

1. UC BearBuy Logo

2. User Information

3. My Bookmarks

4. Action Items

5. Notifications

6. Cart Summary

7. Quick Search

8. Quick Menu

9. Navigation Menu

10. 'Shop at the Top'

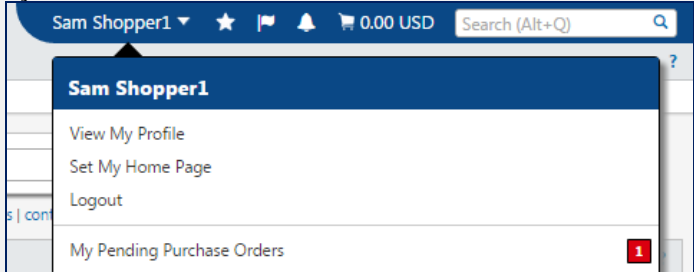
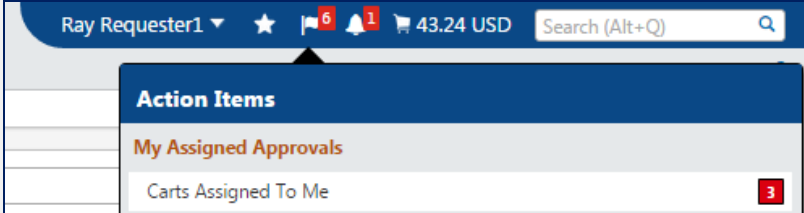
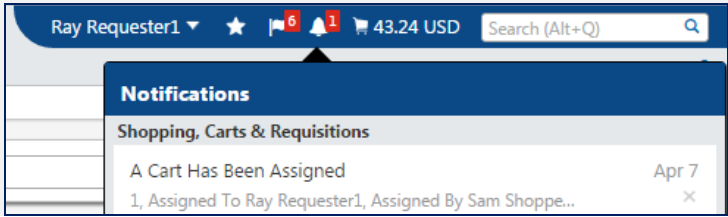
11. BearBuy News

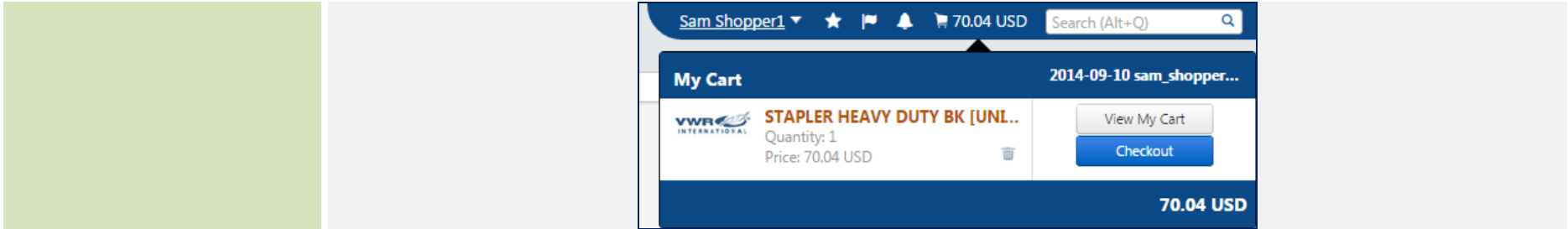
12. Punch-outs and Catalogs

13. Forms

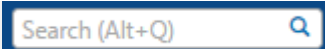
14. My Resources

15. Menu Search

<p>1. UC BearBuy Logo</p>	<p>Click the logo to navigate back to your homepage from anywhere in BearBuy.</p>
<p>2. User Information</p>	<p>Displays your name, a link to your profile, a link to set your homepage, and the logout link. Includes links to recently completed/approved requisitions that you own.</p> 
<p>3. My Bookmarks</p>	<p> List of shortcuts to frequently used BearBuy pages that you can set. Also contains a default link to BearBuy News (Organization Message)</p>
<p>4. Action Items</p>	<p> 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. Document Search exports that are ready for review appears here as well.</p> 
<p>5. Notifications</p>	<p> Lists your recent notifications. The quantity and type of notifications depends on the email preferences that you have set up in your user profile.</p> 
<p>6. Cart Summary</p>	<p> 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.</p>

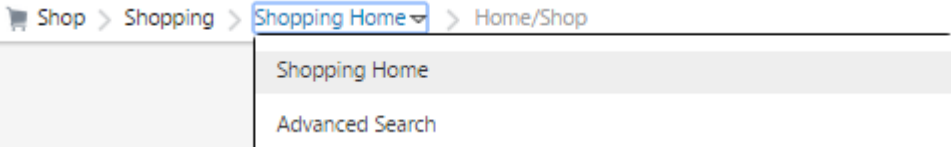


7. Quick Search

 Search for documents in BearBuy. Click in the box and the Quick Search box expands. Select the type of document to search for in the dropdown menu, type in the document number, and click the magnifying glass icon (or press your keyboard's enter key) to start the search.


