ERSO BearBuy Cart Authorizer Quickstart Guide

1. Log in to BearBuy from Blu.berkeley.edu with your CalNet ID; click on Finance > BearBuy (link in left sidebar).

2. Check Action Items; under Approvals click on Carts Assigned to Me.

3. View a Draft Cart

4. Click PO Line Preview Tab to Review Cart Contents, totals.
5. Click Requisition>Summary tab to check Org Node (EERCT); edit if needed

Using Profile Values

Select Unit to process this cart

6. Click on Requisition>Accounting Codes Tab

Click any 'Empty Field' link

ACCOUNT field value can be left blank

Continued
A. **SUBMIT** the Cart if ready for purchase; if not, you can either **REVISE** the cart contents then submit; **ASSIGN** the cart back to the shopper with a comment; or **DELETE** the cart from the system (Under Draft Carts tab, click *Delete* button at far right.)

B. The **Requisition Creator** is a department buyer who prepares the order for purchase with the vendor via PO or a direct voucher for payment. This role corresponds to the "Purchasing Agent" or "Processor" in the ERSO Intranet.

The **Requisition Creator** prepares the purchase/payment, then forwards the requisition to your RSO for fund authorization and final review. The order is then sent to the vendor for fulfillment. Refer to the [ERSO BearBuy Process Map](#) on the [ERSO website](#) for further detail.