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A. BearBuy Roles

**Voucher Approver/Match Exception Approver [ROLE]:**
- Role is requested through the System Access Request Application (SARA) based on Org Node.
- Confirms all corrected Requisition (order) information is accurate, complete and complies with the policy and funding requirements.
- Approves vouchers to release payment to the vendor 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** combine this role with the Match Exception Preparer role.

**Match Exception Preparer [ROLE]:**
- Role is requested through the System Access Request Application (SARA) based on Org Node.
- Researches and processes the clearing of exceptions when the Voucher and Purchase Order do not match. When appropriate, works 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 needed.
- Users with this role are included in the Voucher approval process when an invoice exceeds the matching tolerances set in BearBuy.

  This role **cannot** combine this role with the Voucher Approver role.

**Change Order Preparer [ROLE]:**
- Perform changes requested by department
- Researches and resolves all Purchase Order export errors.
B. Invoice Processing

**Supplier**
- Submits invoices for all goods and services.
- Some suppliers, typically enabled vendors with catalogs, will send electronic invoices to BearBuy. For electronic vouchers, the suppliers invoice is the electronic data displayed on the voucher (there will be no image of a paper invoice).

**Accounts Payable (Disbursements)**
- Scans invoice (using ImageNow system) and enters vouchers in BearBuy.
- ImageNow system will have the image reference for paper invoices. Electronic invoice information from the supplier is available as the Invoice/Voucher in BearBuy.
- Enters vouchers for all available PO Line items
- After the voucher is entered and saved, ImageNow will link the paper invoices to the appropriate BearBuy vouchers.
C. Voucher Approval

Overview

- Matched vouchers less than $1,000 will be auto-approved except for After-the-Fact orders, Payment Requests, Services, and Sub-awards which require voucher approval regardless of dollar amount.
- Voucher Approval provides an electronic record of approval to pay.
- From the BearBuy Voucher record, you can click once to access the PO, receipts and comments/attachments.
- If corrections to the voucher are needed, add a comment on the voucher to the AP analyst who processed the voucher.
- Only forward a voucher to AP if you want it rejected/cancelled from BearBuy.
D. Match Exception Approval

- An invoice is matched to the PO based on line-item Quantity and Amount. **Match Exceptions** are generated when:

<table>
<thead>
<tr>
<th>Goods Tolerances</th>
<th>Service / Amount-only Tolerances</th>
</tr>
</thead>
</table>
| • Invoice line **Unit Price exceeds PO Unit Price** by the lower of 10% of Total or $500.  
  • Invoice line **Quantity exceeds PO Quantity** by 10% of Total or more | • Invoice line **Unit Price exceeds PO Unit Price** by the lower of 10% of Total or $500.  
  • **Quantity** is not reviewed for Invoice / PO matching. |

**Responsibilities**

- Once the Match Exception Preparer completes activities, the voucher is routed to the Match Exception Approver / Voucher Approver to perform approval of the Match Exception.  
- Approves the clearing of match exceptions when it is okay to pay the invoice.
E. BearBuy Forms

The list of forms in BearBuy is included here to ensure that Requisition Approvers are aware that certain types of Forms will require additional Org Node approval. When a Form requires Org Node approval, the approval will be required for the Requisition and the Voucher.

