

Using the Steelcase/One Workplace Punch-Out in BearBUY

For more information and training resources, please see the [BearBUY website](#).

When making purchases from **SteelCase/One Workplace**, please **DO NOT** use the **Non-Catalog or Service Order Request forms**. You must use the **punch-out catalog** instead.

Office Supplies & Furniture



Once you access the punch-out, answer the question, "Is this residential purchase?" accordingly, set your answer as a default (if desired), and click the **CONTINUE TO SITE** button.

Is this a residential purchase?

Yes

No

Set the answer as my default

CONTINUE TO SITE

If you **DO NOT** have a quote, you can browse the catalog and add items to your cart as you wish. You can also **request for a quote** by selecting the following link and filling out the **Project/Quote Request form**:



Request For Project/Quote

We look forward to hearing from you regarding your project needs

Request Now >

Project/Quote Request

We look forward to addressing your needs. Tell us who you are, how to get in touch, where this request is needed and a description of the need. The rest is up to us! We will contact you within 48 hours.

* First Name
Riza

* Last Name
Casal

* Phone

* Email
riza@berkeley.edu

* Building Name

* Building Address(Street, City, Zip)

* Details

Estimated Completion Date
MM/DD/YEAR

If you **HAVE** a quote, your quote(s) should show up under the **Published Quotes** section. Click **View** to select and view your quote.

Published Quotes SHOW ALL

Test for Riza	\$48,530.90	656665	7/16/2021	VIEW
TEST	\$787.49	656663	7/16/2021	VIEW

After reviewing your quote, click on **CHECKOUT** to transfer your quote from the supplier’s punch-out to BearBUY. **Please Note:** Large quantity orders may take a little bit longer to transfer from the punch-out to BearBUY so please be patient as it loads.

Checking out will bring you back to your procurement system.

TEST

[REJECT QUOTE](#)
[CHECKOUT](#)

Quote Number: 656663 **Date Published:** Fri Jul 16 2021

Once you are transferred back into BearBUY, you will be directed to your cart containing your order from the Steelcase/One Workplace punch-out. Click on **View Cart Details** to review your cart and ensure that it is accurate/complete prior to proceeding with processing your purchase.

Shopping Cart 👁️ 🖨️

2 Items ☐ ▾

ONE WORKPLACE L FERRARI LLC - 2 Items - 714.28 USD ☐

☐ SUPPLIER DETAILS *

Item		
1	Leap; Chair, Upholstered, Adjustable seat depth, Leap; Chair, Upholstered, Adjustable seat depth PLASTIC...	☐
46216179		

Details >

Estimate (714.28 USD) ▾

Subtotal	714.28
Shipping	0.00
Handling	0.00
Total	714.28 USD

[View Cart Details](#)
[Assign Cart](#)

Support

- **First Line for Support:** BearBUY Help Desk
 - Available Mon. – Fri. from 8AM to 5PM, **Phone:** 510-664-9000 Option 1, Option 2
 - **Email:** [BearBUYhelp@berkeley.edu](mailto: BearBUYhelp@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>