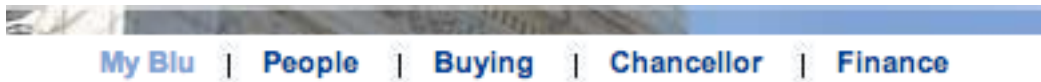
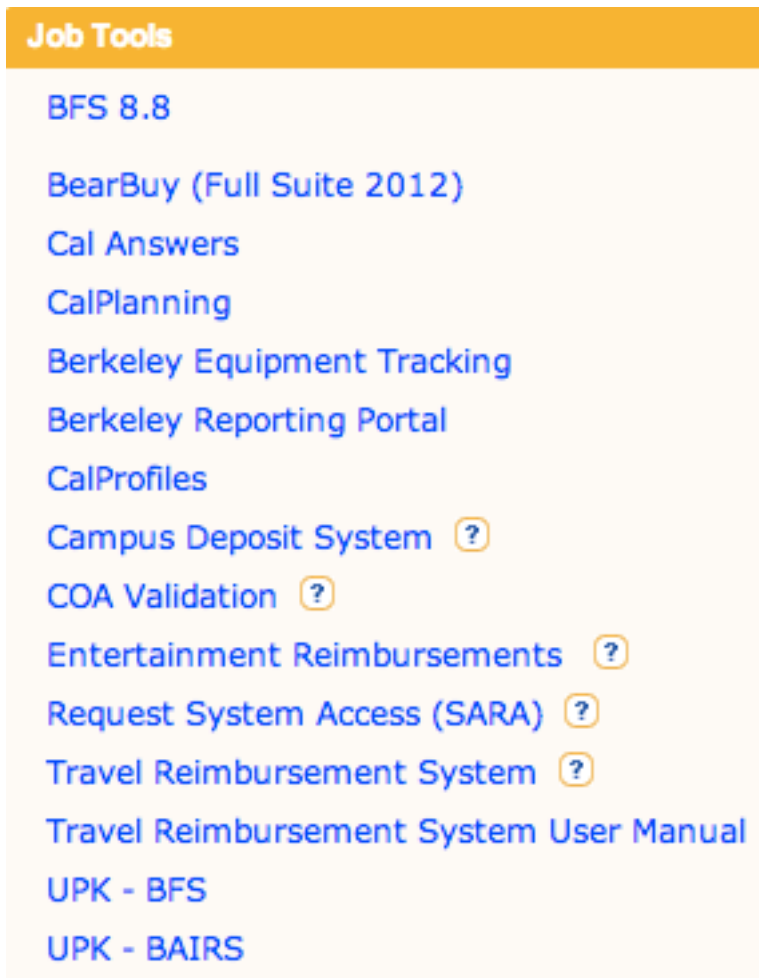


How to use BearBuy:

1. Go to blu.berkeley.edu
2. Login to Blu using CalNet ID
3. Click Finance:



4. Click BearBuy (Full Suite 2012)



5. Now, you are at main BearBuy page:

The screenshot shows the main BearBuy page. At the top, there is a navigation bar with links: home/shop, favorites, forms, carts, document search, settlement, profile, more >>, and AAA. Below this is a sub-navigation bar with 'shop' and 'settlement' tabs. A search bar is located below the sub-navigation, with a dropdown menu set to 'Everything', a search input field, and a 'Go' button. The main content area is divided into several sections:

- Action Items:** A section titled 'My Orders' with a sub-header 'No current nor recently completed orders'.
- Hosted Suppliers:** A grid of logos for various suppliers, including Agilent Technologies, Beckman Coulter, BIO-RAD, BioExpress, Cell Signaling, Fisher Scientific, Give Something Back, GraybaR, life technologies, M, eta, BioLabs, OfficeMax, PerkinElmer, Promega, QIAGEN, RAININ, Santa Cruz BioTechnology, SIGMA-ALDRICH, spectrum, VWR INTERNATIONAL, and WAXIE.
- Frequently Used Forms:** A section with a 'browse all' link and a list of forms: Non-Catalog Form, Payment Request Form, After the Fact PO, Subaward - UC Recipient, Subaward- Non UC Recipient, Independent Contractor and Consultant Services, Temporary Staffing Request, Off Campus Events, Moving Services: Household and Personal Effects, Vehicle Charter Request, Amount Only, and Service Order Request.
- BearBuy Alerts:** A section titled 'Scheduled Maintenance' with a notice about off-line status on November 3-4.
- Welcome to BearBuy!** A message on the left side of the page.

