing of exceptions when the Voucher exceeds the PO tolerance. When appropriate, work with the vendor to correct erroneous invoices.
- Works with individuals in their unit to document the root cause and resolution of an exception, including adding relevant comments and attaching documentation to confirm the goods or services were recorded or services rendered.
- Users with this role are part of the workflow in the Voucher approval process when an invoice exceeds the matching tolerances set in BearBuy.

This role ***cannot*** be combined with the Voucher Approver role.

Change Order Preparer [ROLE]:

- Perform PO changes/revisions.
- Researches and resolves all Purchase Order export errors (bfs1) associated with the PO revisions they performed.

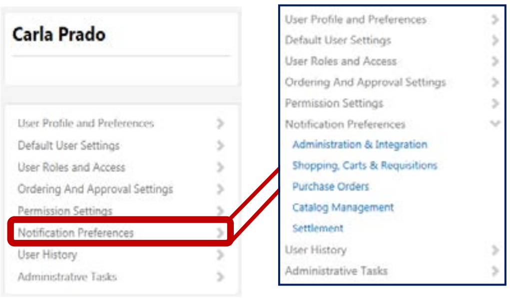
B. Your BearBuy Profile

Your Contact Information

- Your contact information is displayed within the View My Profile link in BearBuy.
  - Your name, office phone number, and email address will be visible. All this information is synced into BearBuy from your directory listing.
- If one of the fields (phone number or email address) is incorrect, you'll have to update your directory listing. To do so, navigate to the UCB directory[2] and select **Update Your Directory Listing.**

Email Preferences Layout

Within the User Information and Setting section, select the **Notification preferences** link.



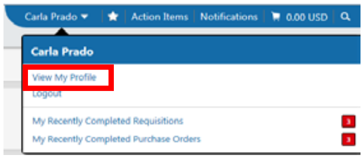
The **Notification Preferences** separates notifications between **Administration & Integration, Shopping Carts & Requisitions**, **Purchase Orders, Catalog Management,** and **Settlement.**

Shoppers, Requisition Creators and Approvers may be interested in activating / deactivating email notifications. The name of each email notification message is listed in these sections.

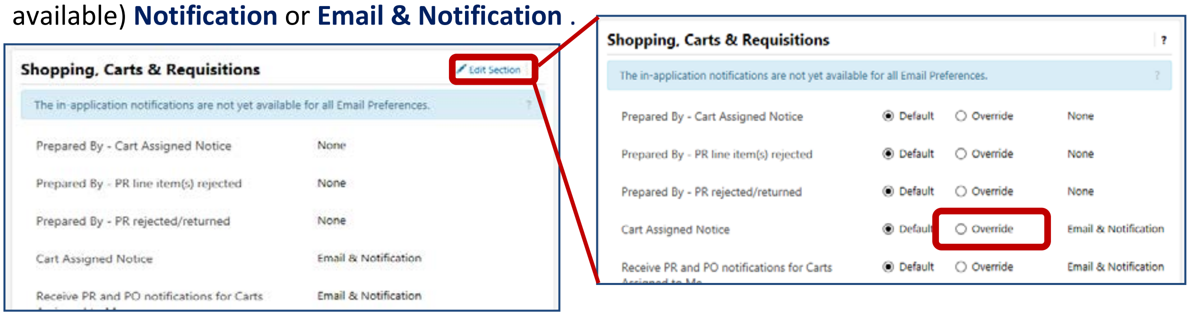
- **None:** The notification is turned off. You will not receive this notification at all.
- **Email:** The notification is turned on and is sent to you via email only.
- **Notification:** Notification is turned on and is displayed on within Notification in BearBuy only. You will not receive an email notification.
- **Email & Notification:** The notification is turned on and you will receive it via email and displayed within Notification in BearBuy.

Enable/Disable Email Notification

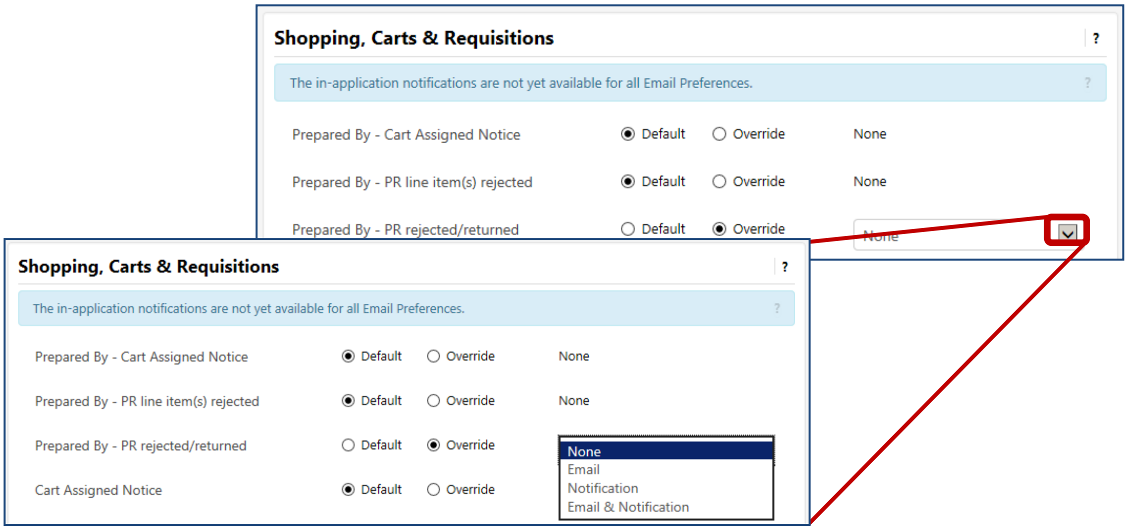
1. In BearBuy, access your profile by clicking the icon and select **View My Profile**.



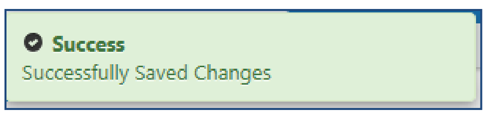
2. To **enable** an email **notification**, select Edit Section from the top right corner of the email preferences list. Change **None** by selecting the **Override** radio button, then from the drop-down options select **Email**, (if available) **Notification** or **Email & Notification** .



[2] Cal Net Directory Listing: https://calnet.berkeley.edu/directory/



3. To **disable** a **notification**, select Edit Section from the top right corner of the email preferences list. Select **Override**, then from the drop-down options select **None.**
4. When complete, click the Save Changes button. You will see a **Successfully Saved Changes** message appear on your screen.



C. BearBuy Business Process

High Level Workflow

- The High-Level Business process (**Appendix A on page 26**) shows the major steps that are performed in the end-to-end workflow procure-to-pay process from shopping through review, authorization, approval, ordering, receiving, invoice processing, exception management and Voucher approval.

