

Welcome to N Bear (BUY) Territory Supplier Expo

DIGITAL GUIDE

- DATE: April 17, 2024 (Wednesday)
- TIME: 10:00 a.m. 2:00 p.m.
- ADDRESS: Pauley Ballroom Inside the MLK Student Union (2495 Bancroft Way, Berkeley, CA 94720)



Message from Russell Chung, Chief Procurement Officer

On behalf of our procurement/supply chain management team and our event working committee, we'd like to extend a warm welcome to our valued suppliers, and our UC Berkeley and UC colleagues!



This event offers a fantastic opportunity to:

- Engage: Foster connections between our procurement team, suppliers, and the wider campus network. This allows for a deeper understanding of your needs and our supplier and procurement capabilities.
- Collaborate: Engage in collaborative discussions and explore how your expertise, our expertise and our supplier's expertise can contribute to your unit or department goals.
- Celebrate Success: Recognize the vital role our suppliers play in our campus and the UC's achievements and acknowledge our collaborative contributions.

Throughout the event, we have a stimulating program planned, featuring breakout sessions with key suppliers and staffed information tables of our key suppliers. Please enjoy the opportunities for networking and relationship-building, both within the Supply Chain team, our suppliers and across different departments.

We appreciate your partnership and dedication. We hope this event will foster stronger connections, ignite innovative ideas, and solidify paths to continued and improved success.

Let's have a fantastic day!



Message from Kiyoko Thomas, Director of Basic Needs Center



The Basic Needs Center acts as a virtual and physical hub that supports students with food, housing, and financial stability resources, and connects students to other essential services. We recognize that basic needs are not always simple, and that students' needs can be complex, and may include

health/medical care, technology, dependent care, and transportation needs. Support from the Basic Needs Center includes:

- 1) assessment of individualized student needs.
- 2) navigation of and connection to basic needs resources; and
- planning and support to address students' immediate and longterm care in collaboration with on and off campus partners and services.

All proceeds from the sale of the Supply Expo raffle will be donated to the Basic Needs Center. Your support of the Basic Needs Center will go directly to students in the form of emergency food resources from the Food Pantry and emergency financial assistance for food and rent. Your support allows us to work towards our collective commitment of ensuring that students' basic needs are met so that they can thrive during their time at UC Berkeley.

Message from Stacey Templeman, Director of Strategic Sourcing & Systems Solutions

I am excited to welcome you to Supply Chain Management's Supplier Expo. Today's event will include opportunities to meet our preferred



suppliers and sponsors on the Expo floor and in our breakout rooms. I always learn so much listening to our suppliers' stories about supporting universities and colleges. I hope that you can take some time to learn from our partners in the breakout sessions. Our sponsors and colleagues will present on topics related to sustainability, AI, and innovations.

Supply Chain Management believes in giving back to our community through service and support. We welcome Berkeley's Basic Needs Center to today's event. I hope that you visit their table and purchase a raffle ticket or donate to support their work. In these difficult economic times, our partners, Berkeley, and the local community, have risen to the challenge by providing some amazing tickets, activities, and items for this raffle.

I would personally like to thank our campus community. Your support and attendance have made this event possible.

Gold Sponsors:













Blue Sponsors:















ATTENDING SUPPLIERS:

- AVANTOR (VWR)
- NETA SCIENTIFIC
- BLAISDELL'S
- MATHESON
- ILLUMNIA INC.
- OMNIA PARTNERS
- DELL TECHNOLOGIES
- CDW-G
- THOMAS SCIENTIFIC
- MEDLINE INDUSTRIES, LP
- STYGIAN HC LLC
- PARKER'S CRAZY COOKIES

CAMPUS DEPARTMENTS:

- SUPPLY CHAIN MANAGEMENT
- BERKELEY BASIC NEEDS CENTER
- PROPERTY MANAGEMENT
- BERKELEY CATERING
- ACCOUNTS PAYABLE
- BERKELEY REGIONAL SERVICES
- ZERO WASTE

TABLE OF CONTENTS

- Building/Facility Supplies and Services
- Computers and Information
 Technology
- Meetings and Events
- Office Supplies and Furniture
- Research Supplies and Services
- New Shoppers Quick Reference
 Guide (How to Set Your Default
 Settings in BearBUY)
- BearBUY Support/Resources
- Thank you to Raffle Sponsors



Help protect your students and staff and keep them safe



System Contract 2019.000982

Your commitment to meeting expectations for a clean, prepared campus has never been stronger. Make sure you exceed those expectations, and give your students, visitors and staff peace of mind, with the help of essential products and scheduled service visits from Cintas.

