Supplier Portal Navigation

To begin using UCSF’s Supplier Portal log in to UCSF BearBuy Supplier Portal.

Supplier Portal Navigation Guide

1. Log in using the username and password created during the registration process.
2. This section contains a brief explanation of what our Supplier Portal is used for.
3. Your customer information will be displayed in the Customer Contact section.
4. From the Quick Links to Common Tasks section you can navigate to your Manage Registration Profile to see information you entered upon registration. No changes can be made to your profile.
5. In the Create Invoice/ Credit Memo section you can submit invoices or credit memo’s.
6. From the Find Invoice section you are able to look up status of invoices submitted.
7. By clicking Notifications you will find messages from AP regarding your invoices.

Note: Do Not click Return to SciQuest Supplier Network. If you do select this it will navigate away from UCSF’s Supplier Portal and you will have to log back in to our portal.