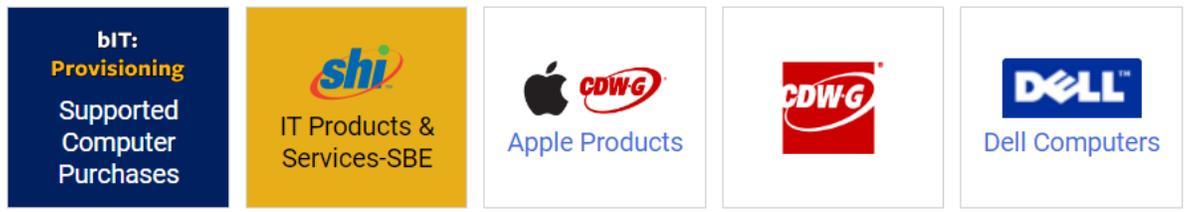


How to Purchase Goods, Supplies, etc. in Bear Buy

You can easily purchase office supplies, computers & peripherals, as well as other work-related or event items in Bear Buy without having to come out-of-pocket – Bear Buy has made the shopping experience simple & easy.

Log on to [BearBuy](#) using your Calnet ID. Note that if you are not on campus, you will need to ensure you have VPN up & running to access Bear Buy. Once on the BearBuy homepage, scroll down to see the many ‘stores’ you can shop via various ‘tiles’ for all sorts of academic, event & office supplies:

Computer Hardware & Software



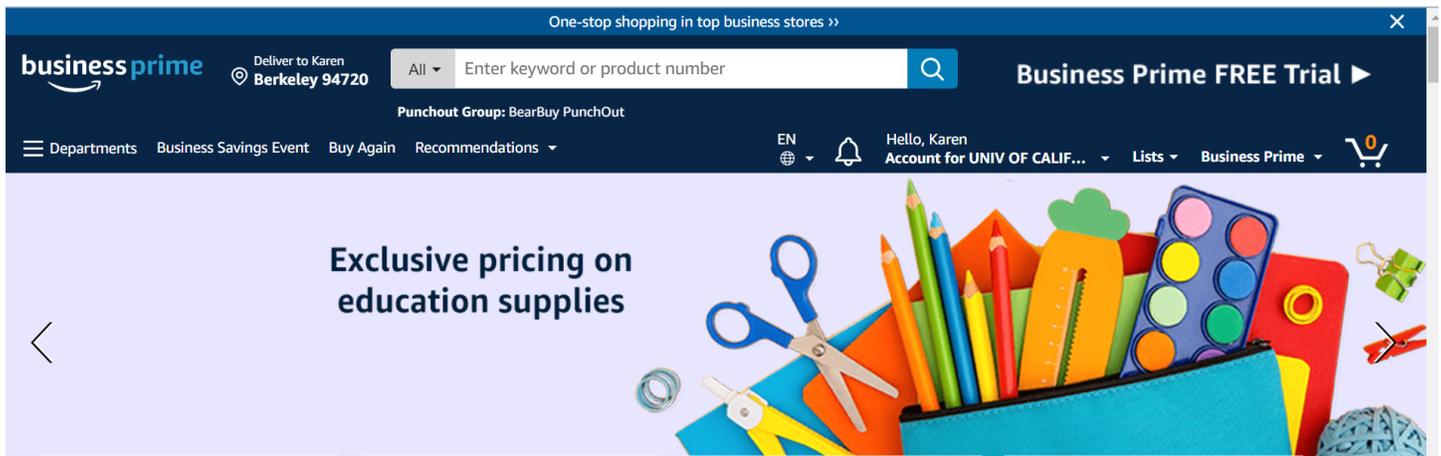
CDW-G-Apple Products for Apple computers & peripherals / Dell for MS compatible computers & peripherals

Office Supplies & Furniture



Blaisdells – an Oakland based, women-owned office supply company / Amazon – for . . .well everything

Once you have clicked on the tile of your choice, you will be brought to the online store associated to that tile & it will operate just as it would if you accessed that shopping experience any other way with a few tweaks:



**Note that any accounts you may have personally with any of these vendors will not be shown – you will be logging in as a UC Berkeley employee so none of your specialized account features will be available – BUT will not have to come out-of-pocket (OOP) either so that is a win!

The vendor will automatically recognize that you are a UC Berkeley employee & the payment will process accordingly:

The screenshot shows the Amazon checkout process for one item. The 'Group' is 'BearBuy PunchOut' with a sub-group 'Group under UNIV OF CALIFORNIA - BERKELEY'. The business order information is 'Disabled'. The shipping address is 'Attn: Karen Shuker, , , , Dwinelle Hall, Dwinelle Hall, RM 3229, , Berkeley, CA 94720'. The payment method is 'VISA Visa ending in 6550'. A message states 'This order requires approval.' The order summary shows a total of \$55.11. A note indicates 'Estimated Delivery: Depends on Approval For example, if approved now: Monday, Jan. 30'.

Item	Amount
Items:	\$49.99
Shipping & handling:	\$0.00
Total before tax:	\$49.99
Estimated tax to be collected:	\$5.12
Order total:	\$55.11

In the case of Amazon, once you've hit the 'Submit for Approval' button the purchase is translated back in to a standard BearBuy cart – at this point, you are almost done. You only need to **ASSIGN THE CART** to send it to the Finance Coordinator for completion where they will add the ChartString, any shipping details, etc.:

The screenshot shows the Berkeley BearBUY Shopping Cart interface. The cart name is '2023-01-22 10168766 01'. The description is empty. The priority is 'Normal'. The prepared for field is 'Karen Shuker'. The 'Assign Cart' button is highlighted with a yellow circle and pink arrows. The cart total is 49.99 USD.

Category	Amount
Subtotal *	49.99
Shipping	0.00
Handling	0.00
Total *	49.99

The Finance Coordinator's name should automatically appear, but if not, simply conduct a search based on last name:

Assign Cart: User Search ✕

Assign Cart To: Karen Shuker
[SELECT](#) ▼ or [SEARCH](#)

Note To Assignee:

[Assign](#) [Close](#)

Once you have clicked ASSIGN – your work is done & an email notification has been automatically sent to the person you assigned the cart to. They will be in touch about expected delivery date or other information pertinent to the order:

✓ Cart Assigned

Cart Summary		Options
Requisition number	167229987	Create new draft cart
Cart name	2023-01-22 10168766 01	Recent orders
Requisition total	49.99 USD	Return to your home page
Number of line items	1	

BearBUY | UC Berkeley

Re: A shopping cart has been assigned to you
Cart Name: 2023-01-22 10168766 01
Cart Number: 167229987

Assigned to: Karen Shuker

Dear Karen Shuker

A shopping cart has been assigned to you by Karen Shuker (karenshuker@berkeley.edu). The shopping cart can be accessed for review in "Draft Carts."

<https://solutions.sciquest.com/apps/Router/ViewAssignedCarts?AuthUser=4481293&ParamAction=View&CartId=167229987&tmstamp=1674520846401>

If applicable, the user has submitted the following additional comments:

Need ASAP!

If you have any questions with regard to this shopping cart, please contact BearBuy User Support.