UNIFORM RENTAL

Enhance your image with retail-inspired uniforms that keep your employees looking sharp. In addition to best-in-class rental service, our $TruCount^{T}$ Inventory Management System assures that every garment is scanned on every service visit and accounted for at all times.



Rental Workwear Only from **cintAs**.



Chef Works® Rental Culinary Apparel



Flame Resistant Clothing



Garments



Classic Workwear



High-Visibility Uniforms



Lab Coats



Isolation Gowns

FACILITY SERVICES

Trust Cintas to help you reduce the chance of contamination and keep your schools and public agencies stocked — with innovative solutions, scheduled service visits and routine product replenishment.



Signature Series® Dispensers



Microfiber



Restroom Cleaning



Cleaning Chemicals



Spray Service



Restroom Supplies



Mat Service



Mop Service



Towel Service

Pursuant to OSHA regulations, 29 CFR 1910.132 (Subpart I), an employer bears sole responsibility for selecting the type(s) of personal protective equipment to be used by its employees. All purchasers of FRC garments and/or laundering services from Cintas bear full responsibility for selecting the PPE appropriate for use by their employees. Cintas makes no representation, warranty, or covenant with respect to the flame-resistant qualities of the garments or with respect to the fitness or suitability of the garments for any particular use or purpose. The purchase of any goods or services from Cintas is subject to Cintas's Standard Terms and Conditions and/or any other applicable written contract executed between the purchaser and Cintas relating to such purchase.



Building/Facility Supplies & Services



HD Pro Institutional Product Offering

One supplier for all your needs. We stock products for every project, so jobs are completed faster. Our exclusive brands offer quality, value, and style. Our wide selection of essentials was designed with you in mind.









Renown Whirlpool enMotion









Dedicated Account Representative

Armando Soto Senior Account Manager

Home Depot Pro | Institutional 650 Brennan Street, San Jose, CA 95131



armando.soto@HDSupply.com



www.homedepotpro.com/institutional





Powered by HD Supply

Preferred Technology Supplier



B&H is now authorized to sell the full line of Apple hardware products to higher education! This is an exciting addition to our vast catalog of photo, video, audio, lighting, display, IT/AV technology hardware available with contract pricing.

Shop on your BearBuy punchout today











Building/Facility Supplies & Services

Contacts:

	Supplier's Name	Contract Number	Shop with	Ecovadis Participation	Small Busines First
#HC713 - VIDEO - ALIZED	B&H Photo https://www.bhphotovideo.com/ 420 Ninth Ave. New York, NY 10001 govedbids@bhphotovideo.com Phone: 212-239-7500	2021002947: OMNIA B&H Audio Visual Equipment - Accessories and Services	Punchout Catalog		
CINTÁS. READY FOR THE WORKDAY	Cintas https://www.cintas.com/ 777 139th Avenue San Leandro, CA 94570 Chris Luna lunac@cintas.com Phone: 415-640-0041	2021002808: UC-wide CINTAS Uniform Rental and Services	Non- Catalog Form	Bronze	
GRAINGER	Grainger https://www.grainger.com/ 444 Doolittle Drive San Leandro, CA 94577 Jeff Bonato, Account Manager jeff.bonato@grainger.com eprocustomercare@grainger.com	UCIMP-0110: Grainger - Systemwide Prime	Punchout Catalog		
H DSUPPLY	HD Supply https://hdsupplysolutions.com/ 3400 Cumberland Blvd. SE Atlanta, GA 30339 govsales@hdsupply.com Armando Soto armando.soto@HDSupply.com Phone: 510-688-1102	UCOP-288: UC-wide HD Supply Residential MRO	Hosted Catalog		
Control of the contro	Stygian powered by Grainger https://stygianhc.com/ 300 Frank H Ogawa Plaza Ste 175 Oakland, CA 94612 Andrew Guzzon, Vice President andrew@stygianhc.com	UCIMP-0110: Grainger - Systemwide Prime	Punchout Catalog		

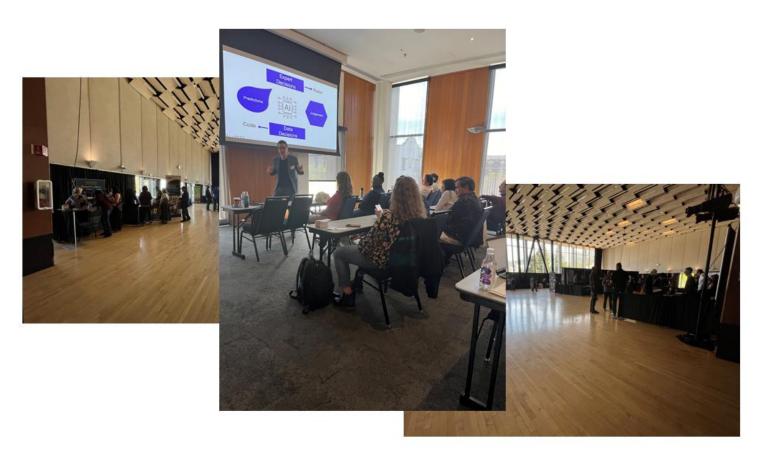
Berkeley Information Technology

IT Client Services (ITCS)

IT Client Services (ITCS) provides technical support to the campus community through the IT Service Desk, Device Provisioning, Device Support, and Engineering and Security Teams.