Data Privacy

- UC Berkeley policy is requires strict access control over personally identified information (PII) 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, any personal financial account number, or full birthdates (MM/DD/YY).*
- We refer to this set of PII as **"notice triggering data."**
- Any unauthorized access to notice triggering data requires us to notify the state and the individual, and subjects us to serious financial penalties and lawsuits.
- ***No document with visible notice triggering data in any electronic system (including BearBuy) may be electronically stored or transmitted without the prior approval of the UC Berkeley Privacy Office.***
- An UCB individual's home address and family information also require restricted access control.
- Before attaching any documentation to the BearBuy transaction, **redact** any sensitive and PII information so that it is unreadable on any documents attached to the Requisition being processing.

Profile Management (BFS)

- Profile Management is a tool in BFS that is used to maintain user profiles.
- Preferred Org Nodes, SpeedTypes, Chartstring values, Authorizers, Ship to addresses, and final destinations can be set up with Profile Management.
- Access to manage user profiles in BFS is requested through SARA.

Chart Of Account (COA) Codes

- Each department uses a unique COA combination when processing transactions.
- A chartstring may consist of:
  - **Account:** Classifies the type of accounting transaction, i.e. office supplies, furniture, etc.
  - **Speedtype:** Shorthand for an entire or partial chartstring.
  - **Fund:** Explains the source of funds or the use of funds.
  - **Department:** Represents the cost center to which financial transactions are recorded.
  - **Program Code:** Identifies financial control points designated by UCOP (i.e. instruction).
  - **Chartfield 1 & Chartfield 2:** Identify activities or classify transactions for tracking that are important to the campus or department (i.e. Principle Investigator).
- If you need specific Chart of Account (COA) guidance, including understanding the proper usage of chartfields review the Chart of Accounts training materials.[3]

[3] Chart Of Accounts Information: http://www.bai.berkeley.edu/BFS/BudgetGL/chartofaccounts.htm

Necessary Documentation

- Ensure that the Requisition complies with the **federal funding requirements** set forth by the 'funding agency' by reviewing and completing the Notes, Comments or Attachments.

  EXAMPLE: Equipment purchase
  1) Determine that no 'like-kind' equipment exists on campus and include this statement in the BearBuy Notes or Comments.
  2) Verify that agency approval has been granted to purchase the equipment and include a statement like "(name of agency) approval has been granted to purchase the (name or type of equipment) equipment".
  3) Include a statement indicating whether the University or the Agency has title to the equipment.

- FORMS: include all of the necessary documentation in compliance with procedures/policies.

  EXAMPLE: After-the-Fact Form instructions refer to specific policies and documents.
  1) Include Price Reasonableness and Supplier Selection documentation to comply with procedures.
  2) Confirm that required Verification of Insurance for Service related Requisitions under $5000 is included.
  3) Attach the insurance certificate to the Requisition as an internal attachment, noting the UC Regents as 'additional insured'.

Encumbrances

- An encumbrance is the name given to funds that have been reserved when a purchase Requisition is finalized; a Purchase Order is created and encumbered.
- When a Purchase Order is processed, funds are "placed aside" for that transaction. Those funds are no longer available for use in other transactions, but also have not been included in the Actual Funds balance because a payment has not yet been generated and the funds have not physically left the university.
- When the Suppler is paid, the encumbrance is reversed and the funds will appear under the Actual funds balance instead of as an Encumbrance balance.

Self-Approval Threshold

- UC policy states that Requisition Creators can purchase items less than $1,000 without additional approval.
- Purchases greater than this self-approval limit require a Requisition Approver based on the Org Node.
- Exceptions to the Self Approval Thresholds are orders for Services Type forms, Sub-awards, Payment Request and After-the-fact POs – all of these will require Requisition Org Node Approval.

Tax Calculations

- When the PO exports to BFS, sales tax associated to the Ship To Location will be applied so the encumbrance (see section above) accounts for sales tax.
- Example: If a department approved a Requisition for $4,999, when a tax rate of 8% is applied in BFS, the value will be $5398.92. Be aware of this difference when managing POs and running BAIRS reports on BearBuy POs in BFS.

BearBuy PO

Item	Taxable?	Price	Ext Price
1	Yes	$4999.00	$4999.00
		Total	**$4999.00**

BFS PO

Item	Taxable?	Price	Ext Price
1	Yes	$4999.00	4999.00
	@ 8%		**$399.92**
		Total	**$5398.92**

Shipping

- The **Ship To Address** is designated on the PO and is the location to which the purchased goods will be sent by the Supplier.
- If a department has central receiving the goods will be sent to the **Ship To Address** by the Supplier. The order will then be internally redirected by UC Berkeley Central Distribution and delivered to the **Final Destination Code**.
- The **Final Destination Code** is used internally at UC Berkeley for departments that have central receiving.
- When searching for a Ship To Address search by either building name or building physical address.

Setting Up a Supplier

- When a Supplier is not available for selection in BearBuy, a ***UCB Substitute W-9 & Supplier Information*** form must be completed and sent to the Vendoring unit within Supply Chain Management.
- Once the form is reviewed, approved and processed, the Supplier will be available for selection in BearBuy.
- For more information on Vendoring at UC Berkeley please visit the Vendoring website[4].

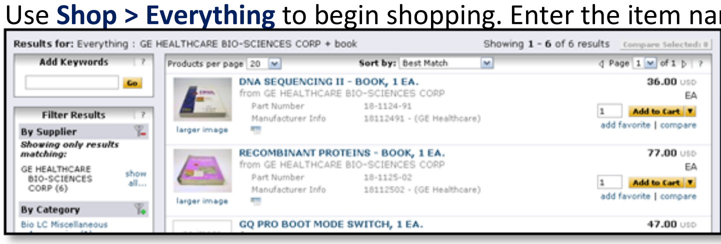
[4] Vendoring Website: http://supplychain.berkeley.edu/programs/vendoring

D. Shopping Catalogs

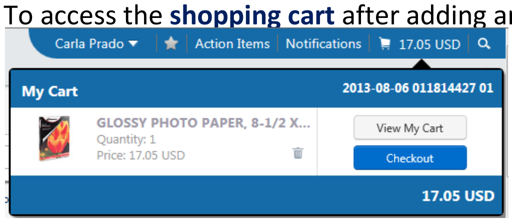
- Use **Shop > Everything** to search for hosted catalog items from preferred suppliers at University specific pricing.
- Use **Advanced Search** options to enter specific criteria including Product Description, Part Number, Supplier and/or Manufacturer Name and Key Word search.

Hosted Catalogs

1. Use **Shop > Everything** to begin shopping. Enter the item name and click **Go**.



2. You can use **Filters** (located on the left hand side) to reduce the number of search results.
3. From the search results, a list of products, the Product picture (if any), description and other detailed specifications are visible.
4. Use the **compare** link to compare multiple items. Once you have flagged desired items to compare, select **Compare Selected**.
5. Adjust the quantity and select **Add to Cart** to add desired items to your cart Add to Cart.
6. To access the **shopping cart** after adding an item, click the **cart icon** (top right banner).