6. Either choose:

This is a close-up of the search bar. It features a dropdown menu with 'Shop' selected and 'Everything' as the current filter. To the right of the dropdown is a search input field, and further right is a 'Go' button and the text 'advanced search'.

* Search for a specific item

Frequently Used Forms

[browse all](#)



Non-Catalog Form

Payment Request Form

After the Fact PO

Subaward - UC Recipient

Subaward- Non UC Recipient

Independent Contractor and Consultant Services

Temporary Staffing Request

Off Campus Events

Moving Services: Household and Personal Effects

Vehicle Charter Request

Amount Only

Service Order Request

*Non-Catalog Form for most lab equipments

Punch-out



Lab Supplies



Office/ Computer



MRO/ Facilities



Furniture



Books



*Punch-out for, primarily, Apple

to start your order.

7. As an example, I will order pencils!



MIRADO WOODCASE PENCIL HB #2 YELLOW BARREL DOZEN
from GIVE SOMETHING BACK

Part Number PAP2097
Manufacturer Info 2097 - (SANFORD)

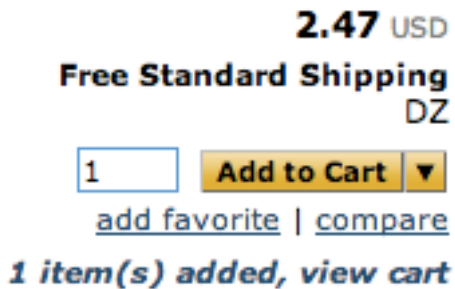
2.47 USD
Free Standard Shipping DZ

1 Add to Cart ▼
[add favorite](#) | [compare](#)

larger Image

Click “Add to Cart”

8. Click “1 item(s) added, view cart”

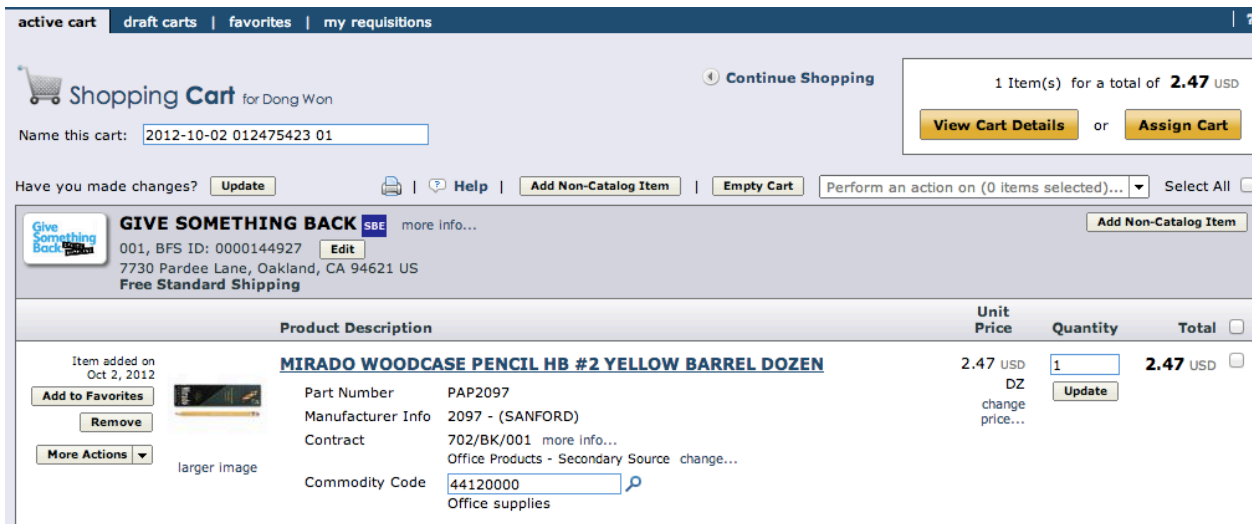


2.47 USD
Free Standard Shipping DZ

1 Add to Cart ▼
[add favorite](#) | [compare](#)

1 item(s) added, view cart

9.



active cart | draft carts | favorites | my requisitions

Shopping Cart for Dong Won

Name this cart: 2012-10-02 012475423 01

1 Item(s) for a total of 2.47 USD

View Cart Details or Assign Cart

Have you made changes? Update | Help | Add Non-Catalog Item | Empty Cart | Perform an action on (0 items selected)... | Select All

GIVE SOMETHING BACK SBE more info...
001, BFS ID: 0000144927 Edit
7730 Pardee Lane, Oakland, CA 94621 US
Free Standard Shipping

Product Description	Unit Price	Quantity	Total
<p>Item added on Oct 2, 2012</p> <p>MIRADO WOODCASE PENCIL HB #2 YELLOW BARREL DOZEN</p> <p>Part Number PAP2097 Manufacturer Info 2097 - (SANFORD) Contract 702/BK/001 more info... Office Products - Secondary Source change... Commodity Code 44120000 Office supplies</p>	2.47 USD DZ change price...	1 Update	2.47 USD

Click “View Cart Details” to continue with the order. Click “Assign Cart” if you need a permission from someone else to continue the order.

