





How to Buy ReadyRefresh

(formerly Arrowhead Direct)

Instructions on creating a Purchase Order for ReadyRefresh Orders	
Steps	Screenshots
<p>Navigate to the BearBuy Shopping Homepage.</p> <p>In the Forms for Specific Purchases section, click on the Standing Order Amt icon to open the form.</p>	
<p>The form has the ReadyRefresh supplier pre-selected.</p> <p>There is no need to select the supplier on this form.</p>	
<p>Navigate to the Product Description field and enter a description of your order.</p> <p>Be sure to specify your ReadyRefresh account number.</p>	

<p>In the Price field, enter the total estimated amount that you will be spending with ReadyRefresh on this order for the life of the PO. To help estimate your spend, review past fund expenditure history with ReadyRefresh.</p> <p>The Quantity on this form is defaulted to 1. There is no need to specify a value.</p> <p>In the Commodity Code dropdown, select an appropriate value.</p>	<p>Price <input type="text" value="2500"/></p> <p>Quantity <input type="text" value="1"/></p> <p>Commodity Code <input type="text" value="00082 - Cleang/custod/dining/uniform-5..."/></p>
<p>In the Special Instruction to Supplier field, enter any notes for the supplier.</p> <p>If you are generating a replacement PO for an existing ReadyRefresh PO, it is recommended that you include a note to specify that this PO replaces the previous ReadyRefresh PO.</p>	<p>Special Instruction to Supplier <input type="text" value="This PO replaces PO No. 8000123456 effective 1/8/15"/></p>
<p>After completing the form, navigate to the Available Actions dropdown and select the Add and go to Cart option. Press the Go button.</p> <p>NOTE: Only ONE line (one form) per PO is allowed for ReadyRefresh orders. No other lines (forms) are necessary.</p> <p>Do not mix the Standing Order Amt form with any other form or catalog/Punch-out item.</p>	<p>Available Actions: <input type="text" value="Add and go to Cart"/> <input type="button" value="Go"/></p>
<p>You are now in your BearBuy cart. Click the Proceed to Checkout button to continue checking out.</p>	<p><input type="button" value="Proceed to Checkout"/></p>

<p>Once your cart is complete, place your order as you normally would.</p>	
<p>Once the PO is created, it is recommended that you contact ReadyRefresh with the new PO number to confirm charges will be billed to the new PO.</p>	
<p>For ReadyRefresh Customer Service Related Inquiries</p>	<p>ReadyRefresh Customer Service 1-800-950-9393</p>
<p>UCSF Contact Information</p>	<p>For questions on using BearBuy or the Standing Order Amt Form, contact the IT Service Desk at (415) 514-4100, Option 2, or appsupport@ucsf.edu.</p>