



17.1 New Feature Review

April 2017

Enhancements for this Release

- Updated Commodity Code Display
- Ability to Sort on Invoices Tab of PO

Reminder: BearBuy Unavailable

BearBuy will be unavailable Friday, April 7th at 6PM through Sunday, April 9th at 9AM.

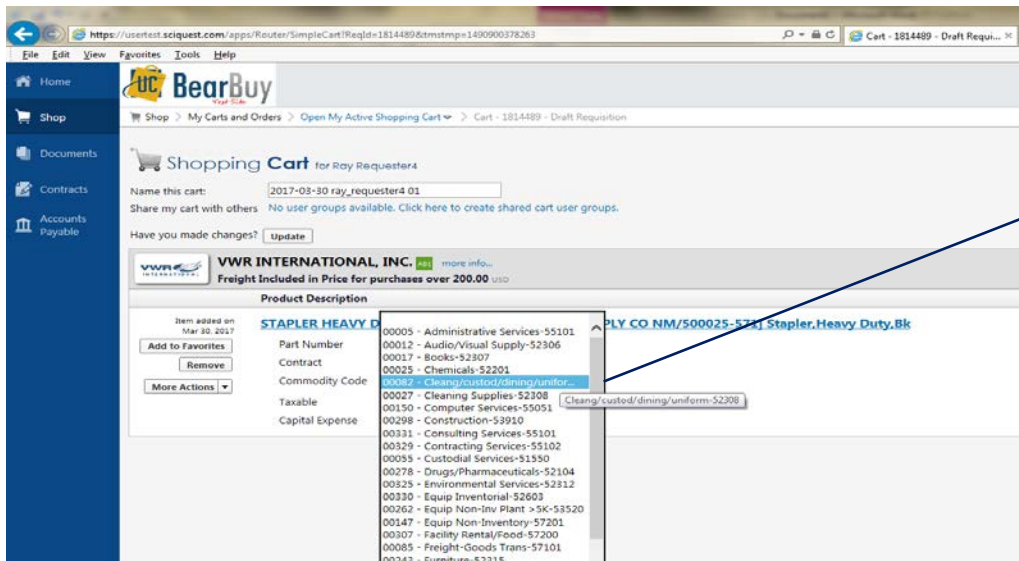
- BearBuy will be up and running on Monday, April 10th.

What to expect during the outage

- BearBuy will not be available.
- Please complete all BearBuy requests prior to the outage.

Updated Commodity Code Display

Previously, the full commodity code description would not display if it exceeded 50 characters. With 17.1, the commodity code description field can now display the entire description.



Contract	00017 - BOOKS-52307
Commodity Code	00025 - Chemicals-52201
Commodity Code	00082 - Cleang/custod/dining/uniform-52308
Commodity Code	00027 - Cleaning Supplies-52308
Commodity Code	00150 - Computer Services-55051
Capital Expense	00298 - Construction-53910

Hover text will display for commodity codes with a description of more than 30 characters so you have visibility to the full description.

Ability to Sort on Invoices Tab of PO

With 17.1, the Invoices tab of a Purchase Order can now be sorted by different columns and has a default sort order by Voucher No.

Documents > Document Search > Search Documents > Invoices - PO B00003468C

[Back to Search Results](#) 29 of 863 Results Purchase Order Number(s) B00003468C

PO/Reference No. **B00003468C Revision 0** Available Actions

Supplier **VWR INTERNATIONAL, INC.**

Status Purchase Order Revisions PO Approvals Shipments Receipts **Invoices** Comments Attachments History

Hide 'Not Ready for Matching' Invoices

Invoicing Summary

Voucher No.	Supplier Invoice Number	Supplier Invoice Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
59002251	LS-123456789E	2/10/2017	Voucher	Payable	5,000.00 USD	AP1, Andrew
59002250	LS-123456789D	2/10/2017	Voucher	Payable	5,000.00 USD	AP1, Andrew
59002249	LS-123456789C	2/10/2017	Voucher	Payable	13,000.00 USD	AP1, Andrew
59002248	LS-123456789B	2/10/2017	Voucher	Payable	1,250.00 USD	AP1, Andrew
59002247	LS-123456789A	2/10/2017	Voucher	Payable	500.00 USD	AP1, Andrew
59002246	LS-123456789	2/10/2017	Voucher	Payable	250.00 USD	AP1, Andrew
Total					25,000.00 USD	

The invoices tab can now be sorted by Voucher Number or Supplier Invoice Date.



System & Browser Requirements

- **BearBuy is only supported on the following browsers and versions:**
 - Internet Explorer (IE) 11**
 - Firefox - latest version**
 - Chrome - latest version**
- **Some features may not function on older browser versions**
- **To take advantage of all BearBuy features and functionality, always use a supported browser**
- **For the latest BearBuy browser requirements, visit the [BearBuy System Requirements](#) page**

Resources

- BearBuy training materials: <https://supplychain.ucsf.edu/bearbuy-training>

Additional Questions

- For  BearBuy application how-to questions, contact the ITS Service Desk (415) 514-4100, option 2 or appsupport@ucsf.edu
- For  BearBuy policies and procedural questions, e-mail [BearBuy@ucsf.edu](mailto: BearBuy@ucsf.edu)



Thank you!