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:

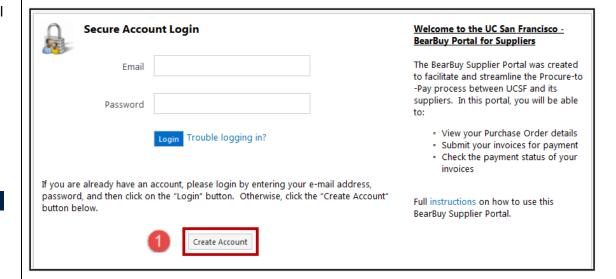
- A company distribution email address Example: accountsreceivable@yourcompany.com
- An invoice you've submitted to UCSF in the past 90 days
- The exact dollar amount of that invoice

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



Registration Checklist Registration FAQ

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

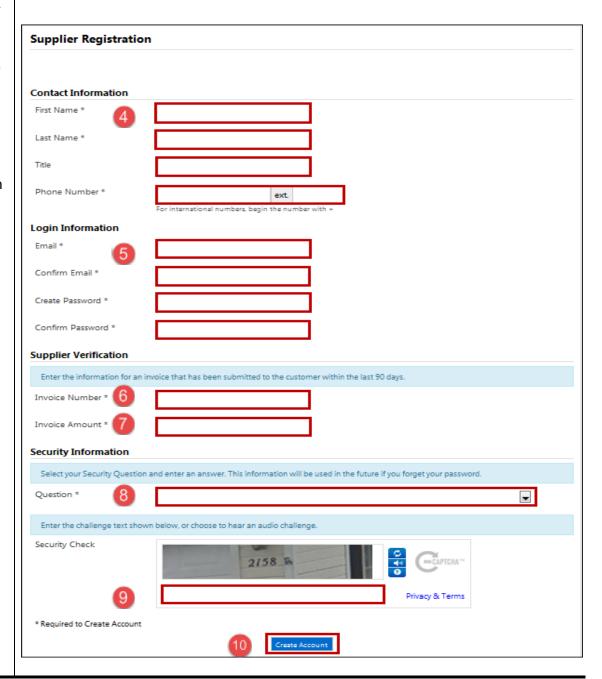
- With the necessary data collected, the registration process should not take more than 15 minutes.
- Compiling the necessary information prior to beginning the process will ensure a smooth and trouble-free registration.



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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.
- 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
- 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

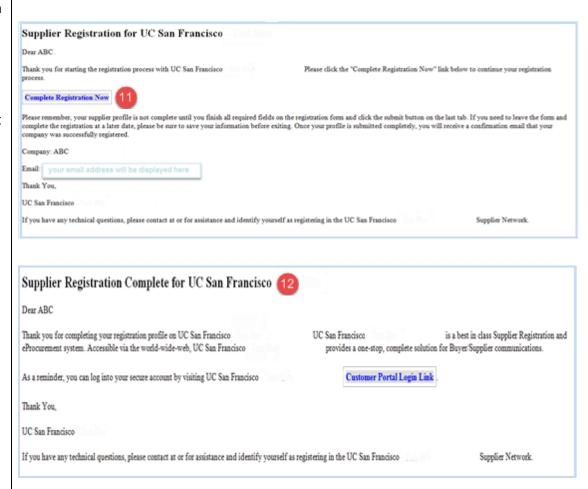


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- 11. An email will be sent to the address you registered with and you must click the **Complete Registration Now** link to finalize the registration process.
- An acknowledgement email will then be sent confirming your registration with UCSF's Supplier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

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



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