ITCS helps faculty and staff **purchase IT equipment**, **supports eligible devices**, and is available for **general IT consulting**. These core services are available to all UC Berkeley divisions.

The Service Desk is available for support Monday through Friday, 8 a.m. to 5 p.m. (excluding University holidays) via phone at 510-664-9000. You can also **order a service using the IT Catalog** or **report a problem with the incident webform**.



Computer and Information Technology

Contacts:

	Supplier's Name	Contract Number	Shop with	Ecovadis Participation	Small Business First
COW	CDW Government https://www.cdwg.com/ 230 N. Milwaukee Vernon Hills, Il 60061 Paul Cardamone, Account Manager paul.cardamone@cdwg.com Phone: 847-371-5600 eprohelp@cdw.com	2021002915 : UC- wide CDW-G IT peripherals	Punchout Catalog	Gold	
DØLL	Dell Marketing LP https://www.dell.com/ P.O Box 371964 Pittsburgh, PA 7964 Malissa Evans, Account Manager Malissa Evans@dell.com Phone 847-371-5600	2018.000068: UC- wide Dell end user devices, servers, and storage	Punchout Catalog	Platinum	

CHAMELEON CREATIVE GROUP

get get get INSPIRED CREATIVE RESULTS

Engage, Inform, Recognize and Reward with Promotional Products

With relevant, sustainable, and elegant solutions, Chameleon Creative Group helps you deliver your message in meaningful ways to students, staff, faculty, and community.

We've been working with non-profit organizations, higher education, and independent schools for more than 23 years and we have been successful partners with our customers at UC Berkeley since 2005.

Working on your next project?

Call Chameleon at 909.920.1258 or visit our website at www.getcreative.us



Chameleon is...

...dedicated to providing quality and innovation in everything we deliver.

...experienced at capturing the unique message and personality of our clients.

...determined to find the perfect product. If the product doesn't already exist, we will create it!

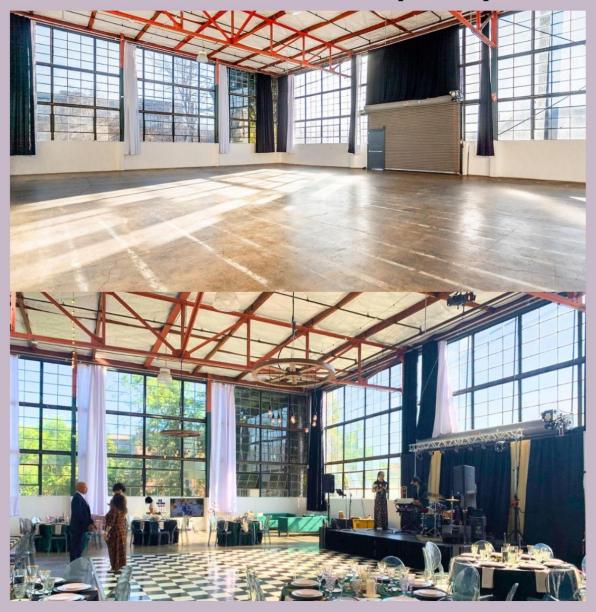
...committed to sustainability and conservation, taking advantage of recycled or biodegradable materials, organic fabrics, and plastisol-free inks.

Established in 2000 and founded by Barbara Perry-Lorek, Chameleon Creative Group, a California certified micro-business, is located in Claremont, California.

Meetings and Events



an Arena company



LET STUART HELP YOU TURN BLANK SPACES INTO EVENT PLACES.



