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
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.
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 eInvoiceInquiries@ucsf.edu.