How to Purchase Supplies on BearBuy

BearBuy is an easy, convenient, and fast way to purchase supplies. You simply create a “cart” and then “assign” the cart to the Finance/HR assistant.

There are a few key points that you must remember:

1. Each time you make a cart, you must type a “note” stating which fund you would like charged.

2. Name your shopping cart when you are ready for check out using your name.

3. It’s easier and less time consuming to place one large order than several tiny orders. Make your purchase worthwhile and place many items in your cart.

4. When you select a hosted supplier, the search will be within BearBuy at contract pricing.

5. A punch-out will connect to the supplier’s website with contract pricing. The items you select at checkout will go into the BearBuy shopping cart.

If you do NOT follow points 1 and 2, the Finance/HR assistant will NOT place your order!
Please follow the instructions below to place an order. There are many ways to search!

1. Go to **blu.berkely.edu**. Click **Login to Blu** and enter your CalNet information.

2. Click the **Buying** tab at the top of the page. Then, click **BearBuy (Full Suite 2012)** under Job Tools.
3. You should now be on the BearBuy home page.
4. Select any of the **hosted suppliers** (e.g. click OfficeMax), **type in the item** (e.g. dividers), and **click search**.

5. Results are listed in BearBuy. You can **Filter Results** by selecting different categories on the left side. Pick the items. Enter the **quantity** and then **click Add to Cart**.
6. Another way to search from the home/shop page is to click the **Advanced Search** button. I always like searching by Advanced Search.

7. You can then enter different search terms. If you type slowly, the **supplier** will start to **auto-populate**. Then, click **search**. Results are then listed and you add the items you want to your cart.

There are many, many search options in BearBuy. Please feel free to explore the website.
8. If you select a **Punch Out**, you will be redirected to the **Supplier’s Website**. A few common Punch Out companies we use are **Apple**, **Dell**, and **CDW-G**. There is also a Punch Out to purchase **Books**.
9. Don’t be alarmed if you see this screen.

10. You will be redirected to the supplier’s website. Continue to online shop as you normally would and add the items to the cart on the supplier’s website. You will click something like submit or transfer cart to move those items over to BearBuy once you are finished with the site.

11. When you are finished shopping, click Carts at the top of the page. Then, type Your Name in the Name this Cart box. Then, click Assign Cart.
12. This screen will pop up. Click **Search for an Assignee**.

13. Type the **last name** of the Finance/HR assistant. Click **Search**.
14. **Select** the current Finance/HR assistant.

15. Then, in the **Note to Assignee** box, type the **Name of the Account** you would like to charge. If you do not do this, the Finance/HR assistant **WILL NOT** purchase your supplies. Then, click **Assign**.
16. You will see the following confirmation screen:

![Shopping Cart Information]

Congratulations! Your cart was successfully assigned for further review.

At this point, you can view the cart in your draft carts list and can unassign it, if needed, until submitted by the assignee. After a cart is submitted by the assignee, you can view it via requisition history search.
You included the following note for the assignee:

Please use my COR research account 3R12RE.

Here is a brief summary of the requisition you have assigned:

<table>
<thead>
<tr>
<th>Requisition number</th>
<th>Cart name</th>
<th>Requisition total</th>
<th>Number of line items</th>
</tr>
</thead>
<tbody>
<tr>
<td>33761481</td>
<td>Amanda Descagnia's Office Supplies</td>
<td>18.45 USD</td>
<td>1</td>
</tr>
</tbody>
</table>

What would you like to do next? Here are links to some common actions.

- Search for another item
- Check the status of an order
- Return to your home page
- Create new draft cart

17. This is what the Finance/HR assistant sees on his/her end. If you don’t put your name as the shopping cart name and leave it as the default numbers, the Finance/HR assistant will not know the cart is yours. He/she will **NOT** process it.