Meetings and Events

Contacts:

	Supplier	Contract Number	Shop with	Ecovadis Participation	Small Business First
CHAMELEON CREATIVE GROUP www.getcreative.us	Chameleon Creative Group dba: BLM Creative Enterprises https://www.getcreative.us/ 1306 Monte Vista Ave, Ste 10 Upland, CA 91786 Barbara Lorek, CEO barb@getcreative.us Phone: 909-920-1258	UCB_SCM_2105_STRATPRICE: UCB SCM MSA2095 Creative Ent.	Non- Catalog Form		
MS SAIC GLOBAL TRANSPORTATION	RM Transportation dba: Mosaic Global Transportation https://www.mosaicglobaltransportation.com/ 525 Sunol Street San Jose, CA, 95126 info@mosaicglobaltransportation.com Jennifer Lee-Lewis, Account Manager ilee-lewis@mosaicglobaltransportation.com Phone: 650-458-4234	00213-Feb2020-3: RM Executive Transportation Inc. dba Mosaic Global Transportation MSA	Vehicle Charter Form		
PARKER'S CRAZY COOKIES	Sheena K Foods LLC dba Parker's Crazy Cookies https://parkerscrazycookies.com/ 1273 Industrial Pkwy West 160 Hayward, California 94544 orders@parkerscrazycookies.com Phone: 510-847-2634	UCB_SCM_MSA_2096: Parkers Crazy Cookies - Licensed Cookies Provider	Non- Catalog Form		
STUART STUART STEEL TO LETT on Appell company	Stuart Rental Company https://www.stuartrental.com/ 454 South Abbott Ave. Milpitas, California 95035 sales@stuartrental.com Cori Lambert, Sales Manager clambert@stuartrental.com Phone: 408-856-3232	020002622: Stuart Rentals- 001984-Apr2020	Non- Catalog Form		



M\$SAIC GLOBAL

Transportation is a key factor in planning a successful event, but it doesn't have to be overwhelming. Let us take care of getting you where you need to go! Give us a call or visit our website to book your ride today!



BRANDING WITH CUSTOM COOKIE ART

CRAZY FUN COOKIES OF PEOPLE, LOGOS, MASCOTS, BUILDINGS AND OBJECTS FOR EDIBLE UNIVERSITY BRANDING



THOUGHTFULLY CRAFTED INGREDIENTS

Commemorations, Convocations, Awards, Orientation, Retirements, Athletics, Arts Gone in minutes, our cookies etch a sweet memory that lives on! Always a hit at events - whether a sporting finale, parents' week or a faculty awards ceremony.

Build Loyal Students, Alumni, Faculty, Staff, Fans and Families





Sheena K Foods (dba Parker's Crazy Cookies)

1273 Industrial Parkway, Hayward, California 94544 info@parkerscrazycookies.com https://www.parkerscrazycookies.com (510) 200-7541

Office Supplies and Furniture



Steelcase, together with UCB premier dealer partner, One Workplace, is delighted to continue serving as the Primary Preferred Supplier of design, furniture, and technology solutions for UC Berkeley.

From admin spaces, classrooms, lounges, and in-between spaces, our team can customize solutions that fit your needs.

WHAT TO EXPECT FROM STEELCASE | ONE WORKPLACE?

- Exclusive discounted contract pricing
- Dedicated local sales and project teams
- State-of-the-art warehouse in the Bay Area
- · Expert logistics and installation teams
- Custom web-portal for real time ordering and tracking

SUSTAINABILITY LEADER IN THE INDUSTRY:

- Industry leading 16 Cradle-to-Cradle[™] certification
- Leader in SCS Indoor Air Quality, Indoor Advantage Gold certifications
- All products Greenguard[™] certified
- Achieved ISO 14001 in 13 separate manufacturing sites
- Steelcase Environmental Partnership Program[™] for recycle and reuse
- Regenerative Design Solutions/Reuse/Recycle/ Reduce Waste

Get a Quote: edsupportnorth@oneworkplace.com





YOUR DEDICATED LOCAL CONTACTS

MELANIE BOGGAN

Senior Account Manager mboggan@oneworkplace.com

GRAEME FINLAYSON

Senior Account Executive (AV + Technology gfinlayson@oneworkplace.com

LISA CHRISTENSEN

Client Business Manager Ichriste@steelcase.com

KEVIN SCHMIDTBAUER

Strategic Accounts Manager kschmidt@steelcase.com

Steelcase



Office Supplies and Furniture

Contacts:

