



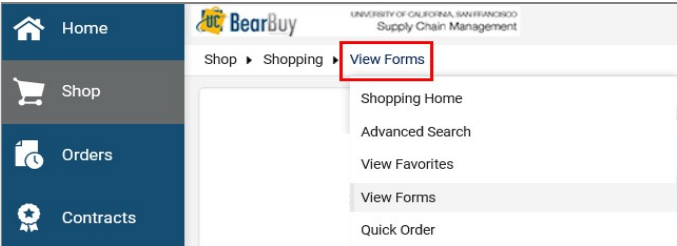
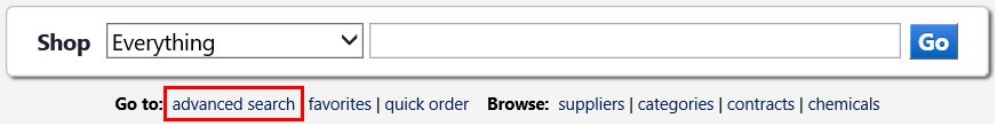
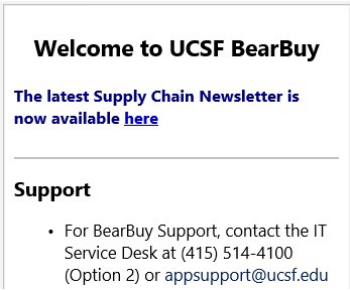
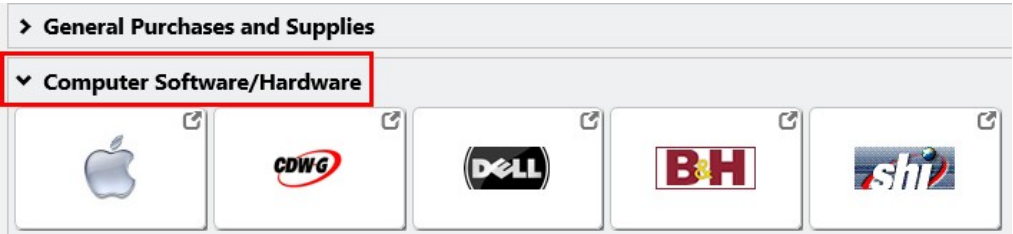
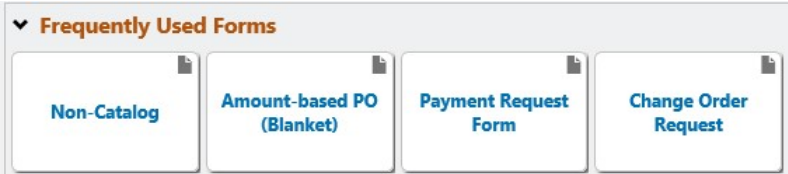

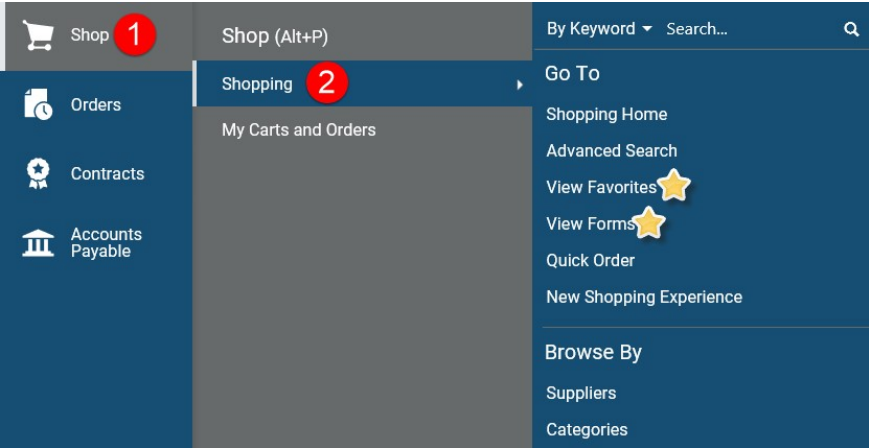


The screenshot shows the UCSF BearBuy homepage. Numbered callouts are placed over various elements: 1 points to the BearBuy logo; 2 points to the user profile icon; 3 points to the notification bell; 4 points to the flag icon; 5 points to the heart icon; 6 points to the cart icon; 7 points to the search bar; 8 points to the 'Shop' dropdown; 9 points to the search input field; 10 points to the 'Support' section; 11 points to the 'General Purchases and Supplies' section; 12 points to the 'Payment Request Form' tile; 13 points to the 'Forms for Specific Purchases' section; and 14 points to the 'Menu Search' icon in the left sidebar.