10.

Requisition		PR Approvals	PO Line Preview	Comments	Attachments	History		
Summary		Shipping	Billing	Asset Management	Accounting Codes	Supplier Info		
Hide header Hide value descriptions								
Org Node ?		Shipping ?			Billing ?			
Org Node <input type="button" value="edit"/>		Ship To <input type="button" value="edit"/> Attn: Dong Won LeConte Hall LeConte Hall RM 151 Berkeley, CA 94720 United States			Bill To <input type="button" value="edit"/> For inquiries: disburse@berkeley.edu (510) 643-2199 2195 Hearst Avenue Warren Hall Ste 159 Berkeley, CA 94720-1101 United States			
General ?					Billing Options <input type="button" value="edit"/>			
Cart Name 2012-10-02 012475423 01 <input type="button" value="edit"/> Description <i>no value</i> Dept Ref No. <i>no value</i> Priority Normal Assigned to Dong Won Prepared For Dong Won		Final Destination Code <i>no value</i> <input type="button" value="edit"/> Delivery Options <input type="button" value="edit"/> Expedite x Ship Via Best Carrier-Best Way Requested Delivery <i>no value</i> View/edit by line Item...			Accounting Date <i>no value</i> <input type="button" value="edit"/> View/edit by line Item...			
Additional Approvals ?		Buyer Info ?			Asset Management ?			
Additional Authorizer 1 <i>no value</i> Additional Authorizer 2 <i>no value</i> <input type="button" value="edit"/>		Buyer Name <i>no value</i> Buyer Email <i>no value</i> Buyer Phone <i>no value</i> <input type="button" value="edit"/>			Fabrication Number <i>no value</i> MFG Model Number <i>no value</i> <input type="button" value="edit"/> View/edit by line Item...			
Accounting Codes ?								
Account	Speedtype	Fund	Federal Funds	Department	Program Code	Chartfield1	Chartfield2	<input type="button" value="edit"/>
<i>no value</i> Empty field	none	22446 6E-FG02- 00ER41138-06/13	Yes	<i>no value</i> Empty field	<i>no value</i>	<i>no value</i>	PHSJF Freedman, Stuart J	
View/edit by line Item...								

This is the cart/checkout page (happens when “View Cart Details” is chosen).

11.

Accounting Codes ?								
Account	Speedtype	Fund	Federal Funds	Department	Program Code	Chartfield1	Chartfield2	<input type="button" value="edit"/>
<i>no value</i> Empty field	none	22446 6E-FG02- 00ER41138-06/13	Yes	<i>no value</i> Empty field	<i>no value</i>	<i>no value</i>	PHSJF Freedman, Stuart J	
View/edit by line Item...								

Accounting Codes must be specified in order to finalize the order. Click “Edit” at the left top corner.

12.

Accounting Codes

Select from your code favorites

Account	Speedtype	Fund	Federal Funds	Department	Program Code	Chartfield1	Chartfield2	add split
Select from all values... Empty field	none Select from profile values... Select from all values...	22446 Select from all values...	Yes Select from all values... Clear selected value...	Select from all values... Empty field	Select from all values...	Select from all values...	PHSJF Select from all values...	

recalculate / validate values

Save Cancel

There is no need to fill all the boxes out.

13. Under “Speedtype,” click “Select from profile values”

Speedtype

none

Select from profile values...
Select from all values...

14. Scroll down and select the proper fund to be charged

Speedtype

none

Hide profile values...
Select from all values...

15. Now, everything has been filled out! (ignore Account)

Accounting Codes

Select from your code favorites

Account	Speedtype	Fund	Federal Funds	Department	Program Code	Chartfield1	Chartfield2	add split
Select from all values... Empty field	PHFSKAMLAN Select from profile values... Select from all values...	22446 Select from all values...	Yes Select from all values... Clear selected value...	13064 Select from all values... Empty field	44 Select from all values...		PHSJF Select from all values...	

recalculate / validate

Save Cancel

16. Click “Save,” and “Submit.” Your order has been placed for a review.