7. To continue shopping click the **BearBuy** logo or **Home/Shop** icons.

Punch-out Catalog

- **Punch-out** catalogs connect to the supplier's website branded for UCB with UCB specific pricing.
- Punch-out catalogs retain the look and feel of the regular public website; however the checkout process will result in the products being returned to BearBuy and added to the active shopping cart.
- Follow the supplier's process for returning items back to BearBuy as each punch-out catalog may differ.
- To purchase an item from a Supplier that is not found in the catalog or punch-out, use the non-catalog form and include any quote or pricing information.

1. Select the **supplier's icon**.
2. **Search** in the supplier's catalog for items and **add** to supplier shopping cart.
3. Complete the shopping selected on supplier's site, then return item(s) to BearBuy shopping cart.

E. Shopping Forms

Forms are used to purchase services or goods not found in a hosted or punch-out catalog.

Completing Forms

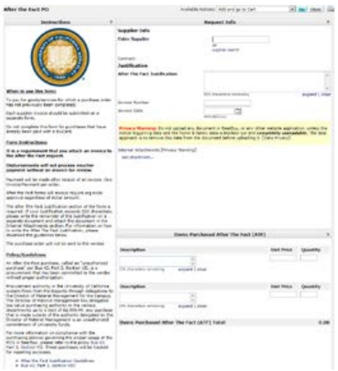
- You **must complete** all of the sections with **bolded** headers
- Select the **Question Mark** icon ( )in the upper right hand corner of each section information on specific form sections
- **Internal attachments**: Attachments accessible to UCB individuals who have access to view transaction.
- **External Attachment:** Attachments will be sent electronically to the vendor AND is accessible to UCB individual who have access to view transactions.

Payment Request Form

An invoice is not required to process the order; however, the invoice is required before Accounts Payable processes payment to the vendor.

- **Shoppers** may **submit** incomplete forms for processing provided a supplier name (or **Supplier Not Found**) is selected.
  - o The Requisition Creator is required to provide all documentation when creating a requisition based on the form, before payment can be issued.
  - o Shoppers do not have access to student names and UCB employees.
- Each activity has different documentation requirements which should be scanned and attached to the Payment Request Form.
- Payment Requests will always require Requisition and Voucher (Org Node) approvals.
- Personal Travel and Entertainment Reimbursements must go through the Travel and Entertainment System[5].
- The Purchase Order generated from a Payment Request From and will not be sent to the Vendor.

After The Fact Form



Policy/Guidelines

- After the Fact purchases are "unauthorized purchase" per UCOP Bus 43[6]

When to use

- To pay for goods/services for which a PO has not previously been put in place but should have been.
- Each invoice should be submitted on a separate form. Each form on a separate cart.
- Do not complete this form for purchases that have already been paid using a bluCard.

Workflow

- Workflow follows the same workflow as the Payment Request Form.

[5] Travel & Entertainment System: http://hrweb.berkeley.edu/guides/campus-business-systems/travel-entertainment
[6] UCOP Bus 43: http://policy.ucop.edu/doc/3220485/BFB-BUS-43

- After The Fact Forms will always require Requisition and Voucher (Org Node) approvals
-
- After Requisition Approval a Voucher is created and reviewed by Accounts Payable prior to Voucher approval.
- Purchase Order generated from an After-the-Fact Form will not be sent to the Vendor.

Non-Catalog Form

- The non-catalog form should be used when you need to purchase goods not found in a BearBuy catalog.
- You may use this form to track or request purchases that will be paid with a bluCard.
    - A bluCard should be used for paying registration fees, one-time vendors, vendors not accepting PO's, etc.

Amount Only and Service Order Form

- Used when the University enters into an ongoing service agreement with a vendor. The vendor will bill the department based on the agreed upon schedule with multiple invoices/payments.
- Example: Department wants to lease new copier machine. Lease agreement is for 5 years and the vendor will bill monthly.
- PO start/end dates should not exceed one fiscal year.
- Services are defined as labor performed for another, or useful labor that may or may not produce a tangible commodity.

FORMS	SITUATION
Amount Only Form	Taxable, Non-service related orders (i.e. Copier lease agreement)
Service Order Form	Non-Taxable, Service related orders (i.e. equipment maintenance

Independent Contractor & Consultant Services Form

Independent Contractor

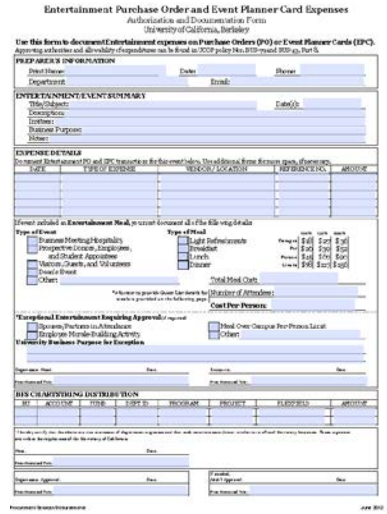
- Must follow UCOP BUS 34 Policy[7]
- Required Internal Attachments:
    - Conflict of Interest
    - Certificate of Insurance
    - Pre-Hire Worksheet
    - Selection Justification
- Required External Attachments:
    - Statement of Work

Consultant Services

- Must follow UCOP BUS 77 Policy
- Required Internal Attachments:
    - Copy of Contract Agreement signed by the Business Contract Office
- Required External Attachments:
    - Statement of work,
    - Estimate, or
    - Schedule

[7] UCOP BUS 34 Policy: http://policy.ucop.edu/doc/3220478/BFB-BUS-34

F. Entertainment Purchases


Entertainment Purchase Order and Event Planner Card Expenses
Authorization and Documentation Form
University of California, Berkeley

Definition:
At UC Berkeley, "entertainment" means expenditures for meals or light refreshments and related services (e.g., labor charges, room rental, equipment rental, decorations, flowers, and similar expenditures).

Policy
- BUS 79 details all the entertainment related policy, rules and regulations[8].
- In addition to completing the appropriate BearBuy form, the Entertainment Form must be attached at all times.

