ERSO BearBuy Shopper Quick-Start Guide

1. **Log in to BearBuy at *bearbuy.is.berkeley.edu* with your CalNet ID (or from *Blu.berkeley.edu*; click on *Finance > BearBuy*.)**
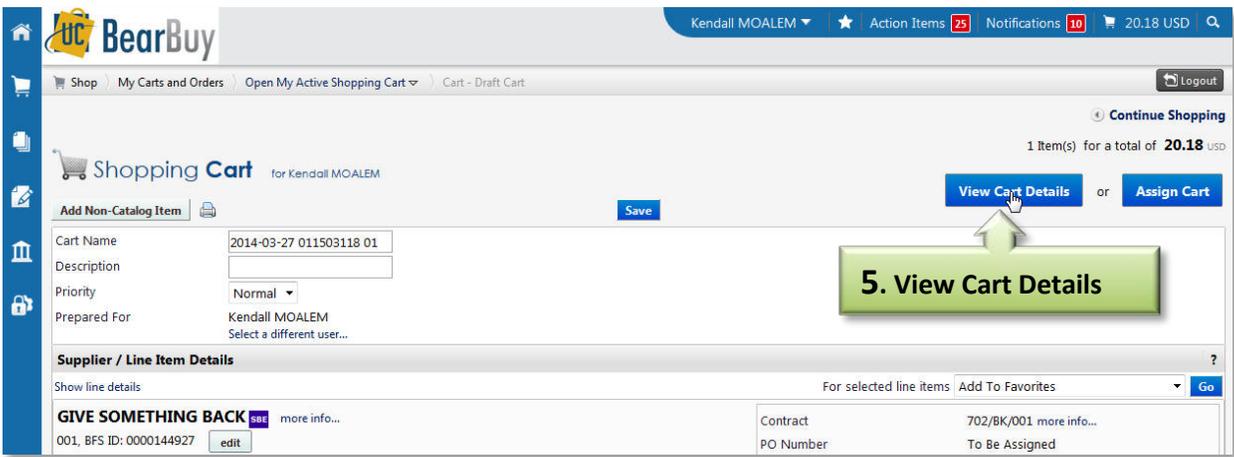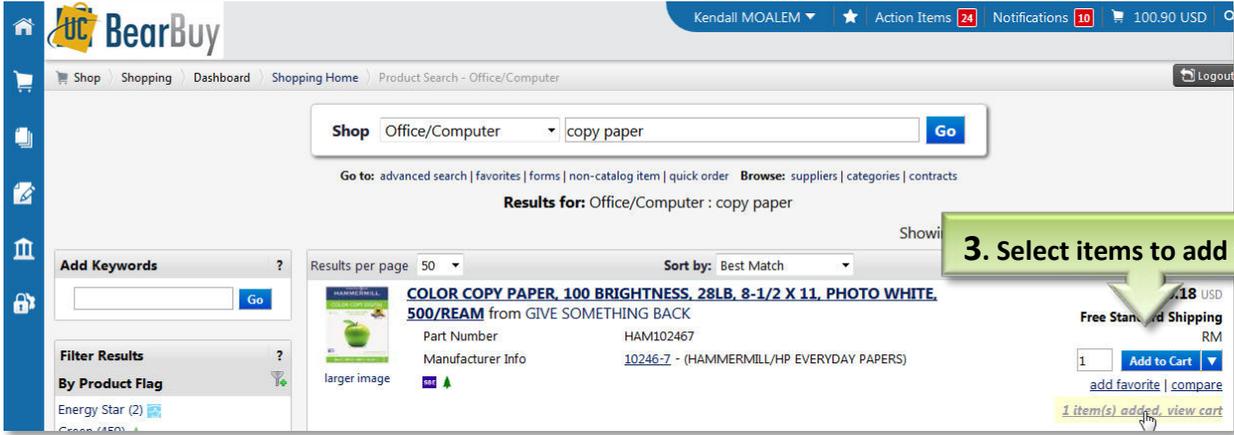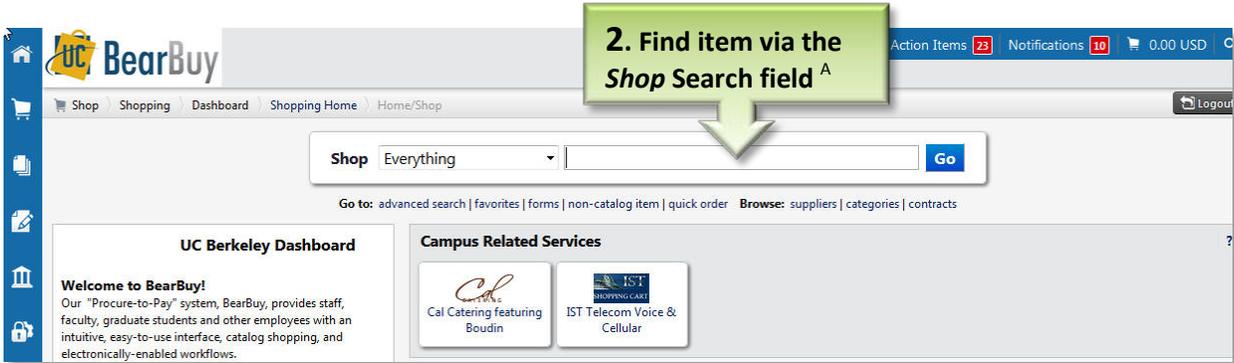
6. Select your Delivery and Approval routing:
  a) the Org Node for your purchase funding; [B]
  b) the shipping address; c) final delivery destination [C]
  (office/room #); and d) Bill To (Disbursements)

