Receiving Concept

(Q) Is placing a comment in BearBuy stating that something has been received sufficient?
(A) Entering a comment in BearBuy saying that the goods/services have been received meeting the receiving requirements outlined in the UCOP policy.

In terms of the true term ‘receiving’ used in BearBuy, it does not. Receiving in BearBuy specifically refers to creating receipts against a PO.

For payment approval, Voucher Approvers do accept comments in BearBuy as proof of receipt.

Online/Electronic Receiving (Receiving in BearBuy)

(Q) Physical receiving is required by UCOP. Is receiving in BearBuy also required?
(A) Creating receipts is not required. As long as the department receives the goods/services and maintains documentation readily available supporting the receiving, receiving in BearBuy is not required.

We do encourage departments to use the receiving feature in BearBuy in case receiving becomes a requirement in the near future.

Access

(Q) What role do I need to have in order to create receipts in BearBuy?
(A) If you need to create receipts against orders you submitted, you do not need any additional role.

If you need to create receipts against orders others submitted, you need to request the ‘Receiver’ role.

20/30 Webinar Series

(Q) Where will this presentation be posted?
(A) The presentation, recording and all FAQ’s will be posted on the BearBuy webpage 20/30 Webinar Training Series section. That URL is http://procurement.berkeley.edu/bearbuy/20-30-webinar-series