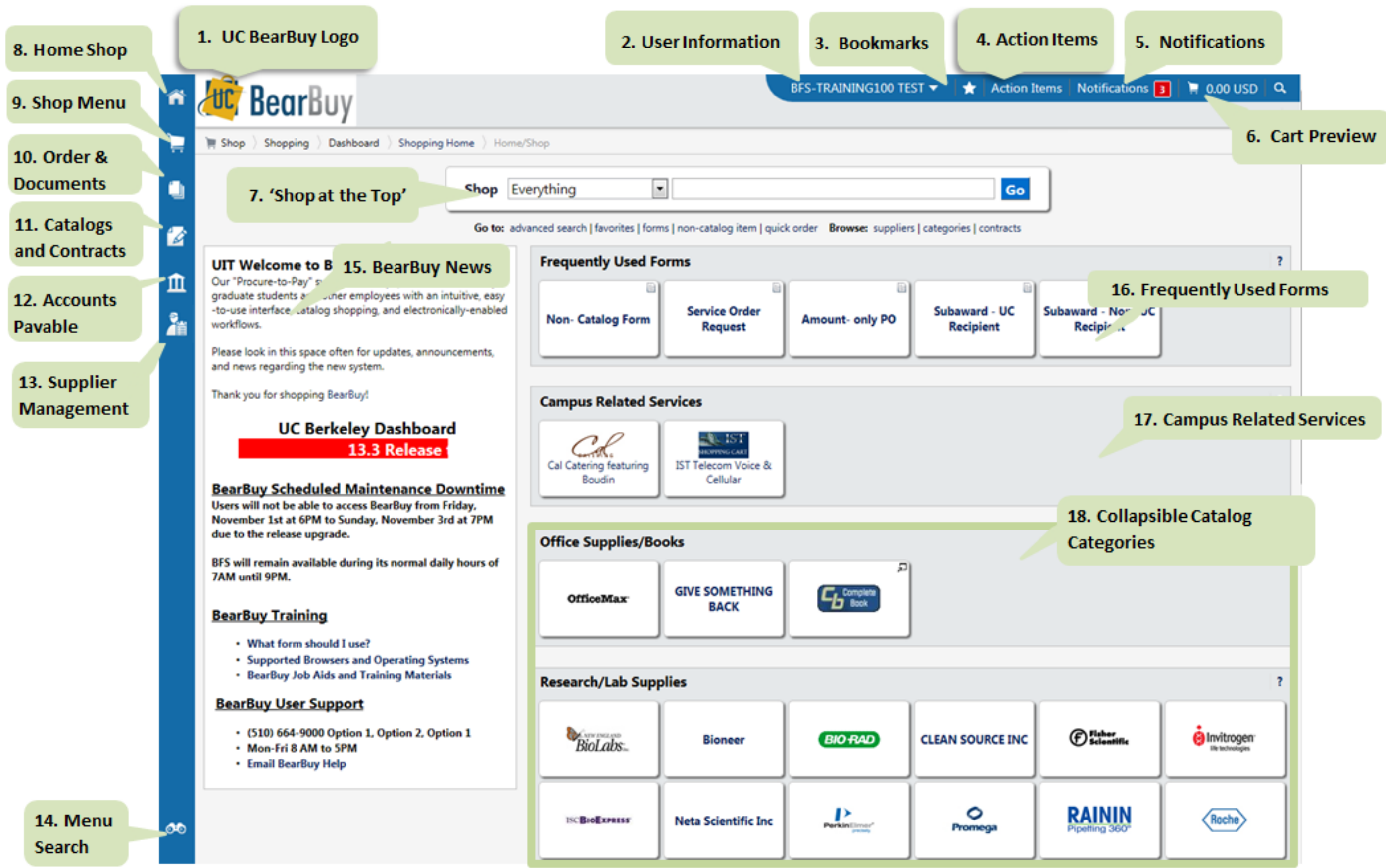
The table details which BearBuy form is appropriate to use when paying a specific type of Entertainment expense:

Forms	Situation
Off- Campus Event	• Off-site retreat, rent space off campus, requires quote • Risk management review for insurance and contract terms and contract sign-off
Payment Request	• Pay for catering after event • Requires invoice as attachment
Service Order Request	• Vendor requires PO ahead of event, or deposit is required • Requires quote/estimate **Note:** Cart/Req. must have 2 lines: 1. Deposit; 2. Balance

[8] Policy BUS 79: http://www.ucop.edu/ucophome/policies/bfb/bus79.pdf

G. BearBuy Navigation

Below is an overview of the BearBuy Home/Shop page and key items to review when logging in. The left side panel contains important news and information.



	Home: Click on the icon to return to the BearBuy Home/Shop page.
	Shop: Shopping menu and tasks including shopping page, forms, carts and orders.
	Orders and Documents: Menu for Document Search and My Approvals sub-menu.
	Catalogs and Contracts: Menu for Contract Management, hosted catalog content, pricing and configuration.
	Accounts Payable: Menu for Accounts Payable Dashboard, Invoices and Receipts.

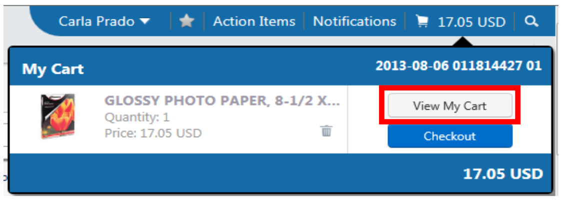
	Supplier Management: Menu Supplier Management.
	Menu Search: Keyword search with clickable results.
	Quick Search: Click to access the Quick Search Menu.
	Bookmark: Click on the icon to view or edit your bookmarks and to create a new bookmark.

H. Cart Management

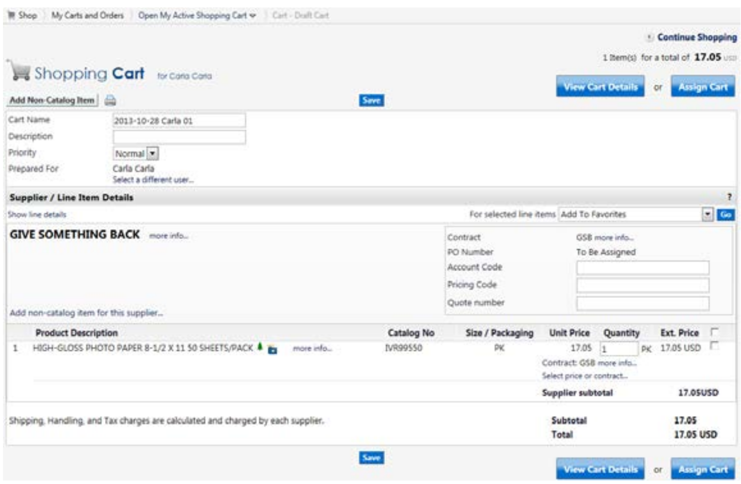
Active Cart vs Draft Cart

Active Cart

- An active cart is a cart you are currently adding items to.
- You can access your active cart by selecting **View My Cart** from the cart preview option on the top banner.