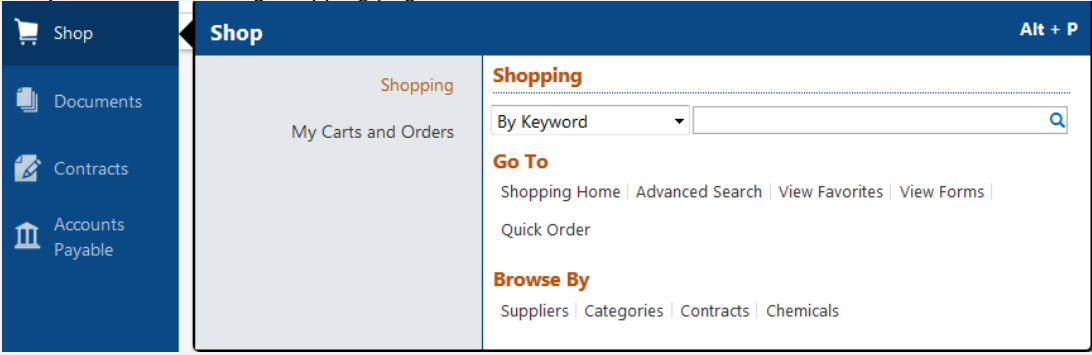
8. Quick Menu

Displays at the top left corner of pages. Indicates where in the current page is located in the navigation menu. Some text contains an upside down triangle. Clicking on the triangle opens up a dropdown that provides quick access to pages in the same submenu. For example, if you are on the Forms page, which is in the Shopping submenu, you can go quickly to the Favorites page, which is also located in the Shopping submenu.

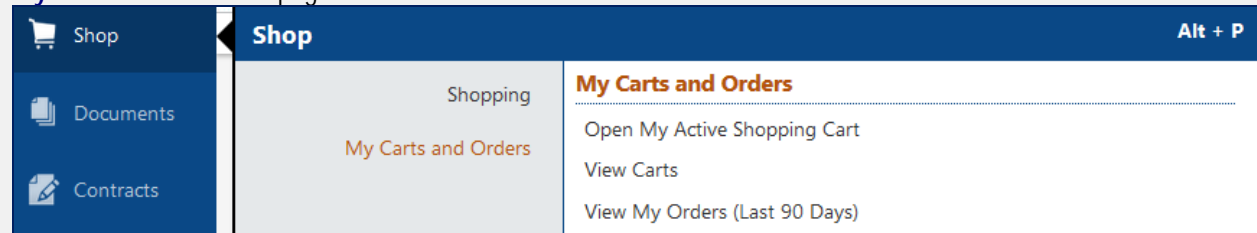


9. Navigation Menu

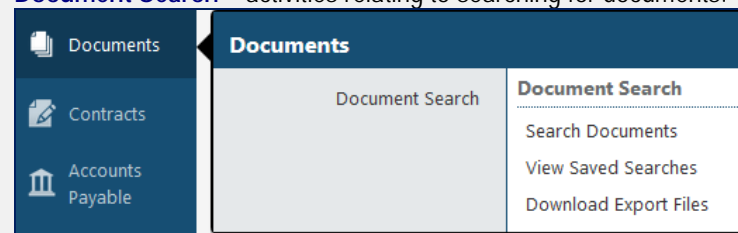
Click on these icons to open links to pages that have been grouped into categories of similar activities:

- Home** – Directs you back to your BearBuy Homepage.
 
- Shop** – Menu containing shopping pages, draft carts, and orders.
 

- a. **Shopping** – pages related to shopping activities.
 - **Product Quick Search** – find a product using a 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 shared and personal favorites folders and items. Items can be moved and copied between folders; current folders and items can be edited and removed. Note: Favorite items can be also be added through search results and the checkout screens.
 - **View Forms** – access a full list of BearBuy Forms to order non-catalog goods/services and create internal requests for payment and change orders.
 - **Browse By** – browse items by suppliers, items by categories, contracts, etc.
- b. **My Carts and Orders** – pages related to draft carts and orders.

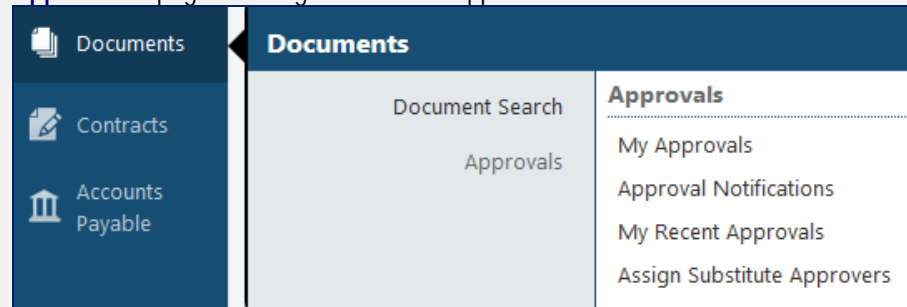


- **Open My Active Shopping Cart** – view/modify the current shopping cart and prepare the cart for processing (e.g., add shipping information, populate custom fields.)
 - **View Carts** – Listing of your active and draft carts as well as assigned and returned carts. Ability to create new carts and delete existing carts via this page.
 - **View My Orders (Last 90 Days)** – automatically search for requisitions completed by you in the last 90 days.
3. **Documents** – Menu relating to document searches and approval tasks.
 - a. **Document Search** – activities relating to searching for documents.



