Supply Chain Management

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.

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

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.

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.

**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
- **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