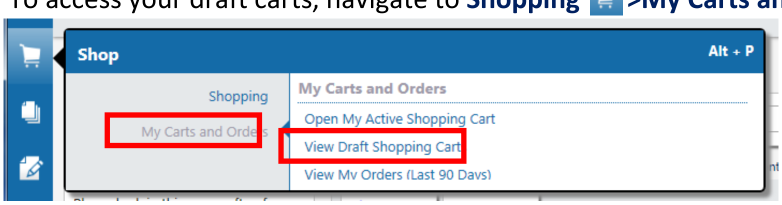


- Your **active cart** states:
  - The Cart Name
  - The items you have currently added to your shopping cart (broken out by vendor)
  - The cart total

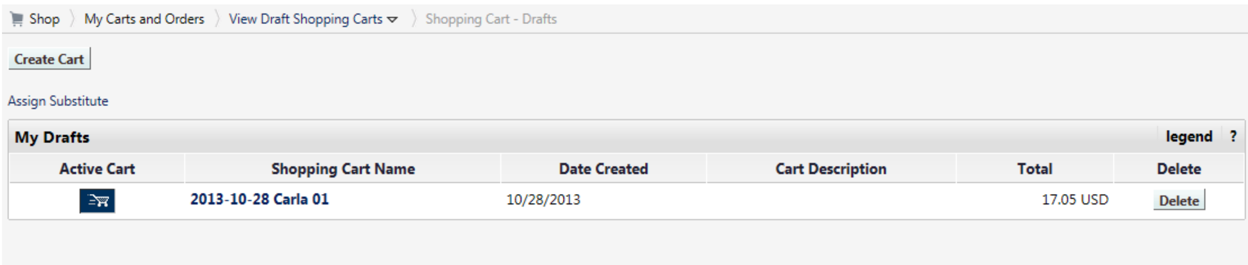


Draft Cart

- There are four draft cart sections: **My Returned Requisitions**, **My Drafts**, **Drafts Assigned to Me**, and **My Drafts Assigned to Others**. If you do not have any carts in these categories then the section will not appear.
- To access your draft carts, navigate to **Shopping** **>My Carts and Orders > View Draft Shopping Carts**



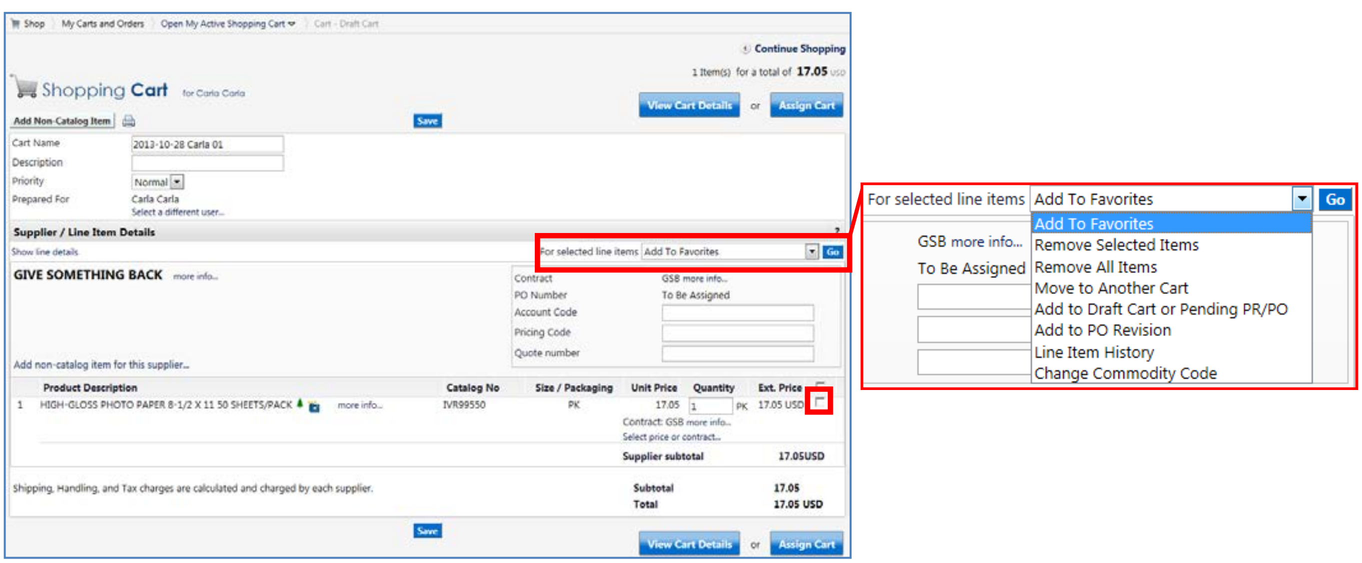
- When the Cart is selected, it will become your Active Cart, and will be listed under **My Carts and Orders ⇨ Open My Active Shopping Carts**. Select the icon to make any cart the active cart which will allow you to edit the cart.



- **My Returned Requisitions**: Requisitions that have been returned. Action is required, the Cart can be edited and the requisitions can be re-submitted again.
- **My Drafts**: Carts you are currently working on. The icon denotes the active cart you are working on. The icon denotes an available cart. Only one cart can be active at one time.
- **Drafts Assigned to Me**: Carts that have been assigned to me. These require your action.
- **My Drafts Assigned to Others:** Lists carts that you have created and have assigned to someone else (**Cart Authorizer)**.

Updating and Editing Cart Items

- After navigating to your Active Cart, select the appropriate line by checking line checkbox (☑).
- From the ***For selected line items*** drop-down menu you can:
  - **Add to favorites,**
  - **Remove Selected items**,
  - **Remove All Items**
  - **Move to Another Cart**
  - **Add to Draft Cart or Pending PR/PO**
  - **Add to PO Revision**
  - View **Line Item History** or
  - **Change Commodity Code**.

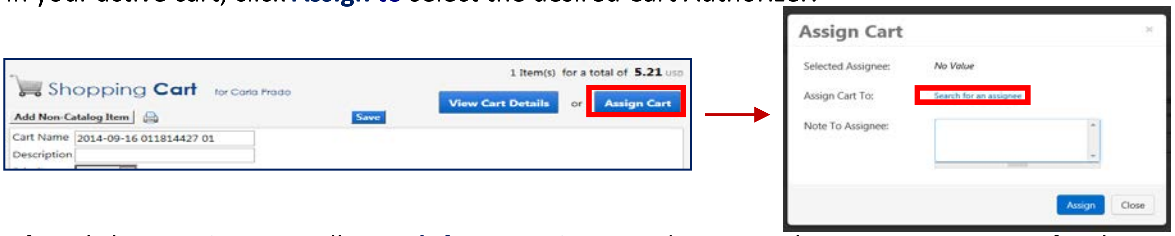


Cart naming convention

- Your department may have a specific way of naming carts. We suggest you contact your department manager to confirm your department's cart naming convention (if any).

Assigning a Cart

1. In your active cart, click **Assign to** select the desired Cart Authorizer.

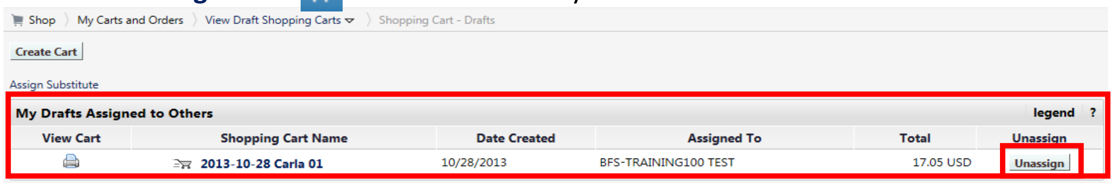


2. After clicking **Assign** you will ***Search for an assignee*** and you can also enter a **comment** for the Cart Authorizer. Select **Assign.** BearBuy sends an email notification to the assignee.