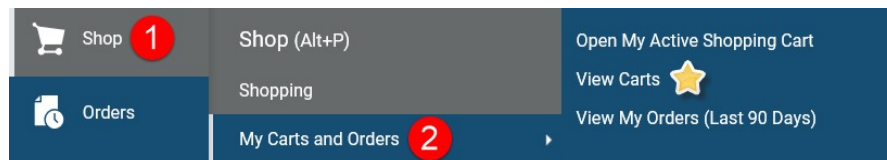
1	UC BearBuy Logo	Click the logo to navigate back to your homepage from anywhere in BearBuy.
2	User Information 	Click your profile icon at the top to view your profile, set your homepage, view your recent orders, or logout. 
3	Notifications 	Lists your recent notifications. The quantity and type of notifications depends on the email preferences that you have set up in your user profile. 
4	Action Items 	Displays items requiring your action. Items listed in this menu vary depending on your role. Shoppers and Requesters will see carts assigned to them, and Approvers will see documents requiring their approval. 

5	Bookmarks 	List of shortcuts to frequently used BearBuy pages that you can set yourself. Also contains a default link to BearBuy News (Organization Message). 
6	Cart Summary	Displays the total \$ amount in the current cart. Clicking on the cart will display a pop-up summary (item description, price, quantity, and picture if available). Items can also be deleted by clicking on the garbage can icon. Click the "View My Cart" button to go directly to the cart page where you can view and edit item details. Click the "Checkout" button to begin proceeding to checkout. 
7	Quick Search	Search for documents, such as Requisitions, Purchase Orders, or Vouchers (Invoices). Select the type of document in the dropdown, type in the document number, and click your keyboard's enter key to search. 
8	Quick Menu	Displays at the top left corner of pages. Indicates where in the current page is located in the navigation menu. Blue text indicates a submenu. 
9	Product search bar	Conduct Simple and Advanced searches to find items in the BearBuy hosted catalogs. 
10	BearBuy News (Organization Message)	Provides important BearBuy information such as upcoming dates, links to training/education materials, changes in the purchasing process, and more. 

11	Supplier catalogs and punch-outs	<p>Access Punch-out and catalog suppliers. These suppliers are grouped in sections by category. Each section can be collapsed by clicking on the down ▼ arrow next to the section title. Each section can be expanded by clicking the right arrow ► next to the section title.</p> 
12	Forms	<p>Most BearBuy Forms appear at the bottom of the Shopping Homepage under the Frequently Used Forms and Forms for Specific Purchases sections.</p> 
13	My Resources (Contact Us)	<p>BearBuy helpdesk email address and phone number.</p> <div style="border: 1px solid #ccc; padding: 10px; text-align: center;"> <p><b>My Resources</b></p> <p><a href="mailto:appsupport@ucsf.edu">appsupport@ucsf.edu</a>   Phone: +1 415-514-4100</p> <p>For more BearBuy Support...   <a href="#">Site Map</a></p> </div>
14	Navigation Menu	<p>The left side menu will vary depending on your BearBuy role.</p>
	Home	<p><b>Home</b> – Directs you back to your BearBuy Homepage.</p> 
	Shop	<p><b>Shop</b> – Menu containing links to forms, draft carts, and your recent orders.</p> 

**Shop > Shopping** – pages related to shopping activities.

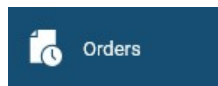
- **Search bar** – find a product using keywords or catalog number.
- **Shopping Home** – access the main shopping page.
- **Advanced Search** – Catalog search with fields for specifying additional criteria.
- **View Favorites** – create and define favorites items and folders. Items can be moved and copied between folders. Favorite items can be added through search results and checkout.
- **View Forms** – access a full list of BearBuy order forms and internal request forms.
- **Browse By** – browse items by suppliers, items by categories, contracts, etc.



**Shop > My Carts and Orders** – pages related to draft carts and orders.

- **Open My Active Shopping Cart** – view/modify the current shopping cart and prepare the cart for processing (e.g., add shipping information, populate custom fields.)
- **View Carts** – Listing of your active and draft carts as well as assigned and returned carts. Ability to create new carts and delete existing carts via this page.
- **View My Orders (Last 90 Days)** – displays your requisitions from the last 90 days.

