1. Log in to BearBuy at bearbuy.is.berkeley.edu with your CalNet ID (or from Blu.berkeley.edu; click on Finance > BearBuy.)

2. Find item via the Shop Search field

3. Select items to add to cart

4. View Cart

5. View Cart Details
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.