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Proper Usage</th>
<th>Requires Org Node Approval?</th>
</tr>
</thead>
<tbody>
<tr>
<td>After the Fact PO</td>
<td>To pay for goods/services for which a purchase order has not previously been put in place but should have been.</td>
<td>Yes</td>
</tr>
<tr>
<td>Amount Only</td>
<td>To request ‘amount-only’ purchases for services and tangible goods that need to appear on the same PO.</td>
<td>Yes</td>
</tr>
<tr>
<td>Claremont Off Campus Event Form</td>
<td>To reserve off-campus rental space at the Claremont Hotel Club &amp; Spa for your department’s event when meals or guest rooms are included.</td>
<td>Yes</td>
</tr>
<tr>
<td>Independent Contractor and Consultant Services</td>
<td>To request personal/ professional/ independent contractor or consulting services.</td>
<td>Yes</td>
</tr>
<tr>
<td>Moving Services: Household and Personal Effects</td>
<td>To request moves for new campus hires. The relocation move can involve the move of the new hire’s household, office, and/or laboratory.</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-Catalog Form</td>
<td>To request goods not found in a BearBuy catalog from contracted and other suppliers.</td>
<td>No</td>
</tr>
<tr>
<td>Off Campus Events</td>
<td>To reserve off-campus rental space for your department’s event when meals or guest rooms are included.</td>
<td>No</td>
</tr>
<tr>
<td>Payment Request Form</td>
<td>To use for activities not requiring a Purchase Order. Each activity has different documentation requirements which must be attached.</td>
<td>Yes</td>
</tr>
<tr>
<td>Service Order</td>
<td>To request ‘amount only’ purchase requests for services.</td>
<td>Yes</td>
</tr>
<tr>
<td>Sole Source Over $100,000</td>
<td>To request authorization for an exception to competitive bidding where the dollar amount equals or exceeds $100,000 and when competitive bidding is unavailable. Do not use this form if the request is for less than $100,000.00. Use a non-catalog or services form for purchases under $100,000.00.</td>
<td>Yes</td>
</tr>
<tr>
<td>Sub-award-UC Recipient</td>
<td>To issue sub-award payments to other UC institutions.</td>
<td>Yes</td>
</tr>
<tr>
<td>Sub-award- Non UC Recipient</td>
<td>To issue sub-award payments to non-UC institutions.</td>
<td>Yes</td>
</tr>
<tr>
<td>Temporary Staffing Request</td>
<td>To request temporary staffing using our strategically sourced contracts; for: Clerical, Food Services, IT Services, Light Industrial, or Trade services.</td>
<td>No</td>
</tr>
<tr>
<td>Vehicle Charter Request</td>
<td>To purchase vehicle charter services with strategically sourced suppliers.</td>
<td>No</td>
</tr>
</tbody>
</table>
F. 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.
G. Basic Voucher Approval Functions (Step-by-Step Instructions)

**Accessing Vouchers Pending Review and Approval**

1. Navigate to Orders & Documents>Approvals>My Approvals.

2. On the resulting My Approvals page, use the Group Results By: option to group vouchers by List or Folders.
   - Folders: You would select the folder you would like to work in.
   - List: You can sort or filter your My Approvals list.

**Assign a Voucher to Myself**

1. Navigate to Orders & Documents>Approvals>My Approvals
2. Select the voucher number.
3. From the Available Actions drop-down, select Assign and click Go.

**Adding Comments/Attachments to the Voucher**

1. Within the voucher, navigate to the Comments tab.
2. Click Add Comment.
3. Enter your comments, then check the Email notification(s) box next to the individuals whom you want the email to be sent.
   - To add individuals, select the add email recipient link.
4. Enter comment.
5. To attach documents select Browse.
6. From the pop-up window, select the document and click open.
7. Click Add Comment.

**Approving a Voucher**

Once you’ve completed your review and determined that the voucher is ok to pay:

1. In the assigned voucher, navigate to the Available Actions drop-down menu.
2. Select Approve/Complete Step and click Go.
BearBuy – User Reference Guide
Voucher Approver

Forward a Voucher
If the voucher needs corrections (i.e. duplicate invoice, incorrect remit to, misapplied lines, etc) you must forward the voucher to Accounts Payable.
1. In the assigned voucher, navigate to Available Actions.
2. From the Available Actions drop-down, select Forward and click Go.
3. Select the Analyst in Accounts Payable who should receive the forwarded voucher – the Analyst name is listed on the General section as Vouchered By.
   a. For electronic invoices contact bearbuyhelp@berkeley.edu.
4. Enter a Forward reason note. Click Forward.

Reject/Cancel a Voucher
AP will cancel the voucher for you as long as:
1. In the assigned voucher, navigate to the Available Actions drop-down menu.
2. Follow the steps outlined in the Forward a Voucher section. Include comments to explain why the voucher needs to be rejected/cancelled.

Return a Voucher to the Shared Folder
1. In the assigned voucher, navigate to the Available Actions drop-down menu.
2. From the Available Actions drop-down, select Return to Shared Folder.
3. Select Go.

Assign Substitute Approvers
To have a substitute approver assigned, contact the BearBuy Help Desk, bearbuyhelp@berkeley.edu.
H. 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](http://supplychain.berkeley.edu/bearbuy)
- More Training Resources are available for you at
  - [http://supplychain.berkeley.edu/bearbuy/instructional-resources](http://supplychain.berkeley.edu/bearbuy/instructional-resources)
- BearBuy YouTube Channel
  - [youtube.com/user/BearBuyProcurement](https://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*
- Vending
  - [http://supplychain.berkeley.edu/programs/vending](http://supplychain.berkeley.edu/programs/vending)
- Procurement Buyers
  - [http://supplychain.berkeley.edu/programs/campus-buyer](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](http://controller.berkeley.edu/departments/accounts-payable)
Appendix A: High Level Procure To Pay Workflow Map