	Supplier	Contract Number	Shop with	Ecovadis Participatio n	Small Business First
amazon business	Amazon Business https://business.amazon.com/ 410 Terry Avenue North Seattle, Washington 98109 Amazon Business Customer Care b2benterpriseexperts@amazon.com Rosie Blair, Sr. Account Executive rosiebla@amazon.com Phone: 410-802-8012	2021002806: Cooperative purchasing agreement - UCSD & Amazon Services- see Omnia @ R-TC-17006	Punchout Catalog		
blaisdell's BUSINESS PRODUCTS	Blaisdell & Songey Inc. dba: Blaisdell's Business Products https://blaisdells.com/ 474 Roland Way Oakland, California 94621 Patty De Freitas, Account Manager Pdefreitas@blaisdells.com Phone: 510-483-3600	2018.00735 : Blaisdell's	Hosted Catalog		
SUSINESS SOLUTIONS"	ODP Business Solutions (formerly Office Depot) https://www.odpbusiness.com/ Customer Support 800-279-1528 Jennifer Jimenez, Program Manager Jennifer.Jimenez@odpbusiness.com Phone: 408-603-9011	2023003958: UC-wide ODP Business Solutions Inc Office Supplies FIU Adoption	Punchout Catalog	Committed	
one workplace	One Workplace powered by Steelcase https://www.oneworkplace.com/ 2500 De La Cruz Blvd Santa Clara, California 95050 Melanie Boggan, Sr. Account Manager mboggan@oneworkplace.com Phone: 510-282-7469	2019.001899: UC-wide Steelcase Office Furniture	Punchout Catalog	Participating	
Steelcase	Steelcase https://www.steelcase.com/ 901 44th Street SE Grand Rapids, Michigan 49508 UC Call Center Support Phone: 408-719-7855	2019.001899: UC-wide Steelcase Office Furniture	Order from One Workplace	Gold	
upwork	Upwork Global Inc. https://www.upwork.com/ 475 Brannon St., Ste 430 San Francisco, California 94107 UCBerkeley-programteam@upwork.com Phone: 650-853-4182	2020002732: Upwork UC Merced Master Subscription Agreement	Upwork Portal & Service Form	Silver	



Did you know? UC Berkeley and Amazon Business have partnered on a sustainable procurement strategy, preferring products from 41 governmental, non-profit, and independent certified organizations, representing over 1 million items. How are you utilizing Amazon Business to source sustainably?

Check out additional Amazon Business sustainability efforts:

Frustration Free Packaging

- Amazon Business filter offers less air, less materials, and more efficient packaging design through certified Frustration Free Packaging and Compact by Design.
- These packages are smaller and more efficient ship, reducing overall carbon emissions.

Plastic Mailers Recycling Pilot

- The campus Amazon Store and UC Berkeley have partnered to recycle bubble mailers.
- The goal of the pilot is to understand how much plastic material can be reused and re-enter the packaging lifecycle, eliminating single use.

Learn more at sustainability.aboutamazon.com

Access the top 1% of Expert-Vetted talent when you need it.

UC Berkeley has partnered with Upwork to access specialized skills and increase productivity. Scan below to learn more and activate your account today.





upwork

BUSINESS SOLUTIONS®



Berkeley Supply Chain Management

PRIMARY SUPPLIER HIGHLIGHTS





First For UC



YOUR FISHER SCIENTIFIC CONTACTS

Sabrina Binczewski Sales Representative

sabrina.binczewski@thermofish er.com 415-371-8563

Adam Taylor

Chemical Application Specialist adam.taylor@themofisher.com 707-702-9323

Robert Reeves

LifeScienceSpecialist

robert.reeves@thermofisher.co m 408-857-8696

Greg Platt

Safety Specialist greg.platt@thermofisher.com 415-235-4025

LEARN MORE:

Corporate Social Responsibility Approach:



Fisher Scientific Sustainability Initiatives:



The Fisher Scientific channel is excited to continue serving as the primary supplier of laboratory supplies, chemicals, equipment, and specialty life sciences products for UCB.

AGREEMENT BENEFITS

- Exclusive discounted pricing on items available through the Fisher Scientific channel and savings on many other products
- Product promotions and New Lab Start-Up special offers available through your punch-out site
- Dedicated Fisher Scientific sales representatives to help you select products and equipment, demonstrate products, and provide information on our latest offerings
- Life sciences, chemical, and safety specialists available for consultations
- State-of-the-art warehouses in Chino and Tracy servicing the entire University of California system
- Regular product shows and technical seminars
- · No cost for standard delivery of most orders
- Guaranteed 48-hour delivery for most items

Get easy access to a broad portfolio of products on fishersci.com through BearBuy.

The Fisher Scientific channel is committed to protecting the environment and helping you and other businesses around the world achieve net-zero and other sustainability goals.

Distributed by Fisher Scientific. Contact us today:

In the United States
Order online: fishersci.com

Call customer service: 1-800-766-7000



Research Supplies and Services

Reduce Plastic Waste with Rainin!

Rack options to help meet your sustainability objectives



EarthRack

Other than the thin polypropylene tip deck, EarthRack* is made entirely from compostable, rapidly renewable plant fiber.



TerraRack

50% less plastic and almost entirely #1 PET, the most commonly recycled plastic worldwide. Terra-Racks® take up considerably less volume as waste.