- **Search Documents** – find transactions such as requisitions, purchase orders, and invoices using Document Search.
- **View Saved Searches** – see any Document Search queries that you have saved.
- **Download Export Files** – download any Document Search results that you have chosen to export.

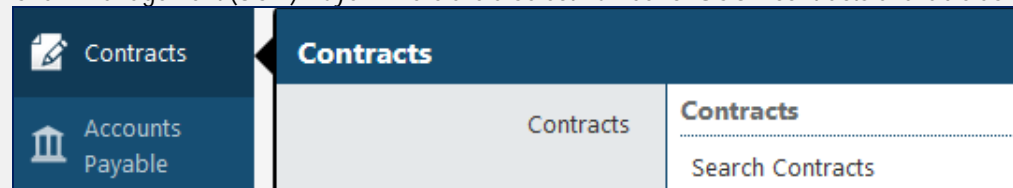
b. **Approvals** – pages relating to document approval activities.



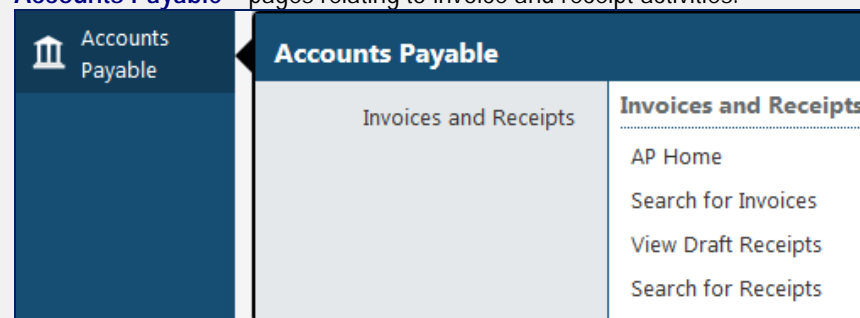
- **My Approvals** – list of pending requisitions for approval. Menu item only available to BearBuy Approvers roles—Requisition Approvers, Voucher Approvers, and Match Exception Handlers.
- **Approval Notifications** – System notifications. This is separate from the notifications available in the Notifications menu at the top navigation. Currently, approvers do not receive these types of notifications.
- **My Recent Approvals** – automatically search for requisitions approved by the approver in the last 30 days.
- **Assign Substitute Approvers** – page to assign and remove substitute approvers to approve on your behalf during absences.

4. **Contracts** – page related to BearBuy contracts activity.

a. **Search For Contracts** – search for contracts available in BearBuy. These contracts are typically created by a Supply Chain Management (SCM) Buyer. There are a select number of UCOP contracts available as well.



5. **Accounts Payable** – pages relating to invoice and receipt activities.



- a. [AP Home](#) – Page with shortcuts to searches, receipt creation, and voucher related approval lists.
 - b. [Search For Invoices](#) – Document Search page to search for vouchers.
 - c. [View Draft Receipts](#) – Lists receipts that have been created and saved but not yet completed.
 - d. [Search For Receipts](#) – Document Search page to search for receipts.
6. [Hide/Show Menu Labels](#) – Click the icon at the bottom of the menu to hide/show the text labels next to menu icons.



10. Shop at the Top

Conduct Simple and Advanced searches to find items in the BearBuy hosted catalogs.

11. BearBuy News (aka The Organization Message)

Provides important BearBuy information such as upcoming dates, links to training/education materials, changes in the purchasing process, and more.

12. Punch-out s and Catalogs

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.

13. Forms

Most BearBuy Forms appear at the bottom of the Shopping Homepage under the Frequently Used Forms and Forms for Specific Purchases sections. Some forms are found in other sections as well. 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.

14. My Resources

Lists system support contact email and telephone number.

15. Menu Search

Enter keywords to search for the menu that contains your keyword. Used when you are unsure of where a BearBuy page is located in the BearBuy menu structure.

Supported Browsers

BearBuy is best viewed with the following browsers:

- Internet Explorer 11*, Firefox latest version, Chrome latest version, Safari 4.0 and higher

If you do not use a supported browser, you may not be able to access BearBuy and you will be directed to use a supported browser.

*You must have "compatibility view" turned off in Internet Explorer to view the new user interface correctly. To do this, open the Internet Explorer Tools menu and uncheck "compatibility view".