Unassigning a Cart

Assigned carts can be unassigned if you need to make changes. Submitted Carts cannot be Unassigned.

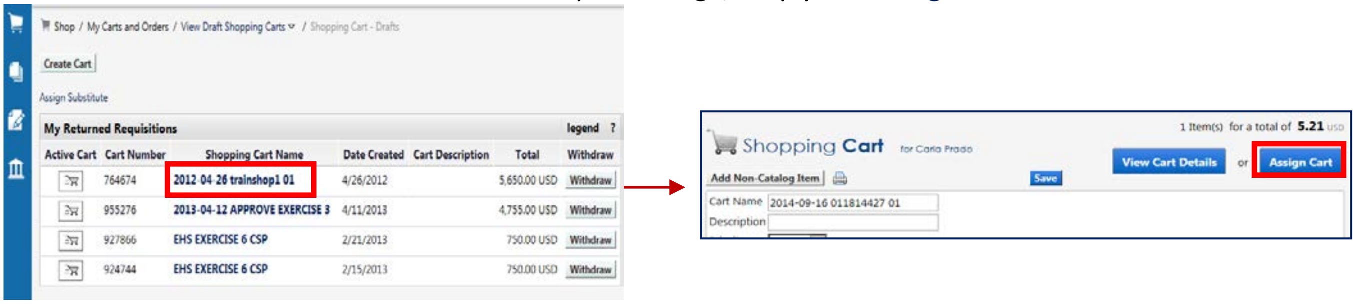
1. Navigate to **Shopping >My Carts and Orders > View Draft Shopping Carts** and locate the cart.
2. Select **Unassign**. The c will be returned to your **Draft Carts** list.



Reassigning a returned Cart

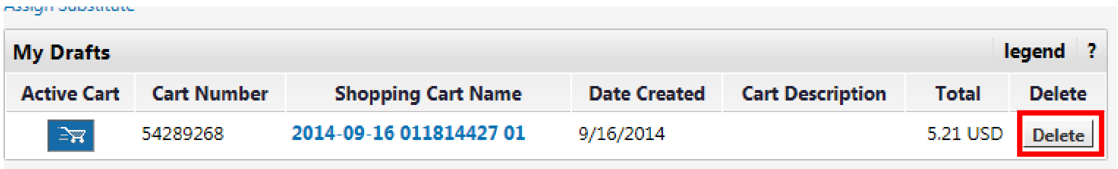
- A cart may be returned to you if it is missing accounting information, incorrect items being ordered, etc.
- All returned carts will appear under your **View Draft Shopping Carts** ⇨ **Shopping Carts - Drafts** and displayed under the **My Returned Requisitions** section. To edit your returned cart simply:

1. Select the **Shopping Cart Name** (doing so, moves the cart to your **Open My Active Shopping Cart** page).
2. Make the corrections needed and when ready to reassign, simply click **Assign Cart**.



Deleting a Cart

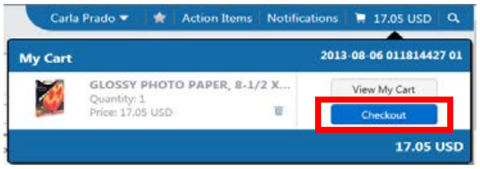
To delete a cart simply navigate to **View Draft Shopping Carts** ⇨ **Shopping Carts - Drafts.** Click **Delete** next to the cart.



I. Cart Details (Requisition Info)

Once you have added items to your cart, there are two ways you can **View Cart Details**.

Option 1: From the cart preview, select the **Checkout** button.



Option 2: When viewing your active cart, select **View Cart Details**.

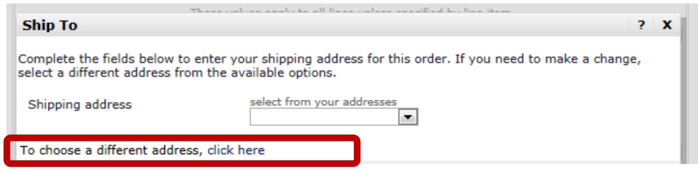
Summary

The ***Summary*** tab of the Requisition contains the cart's financial information at a glance.

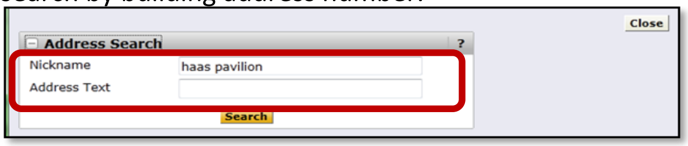
- **Org Node**
- **Shipping**
- **Billing**
- **Buyer Information**
- **Accounting Codes (only header values)**
- **Internal and External Notes and Attachments**
- **Supplier/Line Details**

Shipping

1. Navigate to the **Requisition>Shipping** sub-tab and click **Edit**.
2. The Ship To addresses window appears. Select the desired address in the **Shipping Address** section. Click the '**To choose a different address click here**' link.



3. The link will refresh. Click **select from org addresses**.
4. From the **Address Search** popup, enter the **Nickname** or **Address Text** for the desired address. When selecting an on-campus location, search by building name. When selecting an off-campus location, search by building address number.



5. From the list of results, click the **[select]** link for the desired address.

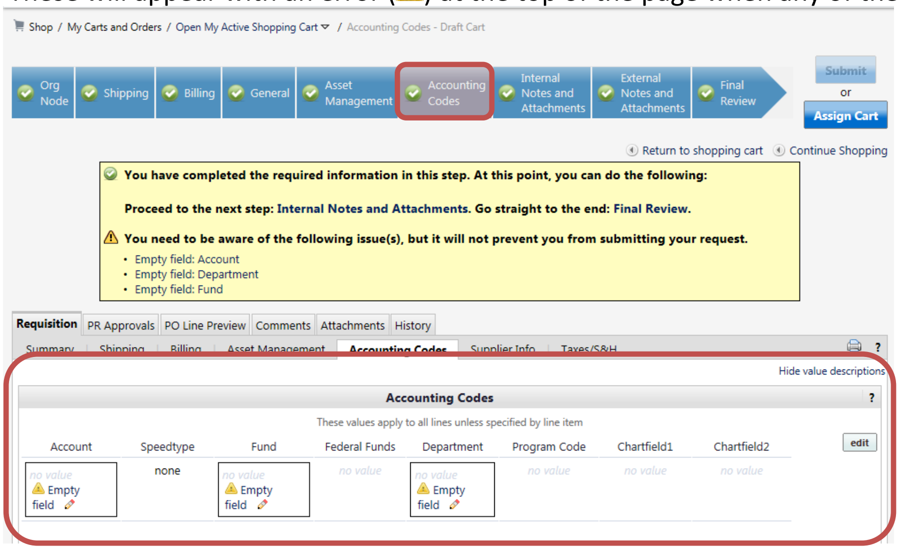
6. Once selected, the **Address Details** window is shown. To confirm the Address click the **Save** button.

Chart Of Account (COA) Codes

As a Shopper you should verify any chartstring or budget information with your budget or department Manager.