Green-Pak

Refill Rainin standard racks with Green-Pak® and Space-Saver®. SpaceSaver sleeves and Green-Pak blister packs are made from highly-recyclable #1 PET.



StableStak

Multilayer system for highproduction multichannel work. Each StableStak™ is equivalent to 10 96-tip racks.



Bulk Tips

The most sustainable rack is the rack you don't use, which makes manually refilling spent racks and wafers a reasonable option for some labs.



Rainin Standard Rack

Reengineered in 2018 to reduce the amount of polypropylene by 20%.





Research Supplies and Services

Contacts:

	Supplier	Contract Number	Shop with	Ecovadis Participation	Small Business First
Fisher scientific	Fisher Scientific https://www.fishersci.com/ 13551 Collections Center Dr. Chicago, Illinois 60693 Sabrina Binczewski, Sales Representative sabrina.binczewski@thermofisher.com Phone: 415-371-8563	2021002889: UCOP-UC- wide Fisher Scientific General Lab Supplies	Punchout Catalog & Hosted Catalog	Participating	
Genesee Scientific A Life Science Corroany	Genesee Scientific https://geneseesci.com/ 8430 Juniper Creek Lane San Diego, California 92126 orders@GENESEESCI.COM	2021002853 : Copy of 2021002853	Punchout Catalog	Participating	
illumına [,]	Illumina https://www.illumina.com/ 9885 Towne Centre Drive San Diego, California 92121 customerservice@illumina.com Rachel Spetzger, Sr. Account Manager rspetzger@illumina.com Phone: 858-200-6851	2023003585: UC-wide LS Illumina	Hosted Catalog	Silver	\square
MATHESON askThe Gas Professionals*	Matheson Tri-Gas Inc. https://www.matheson.com/ 6775 Central Ave. Newark, California 94560 info@mathesongas.com Phone: 510-793-2559	2023003888 : Matheson Tri-Gas-002917-Sep2022	Non- Catalog form		
MEDLINE	Medline Industries LP https://www.medline.com/ Three Lakes Drive Northfield, Illinois 60093 Phone: 800-633-5463 Dana Kenney, Account Manager dkenney@medline.com Phone: 818-633-5463	2021003157: UCOP-UC- wide Medline Medical, and Surgical	Punchout Catalog	Participating	

*Research supplies continue to next page





Trusted Laboratory Chemicals, Supplies and Equipment



From USP to ACS grade chemicals for research, analysis, and general laboratory needs.



Lab supplies and consumables for general chemical labwork, safety supplies, PPE, chemical storage needs and more.





RESEARCH SUPPLIES AND SERVICES

Contacts:

	Supplier	Contract Number	Shop with	Ecovadis Participation	Small Business First
Neta Scientific'	Neta Scientific Inc. https://www.netascientific.com/ 4206 Sylon Blvd Hainesport, New Jersey 08036 orders@netascientific.com	2021002881: UCOP-UC- wide Neta Scientific Inc General Lab Supply	Hosted Catalog	Bronze	abla
RAININ	Mettler Toledo Rainin LLC https://www.shoprainin.com/ 7500 Edgewater Drive Oakland, California 94621 CS@rainin.com	2021002941: UC-Wide General Lab Supplies/Rainin Agreement	Punchout Catalog & Hosted Catalog		
Spectrum	Spectrum Chemicals https://www.spectrumchemical.com/ 14422 S. San Pedro Street Gardena, California 90248 Sales@SpectrumChemical.com	UCOP-104: UC-Wide Spectrum Chemicals & Laboratory Products	Hosted Catalog		abla
Thomas Scientific	Thomas Scientific https://www.thomassci.com/ 1654 High Hill Road Swedesboro, New Jersey 08085 CustomerService@ThomasSci.com	2021002868: UC-Wide Thomas Scientific Lab Supplies	Hosted Catalog	Participating	abla
Port of divertor	VWR Inc. An Avantor Science company https://us.vwr.com/store/ PO BOX 31001-1257 Pasadena, California, 91110 Dawn Smith, Regional Sales Director dawn.smith@avantorsciences.com Phone: 510-617-7356	2021002925: UC-Wide VWR International General Lab Supply	Punchout Catalog & Hosted Catalog	Bronze	

New Shoppers Quick Reference Guide (How to Set Your Default Settings in BearBUY)

Berkeley BearBUY

UC Berkeley Supply Chain Management

New Shoppers Quick Reference Guide

For more information and training resources, please see the BearBuy Instructional Resources.

Please Note: Purchase Orders must be issued before goods or services can be ordered or paid.