Orders



**Orders** – Menu relating to document searches and requisition approval tasks. *Exact menu items may vary depending on your BearBuy role.*

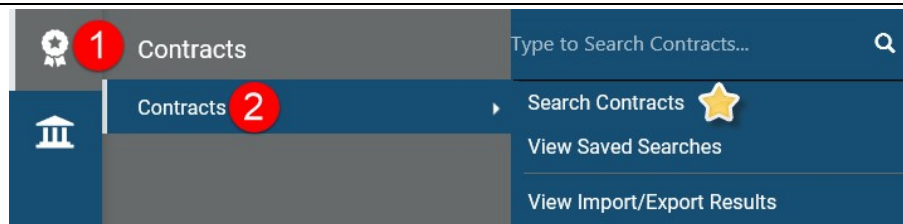
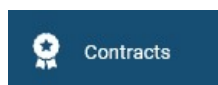



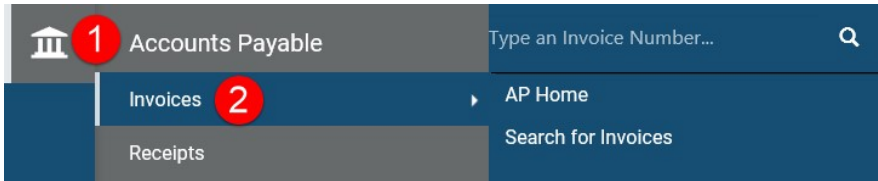
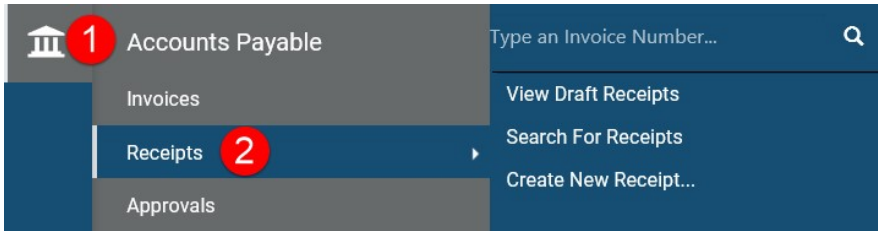
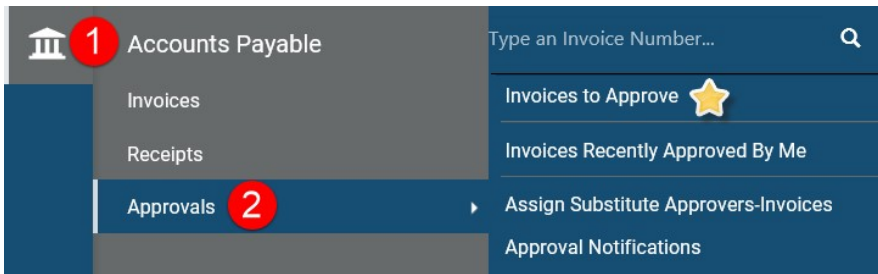

**Orders > Search** – activities relating to searching for documents, such as Requisitions or Receipts.



**Orders > Approvals** – Find requisitions pending your approval, your recently approved requisitions, and an option to set a substitute approver.

Contracts



	<p><b>Contracts &gt; Search Contracts</b> – search for contracts available in BearBuy. These contracts are typically created by a Supply Chain Management Buyer. There are a select number of UCOP contracts available.</p>
<p>Accounts Payable</p> 	<p><b>Accounts Payable</b> – pages relating to invoice and receipt activities. <i>Exact menu items may vary depending on your BearBuy role.</i></p>  <p><b>Accounts Payable &gt; Invoices &gt; AP Home</b> – shortcuts to searches, receipt creation, and approval lists.</p> <p><b>Accounts Payable &gt; Invoices &gt; Search For Invoices</b> – Document Search page to search for vouchers.</p>  <p><b>Accounts Payable &gt; Receipts &gt; View Draft Receipts</b> – Receipts that haven't been completed, yet.</p> <p><b>Accounts Payable &gt; Receipts &gt; Search For Receipts</b> – Document Search for receipts.</p> <p><b>Accounts Payable &gt; Receipts &gt; Create New Receipt...</b> – Allows you to enter a new receipt.</p>  <p><b>Approvals</b> – Find invoices pending your approval, your recently approved invoices, and an option to set a substitute approver.</p>
<p>Menu Search</p> 	<p>Enter keywords to search the menu when you are unsure where to find a page in BearBuy.</p> 