

UCSF Supplier Portal Registration Instructions

Thank you for taking the time to register for electronic invoicing using our Supplier Portal. These instructions will guide you through the process of registering for UCSF's Supplier Portal. Before you begin, you will need to have the following items to register:

- A company distribution email address – Example: accountsreceivable@yourcompany.com
- An invoice you've submitted to UCSF in the past 90 days
- The exact dollar amount of that invoice

Registration

Begin the registration process by going to the following website: [UCSF BearBuy Supplier Portal](#)

1. Click **Create Account**
2. Read the information for registration prior to continuing
3. Click **Continue with Registration**

Note: Registration FAQ's are available should you need additional information

Secure Account Login

Email

Password

[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.

1 [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.

Registration Checklist

[Registration FAQ](#) **2**

Welcome to Supplier Registration

If you already have an account, please go back to previous page and login by entering your e-mail address, password and then click on the "Login" button.

If you are a supplier that has not yet registered, click the button below to create your account.

Browse the topics below to learn more about registering and to begin the registration process:

The Registration Process

- Click the button, below, to begin the registration process.
- Ensure all the required fields and sections are completed.
- Attest to the validity of the information and submit the form electronically.
- You will receive your Login ID and Password via email once you have submitted your completed form.
- Login when needed to update your profile or to add additional contact information.

Before You Begin Registering

- With the necessary data collected, the registration process should not take more than 15 minutes.
- Compiling the necessary information prior to beginning the process will ensure a smooth and trouble-free registration.

3 [Continue with Registration](#)

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4. Fill out name, title, and phone number. Use a general phone number, perhaps a customer service number or departmental number.
5. Enter a customer service or general email address. Use a general email address that multiple people have access, this will ensure multiple staff members can log in and submit invoices
6. Under the Supplier Verification heading, enter an invoice number that's been submitted to UCSF within the last 90 days
7. Enter the exact dollar amount of that invoice entered in step 6
8. Enter a security question and answer
9. Enter the numeric Security Check code
10. Click **Create Account** to continue

Supplier Registration

Contact Information

First Name * **4**

Last Name *

Title

Phone Number * ext.
For international numbers, begin the number with +

Login Information

Email * **5**

Confirm Email *

Create Password *

Confirm Password *

Supplier Verification

Enter the information for an invoice that has been submitted to the customer within the last 90 days.

Invoice Number * **6**

Invoice Amount * **7**

Security Information

Select your Security Question and enter an answer. This information will be used in the future if you forget your password.

Question * **8**

Enter the challenge text shown below, or choose to hear an audio challenge.

Security Check **9**

* Required to Create Account

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[Privacy & Terms](#)

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11. An email will be sent to the address you registered with and you must click the **Complete Registration Now** link to finalize the registration process.
12. An acknowledgement email will then be sent confirming your registration with UCSF's Supplier Portal

If you have any questions, please contact Gilbert Ortega at eInvoicInquiries@ucsf.edu .

Supplier Registration for UC San Francisco

Dear ABC,

Thank you for starting the registration process with UC San Francisco. Please click the "Complete Registration Now" link below to continue your registration process.

[Complete Registration Now](#) **11**

Please remember, your supplier profile is not complete until you finish all required fields on the registration form and click the submit button on the last tab. If you need to leave the form and complete the registration at a later date, please be sure to save your information before exiting. Once your profile is submitted completely, you will receive a confirmation email that your company was successfully registered.

Company: ABC

Email:

Thank You,

UC San Francisco

If you have any technical questions, please contact at or for assistance and identify yourself as registering in the UC San Francisco Supplier Network.

Supplier Registration Complete for UC San Francisco **12**

Dear ABC,

Thank you for completing your registration profile on UC San Francisco eProcurement system. Accessible via the world-wide-web, UC San Francisco is a best in class Supplier Registration and provides a one-stop, complete solution for Buyer/Supplier communications.

As a reminder, you can log into your secure account by visiting UC San Francisco [Customer Portal Login Link](#).

Thank You,

UC San Francisco

If you have any technical questions, please contact at or for assistance and identify yourself as registering in the UC San Francisco Supplier Network.