Default User Settings

Helpful Hints: How to Make Your Orders Auto Approve

** To expedite your low-value orders via auto approval, you need the following fields: Org Node, Shipping Information, Billing/Payment, and Accounting Codes (Chartstrings). **

- 1. Login to BearBuy using your CalNet ID and Passphrase
- Press your avatar icon in the upper right-hand corner, select View My Profile, and select Default User Settings from the list.

Org Node

- Select Custom Field and Accounting Code Defaults, press on the Codes tab, and press on the Edit button next to Org Node
 - Press on the **Create New Value** button, enter your Org Node in the Value field, and press on the **Search** button.
- Check the box under Select and press on the Add Values button
- To make it default, Select your Org Node from the list, check the Default box, and press the Save button

Default User Settings Custom Field and Accounting Code Defaults Default Addresses Cart Assignees Checkout Settings

0.00 USD 🗑 🗢 📮

Shipping Information:

- Select Default Addresses and press on the Select Addresses for Profile button.
- Search for your address in the field and press on the Search button.
- Select your address from the list, check the Default box, and press the Save button.

Billing/Payment:

- Select Default Addresses, press on the Bill To tab, and press on the Select Addresses for Profile button
- Press on the downward arrow button, select Disbursements from the list, check the Default box, and press the Save button

Accounting Codes (Chartstrings):

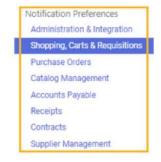
- Select Custom Field and Accounting Code Defaults, press on the Code Favorite tab, and press on the Add above Accounting
 Codes
- Enter a nickname for this chartstring, check the Default box, enter your chartstring accordingly, and press the Save button.

(OPTIONAL) Cart Assignee:

- Select Cart Assignee and press on the Add Assignee... button, search for your cart assignee, and press on the Search button
- · Press on the Select option next to your cart assignee's name
- To remove a cart assignee, press the Remove button from the list

Notification Preferences:

- 1. Select **Notification Preferences** from the list and the type of notification preference you would like to edit (i.e. **Shopping, Carts & Requisitions**)
- 2. Press on the Edit Selection located in the upper right-hand corner and select Override
- ${\bf 3.}$ Choose the preference of your choice from the dropdown list and press the ${\bf Save}$ button



Berkeley Supply Chain Management



UC Berkeley Supply Chain Management

Shopping

Catalogs

- Hosted catalogs are managed internally by the Supply Chain Management (SCM) BearBuy team.
 - Use the Catalog Search Bar to perform a quick product search. You can also use the links listed below the search bar.



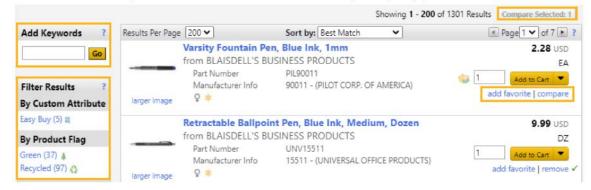
Punchout catalogs are managed externally by the Supplier. When a punchout catalog is selected, a new browser window opens. After
adding and submitting items to your Cart from the punchout catalog, you will be redirected to BearBuy to complete your transaction.

Helpful Hint: When using a tile with both a hosted and punchout catalog, use the hosted catalog instead since it has more selection.

Forms: Forms are used for purchases not found in a catalog. For a full list of forms in BearBuy, select the Forms link under the Catalog Search Bar.

Filter Search Results, Product Comparison, and Favorite Item:

- Upon searching for your product using the catalog search bar, you can filter the results to your liking using the section on the left-hand side
 of the page. You can also use the comparison feature on the right-hand side to compare multiple results.
- Click add to favorite if you want to create a favorites list for items that you frequently purchase.



Helpful Hint: For easier viewing, comparing no more than four items at a time is recommended.

Cart Management

 On the left-hand side of the page, click Shop and then My Carts and Orders. Click the View Carts section to view your Draft Carts and Assigned Carts.

- 2. Once in your cart, you can do the following:
 - Add Selected Items To Favorites
 - Remove All or Selected Items
 - Move Items to Another Cart
 - Add Items to Draft Cart or Pending Purchase Requisition/Purchase Order (PO)



Berkeley BearBUY

UC Berkeley Supply Chain Management

Helpful Hints:

- View My Carts is the only time you can set your cart as Urgent.
- Always view your cart details to verify completion before submitting or assigning your cart.
 - Important: Orders must have a ship to/bill to addresses and chartstrings to process.
 - o It is **best practice** to *never mix forms/catalogs* (i.e., Non-Catalog and Payment Request, Dell and CDW-G, Amazon Business and Service Order Request, etc.) in a cart.