Single Chartstring Entry

1. The Accounting Codes sections displays information, such as **Account, Fund, Dept, and Program Code**. These will appear with an error (⚠) at the top of the page when any of these fields are missing.

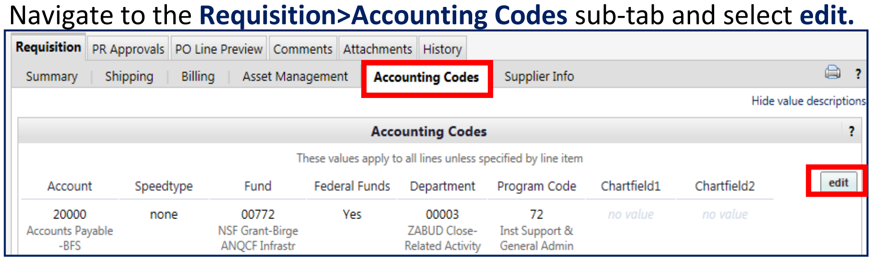


2. Validate or complete the appropriate funding information (make sure to **Save** all your changes).

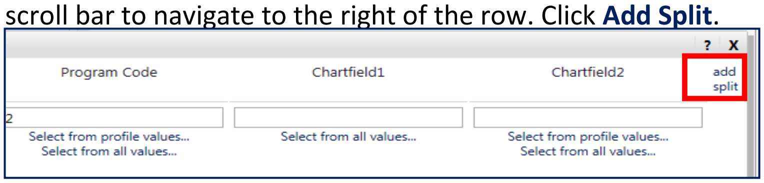
COA Split By Amount

- Split at the header will apply to all PO line. Once a split at the header COA is performed, no future splits at the line level can occur. If you must remove the split at header.
- COA split at the PO line will only apply to the individual PO line.
- If requisition contains more than 1 PO line, ***do not split by amount at the header.***

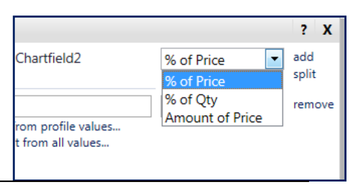
1. Navigate to the **Requisition>Accounting Codes** sub-tab and select **edit.**



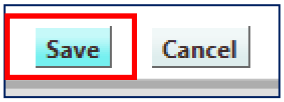
2. The Chart of Accounts (COA) information from the Accounting Codes header is displayed. Use your scroll bar to navigate to the right of the row. Click **Add Split**.



3. An additional row has been added for the line and the COA information copied down.
4. Scroll to back to the **add split** link and select a **Split By** option (**% of Price, % of Quantity, Amount of Price**).



5. Once you've selected your **Split By** option and entered the values, navigate to the second distribution line and make any COA changes.
6. Select **Save**.



Comments and Attachments

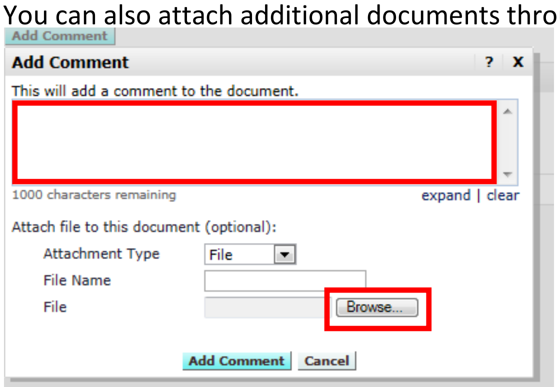
Internal and External Notes and Attachments can be added to the Requisition and remain with the Requisition/Purchase Order indefinitely.

1. In the **cart details**, navigate to **Requisition**> **Summary** sub-tab and scroll down to the **…Notes and Attachments** section.
2. Select the **add notes** or **add attachment**… link. Add file or URL.
3. Click **Save**.

Comments can be added through the comments tab.

1. In the **cart details**, navigate to **Comments** tab and select **Add Comment.**

2. Enter your **comment** in the available text box.
3. You can also attach additional documents through the comments by clicking on the **Browse** button.

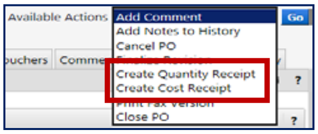


4. Select **Add Comment**.

J. Receiving

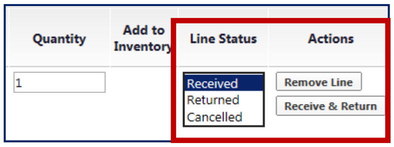
- In BearBuy, Receiving is available for record keeping purposes. ***Receivers*** can receive against any Purchase Order. ***Shoppers*** can only receive against their own Purchase Orders.
- Receipts can be created for **Cost** or **Quantity**.
- **Receipts in BearBuy <u>cannot</u> be edited or deleted** if a PO has been vouchered.

How to Create Receipts



1. Navigate to **Orders & Documents>Search Documents menu**.
2. Enter the **Purchase Order** number and click **Search**.
3. From the search results, open the Purchase Order by **clicking** the **PO number**.
4. From **Available Actions**, select **Create Quantity Receipt** or **Create Cost Receipt** click **Go**.
5. The receipt will be automatically populated with the PO information - including remaining number of items to be received.
6. The default **Action** is **Received**, which indicates the item/service was received against.
7. Add any additional information such as **Packing Slip, Attachments, Carrier, Tracking** or **Notes**.
8. Review the line level data. Make any updates as needed.
9. Click **Save Updates**, then **Complete**. The Receipt Number displays on the screen.

Create a Receipt with a Return

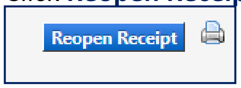


The action at the line detail level is to mark the Line Status as **Returned**.

1. Navigate to **Orders & Documents>Search Documents**.
2. Enter the **Purchase Order** number and click **Search**.
3. From the search results, open the Purchase Order by **clicking** the **PO number**.
4. From the **Available Actions drop-down** menu, select **Create Quantity Receipt** or **Create Cost Receipt**, then click **Go**.
5. The receipt will be automatically populated with the PO information -including remaining number of items to be received.
6. If using a **quantity** receipt, enter the number of items that were canceled or returned in the **Quantity** field.
7. In the **Action drop-down** box, select the appropriate option: **Canceled** or **Return**.
8. Add notes to describe the cancellation or return.
9. Click **Save Updates**, then **Complete**. The Receipt Number displays on the screen.

Editing Receipt

1. Navigate to the **receipt** that needs to be edited. Make sure the **Summary sub-tab** is displaying.
2. Click **Reopen Receipt** in the upper right-hand corner.



