New Features

• Shopping Homepage Layout Changes
• New MC Account Chartfield
Shopping Homepage Layout Changes

• Previously, homepage only contained icons for Punch-outs, UCSF Suppliers, and frequently used forms
  – No icons for catalog suppliers
  – Not all forms displayed on homepage
  – No classification of suppliers into categories
Shopping Homepage Layout Changes

• New layout makes shopping easier
Shopping Homepage Layout Changes

• Suppliers grouped by categories
  – Quickly identifies type of goods suppliers sell
  – Similar suppliers grouped together

[Diagram of suppliers grouped by categories]
Shopping Homepage Layout Changes

• New icons for catalog suppliers
  – Allows ability to easily search for items offered by supplier
  – A search box pops up when catalog icon clicked
  – Enter search terms to find item sold by supplier. Click search button to start search.

  – Supplier’s products matching search terms display in search results
Shopping Homepage Layout Changes

- All available BearBuy forms accessible from homepage
  - Most forms located in **Frequently Used Forms** and **Forms for Specific Purchases** sections at bottom of homepage
  - A few forms mixed in with catalogs and Punch-outs in different sections
Shopping Homepage Layout Changes

• Identify Punch-outs and forms icons using new symbols
  • symbol indicates supplier icon is a Punch-out
  • symbol indicates icon is a form
  • No symbol indicates icon is a catalog
Shopping Homepage Layout Changes

- **TIP**: Can collapse sections to hide sections not frequently used
  - Click down arrow next section title to hide section
  - Display hidden section again by clicking arrow (pointing to the right) next to section title
  - Setting is saved even after login and logout
New MC Account Chartfield

- The Accounting Codes (chartfields) of newly created carts, requisitions, and purchase orders will contain new chartfield called MC Account

- The MC Account chartfield is only used by specific departments, such as IT

- **If your department currently does not use a MC Account, do not specify any value in the field**
  - Continue specifying Accounting Code values as you normally would
Resources

• BearBuy Training Materials: http://supplychain.ucsf.edu/training
Additional Questions

• For BearBuy Application how-to questions
  – ITS Service Desk 514-4100, option 2 or appsupport@ucsf.edu

• For BearBuy policies and procedural questions
  – Email BearBuy@ucsf.edu
THANK YOU!