

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.

Secure Account Login

Email

Password

1 **Login** [Trouble logging in?](#)

If you already have an account, please login by entering your e-mail address, password, and then click on the "Login" button. Otherwise, click the "Create Account" button below.

[Create Account](#)

Welcome to the UC San Francisco - BearBuy Portal for Suppliers

The BearBuy Supplier Portal was created to facilitate and streamline the Procure-to-Pay process between UCSF and its suppliers. In this portal, you will be able to:

- View your Purchase Order details
- Submit your invoices for payment
- Check the payment status of your invoices

Full [instructions](#) on how to use this BearBuy Supplier Portal.

UCSF

YourName Action Items / Notifications

YourName 7

[Return to SciQuest Supplier Network](#)

Logout

Home Customer Portal Home Home - ABC-AUTONOTIVE

Welcome to the UC San Francisco - BearBuy Portal for Pilot Suppliers 2

Use this portal to:

- View your Purchase Order details
- Submit your invoices for payment
- Check the payment status of your invoices.

Customer Contact 3

Name

Title

Email

Phone

Quick Links to Common Tasks 4

[Manage Registration Profile](#)

Create Invoice / Credit Memo 5

Please use the form below to create an invoice or a credit memo. Leave the PO number blank if no PO number provided.

Currency: USD

PO Number:

Type: Invoice

[Create](#)

Find Invoice 6

Advanced Search

To check payment status of an invoice or send a message to a customer regarding an invoice, please enter the invoice number then click on the "Search" button.

Invoice Number(s):

[Search](#)