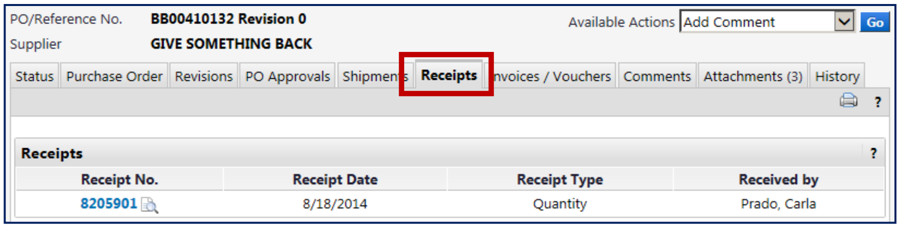
3. A message displays asking if you want to reopen the receipt. Click **OK**.
4. From the pop-up, enter the "**reason**" you are reopening the receipt in the text box.
5. Indicate who should be notified via email of the change by **checking** the appropriate checkboxes or click **add email recipient** to send the note to additional users.
6. Click **Reopen Receipt**. Make any changes to the receipt.
7. Click **Save Updates** and **Complete** when you are finished making changes.

Deleting Receipts

1. Navigate to the **receipt** that needs to be edited. Make sure the **Summary sub-tab** is displaying.
2. Click **Reopen Receipt** in the upper right-hand corner.
3. A message displays asking if you want to reopen the receipt. Click **OK**.
4. From the pop-up, enter the “**reason**” you are reopening the receipt in the text box.
5. Indicate who should be notified via email of the change by **checking** the appropriate checkboxes or click **add email recipient** to send the note to additional users.
6. Click **Reopen Receipt**.
7. **Delete** the receipt by clicking **Delete** (button at top & bottom of screen).

View Existing Receipts

1. Navigate to **Orders & Documents>Search Documents menu**.
2. Enter the **Purchase Order** number and select **Search**.
3. From the search results, open the Purchase Order by **clicking** the **PO number**.
4. Navigate to the **Receipts** tab. All receipts created against this PO will be displayed.



K. Document Search

About

Document Search is a tool in BearBuy used to search for Requisitions, Purchase Orders, Receipts and Vouchers. You can perform a simple search or an advanced search.

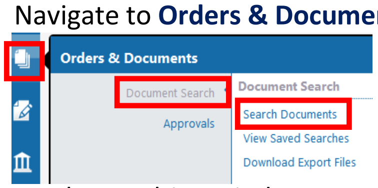
Search Terms

Document search provides a simple search interface where you can *search across all document types* and receive *all related* Requisitions, Purchase Orders, Receipts and Invoices in the search results, such as:

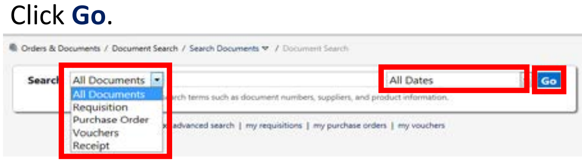
- requisition number
- requisition name
- purchase order number
- catalog number (SKU)
- contract number
- supplier invoice number
- voucher number
- receipt number
- receipt packing slip number
- supplier name
- receipt tracking number
- receipt name
- Cart name
- product description

Simple Search

1. Navigate to **Orders & Documents> Document Search>Search Documents**

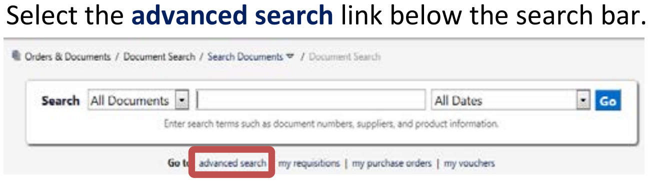


2. On the resulting window:
   a. Use **Search** ⇨ **All Documents** to specify whether you are searching **All Documents**, or specific documents such as a **Requisition**, **Purchase Order**, **Receipt** or **Voucher**.
   b. Use the **Search** field to enter information related to your search.
3. Click **Go**.



Advanced Search

1. Navigate to **Orders & Documents> Document Search>Search Documents.**
2. Select the **advanced search** link below the search bar.

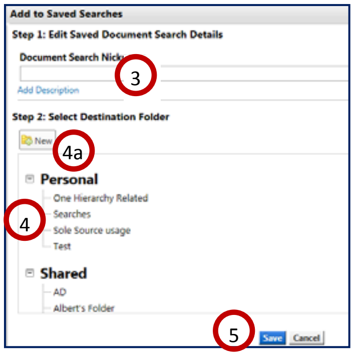


3. The **Search Criteria** includes **Requisitions, Purchase Orders, Receipts** and **Vouchers**.
   a. For each selection, the **advanced search** fields will update to show those relevant for the document type being searched.
4. There are also options for the **Custom Fields** (i.e. Fund, Buyer, Org Node Code, etc).
5. Click **Go** to search.

Filtering your Document Search Results

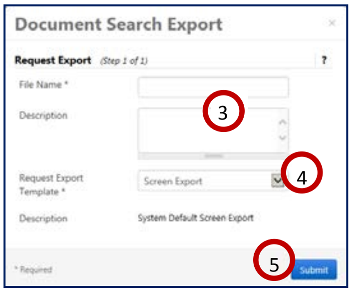
1. Use the **Refine Search Results** choices to filter by criteria such as *Date Range*, *Supplier*, *User* and *Workflow* status.
    a. To select multiple values for a desired filter, click the filter icon.
2. Select the desired values by marking the checkbox, and then click the **Apply** button. Results are shown.

Saving a Document Search



1. From the **Document Search** result, navigate to the **Filtered By** section.
2. Select the **Save Search** button
3. Enter a **Document Search Nickname**.
4. Select the **Destination Folder** to save the search within.
    a. To create a **new folder**, select the **New** icon.
    b. Select either **top level personal folder** or **top level shared folder**.
    c. Enter a **Destination Folder name** and **description** and **save.**
5. Once destination folder is selected, click **Save**.

Export a Document Search



1. From the **Document Search** result, navigate to the **Filtered By** section.
2. Select the **Export Search** button.
3. Enter **file name** and **description**.
4. Select the export template
    a. Screen export
    b. Transaction export
    c. Full export
5. Select **Submit**.
6. Your export is queued up. When ready to download, it will be located within the **Action Items top banner section**.

L. Additional Resources & Support

BearBuy

- The BearBuy Training site is the source for the most up to date news and announcements.
  - http://supplychain.berkeley.edu/bearbuy
- More Training Resources are available for you at
  - http://supplychain.berkeley.edu/bearbuy/instructional-resources
- BearBuy YouTube Channel
  - youtube.com/user/BearBuyProcurement
- Need more assistance? Contact the BearBuy help desk!
  - (510) 664-9000 Option 1, Option 2
  - Mon-Fri 8 AM to 5PM
  - Email BearBuy Help (bearbuyhelp@berkeley.edu)

Other Supply Chain Management Units

- Vendoring
  - http://supplychain.berkeley.edu/programs/vendoring
- Procurement Buyers
  - http://supplychain.berkeley.edu/programs/campus-buyer

Controller's Office – Accounts Payable

- Accounts Payable website (formerly known as Disbursements)
  - http://controller.berkeley.edu/departments/accounts-payable

Appendix A: High Level Procure To Pay Workflow Map