7a. ASSIGN your cart

Org Node | Shipping | Billing | General | Asset Management | Accounting Codes | Internal Notes and Attachments | External Notes and Attachments | Final Review

Submit
or
Assign Cart

Return to shopping cart | Continue Shopping

Requisition | PR Approvals | PO Line Preview | Comments | Attachments
Summary | Shipping | Billing | Asset Management | Accounting Co... | ...r Info | Taxes/S&H
Hide header
Hide value descriptions

Org Node	?	Shipping	?	Billing	?

Org Node
Org Node
EERCT
Engineering Research Centers
[edit]

Ship To [edit]
Attn: Kendall MOALEM
Sutardja Dai Hall
RM 266
MC 1768
Berkeley, CA 94720
United States

Bill To [edit]
For inquiries: disburse@berkeley.edu
(510) 643-2199
2195 Hearst Avenue
Warren Hall
Ste 159
Berkeley, CA 94720-1101
United States

General
Cart Name 2014-03-27 011503118 01 [edit]
Description no value
Dept Ref No. no value
Priority Normal

Final Destination Code OBRIE00413 [edit]
OBrien Hall, RM 413

Delivery Options

7b. Select your Cart Authorizer [D]

BearBuy Kendall MOALEM ▾ | ★ Ac... | Notifications [10] | 🛒 20.18 USD | 🔍

🏠 Shop | My Carts and Orders | Open My Active Shopping Cart ▾ | Summary - Draft Cart ⟲ Logout

Org Node | Shipping | Billing | General | Asset Management | Accounting Codes | Internal Notes an...

Submit
or
Assign Cart

Continue Shopping

✓ All done! The required information has been completed and this request is ready to be su...

Once you have reviewed the details, you may continue by clicking the button at the top of...

⚠ You need to be aware of the following issue(s), but it will not prevent you...
  • Empty field: Account
  • Empty field: Department
  • Empty field: Fund

User Search - Mozilla Firefox
🔒 https://solutions.sciquest.com/apps/Router/GenericUserS...
Close

User Search ?
Last Name [   ]
First Name [   ]
User Name [   ]
Email [   ]
Results per page [10 ▾]
Search

Assign Cart
Assign Cart To:

Search for an assignee

Note To Assignee:

expand | clear

Note: After a cart is submitted, it can be viewed via History.
Prior to being submitted, the cart can be viewed in Draft
Carts and can be unassigned (withdrawn) if needed.

Assign Cancel

Requisition | PR Approvals | PO Line Preview | Comments | Attachments | History
Summary | Shipping | Billing | Asset Management | Accounting Codes | Supplier Info | Taxes/S...
Hide header
Hide value descriptions

Org Node	?	Shippi...	Billing	?

Org Node
Org Node [edit]
EERCT
Engineering Research Centers

Ship To
Attn: Kendall MOALEM
Sutardja Dai Hall
RM 266
MC 1768

Check your profile drop-down for status of your requisition once submitted.

Kendall MOALEM ▾ | ★ | Action Ite... | ...cations [10] | 🛒 20.18 USD | 🔍

Kendall MOALEM
View My Profile
Logout

My Recently Completed Requisitions [11]
My Recently Completed P... [My Recently Completed Requisitions] [11]

⟲ Logout
Submit
or
Assign Cart
...tinue Shopping

What's Next
Once you've assigned your cart, the *Cart Authorizer*
submits it for processing by the *Requisition Creator*.
Refer to the [BearBuy Process Map](#) on the [Team 2 (ERSO) website](#) for further workflow detail.

[A] If you don't find your item through this search field, check the *Punch-Out* Catalog section to click on outside sites offering your item with substantial discounts to UC Berkeley. If your item isn't found there, fill out the *Non-Catalog form* in the BB forms section. Most-used forms are *Non-Catalog, Payment Request,* and *Sole Source.*

[B] Find your Org Node from the Team 2 (ERSO) BearBuy FAQ, or by asking your group's Research Support Officer (RSO) or Dept. MSO/Administrator.

[C] If you cannot find your destination from a search, insert the room number and building destination under the *Comments* tab.

[D] Find your Cart Authorizer(s) through the [*Search for BearBuy Cart Authorizers*](#) lookup page in the [ERSO website *Peoplefinder.*](#) A *Cart Authorizer* approves and submits a cart (i.e., *Purchase/payment Request*) to be processed. This role corresponds with the *PI* or *Delegate* in the ERSO Intranet.

Tips: Use the *Comments* tab for communications that can be forwarded to individuals with a link to the cart, and will be saved within the system history. Learn to create your system defaults from the [BearBuy Profile page demo.](#)