Tabs

Use the following tabs in your Requisition or PO to view specific information:

Requisition PR Approvals Comments Attachments History

- o Approvals to view your Requisition/PO's current status in the workflow.
- o Comments to view any communication between your Requisition/PO's

- Status Purchase Order Revisions PO Approvals Shipments Receipts Invoices / Vouchers Comments Attachments History

 Summary Shipping Information Buyer Info Asset Management Accounting Codes Taxes/S&H
- stakeholders. Show comments for all is recommended.
- Attachments to view all attachments/supporting documentation, such as quotes from the supplier.
 - Please do not include any personal/sensitive information in your attachments! (i.e., Social Security Number, Credit Card Information, Driver's License, State ID Card, etc.)
 - More information on Restricted Data: https://security.berkeley.edu/what-restricted-data
- History to view all past actions associated with your Requisition/PO.

Receiving

Creating a Receipt(s)

- For Catalog Orders >\$5,000 and Non-Catalog Form Orders >\$1,000, a receipt is required before a voucher can be paid.
- Please see the Receiving Instructions: https://supplychain.berkeley.edu/receiving-instructions

Support

First Line of Support: BearBUY Help Desk

- Available Monday Friday from 8:00 a.m. to 5:00 p.m., Phone: 510-664-9000 Option 1, Option 2
- Email: BearBUYhelp@berkeley.edu
- Regional Group Purchasing Inquiries: https://portal.berkelev.edu/regions
- Invoice Inquiries: https://controller.berkelev.edu/financial-operations/accounts-payable/helpful-hints-our-vendors

Inquiries for High Value Goods and Services over \$10,000: https://supplychain.berkeley.edu/procurement/contact-your-buyer

Berkeley Supply Chain Management

BearBUY Support/Resources

PURCHASING SUPPORT INFORMATION:

- For questions and assistance related to the purchase orders, please get in touch with your Regional Services Purchasing team.
 - You can visit the Regional Finder page for assistance if you do not know your region. Your region will be listed above your name.
- For questions related to purchase orders over \$10,000, please get in touch with your Buyer.
 - If you do not know who your buyer is, you can visit our Find Your Buyer page for assistance.

BearBUY (TECHNICAL) HELP DESK CONTACT INFORMATION:

- Phone: (510) 664-9000 option 1, then option 2
- Email: bearbuyhelp@berkeley.edu
 - Please Note: Emailing the BearBUY Help Desk will generate a ServiceNow ticket, which will be routed based on ticket information.

BearBUY ONLINE TRAINING:

- BearBUY 1.0: Basics for Shoppers eCourse
 - UC Learning Course Code: BEESS950-Online
- BearBUY 2.0: Intermediate for Shoppers eCourse
 - UC Learning Course Code: BEESS960-Online
- BearBUY Purchase Order Changes eCourse
 - UC Learning Course Code: BEESS980-Online
 - Prerequisites: Both BearBUY 1.0 & 2.0 eCourses
 - Staff must complete this eCourse before submitting a SARA request for the Change Order Preparer Role

JOB AIDS AND INSTRUCTIONAL GUIDES:

BearBUY Instructional Resources

THANK YOU FOR MAKING A DIFFERENCE!

The following companies and campus departments donated items to benefit both the Berkeley Basic Needs Center and the Supplier Expo raffles. Your donations made this event worthwhile, exciting, and memorable! (Round of applause!)



Amazon Business https://business.amazon.com/ MS SAIC

RM Transportation dba: Mosaic Global Transportation https://www.mosaicglobaltransportation.com/



Another Planet Entertainment https://apeconcerts.com/



Neta Scientific Inc. https://www.netascientific.com/



B&H Photo https://www.bhphotovideo.com/



ODP Business Solutions (formerly Office Depot) https://www.odpbusiness.com/



Blaisdell & Songey Inc. dba: Blaisdell's Business Products https://blaisdells.com/



Omnia Partners https://www.omniapartners.com/



Cal Athletics https://calbears.com/



One Workplace powered by Steelcase https://www.oneworkplace.com/



Campus Tour https://visit.berkeley.edu/



Sheena K Foods LLC dba Parker's Crazy Cookies https://parkerscrazycookies.com/



CDW Government https://www.cdwg.com/



Spectrum Chemicals https://www.spectrumchemical.com/



Chameleon Creative Group dba: BLM Creative Enterprises https://www.getcreative.us/



Stuart Rental Company https://www.stuartrental.com/



Cintas https://www.cintas.com/



Stygian powered by Grainger https://stygianhc.com/



Fisher Scientific https://www.fishersci.com/



Thomas Scientific https://www.thomassci.com/



HD Supply https://hdsupplysolutions.com/



Upwork Global Inc. https://www.upwork.com/