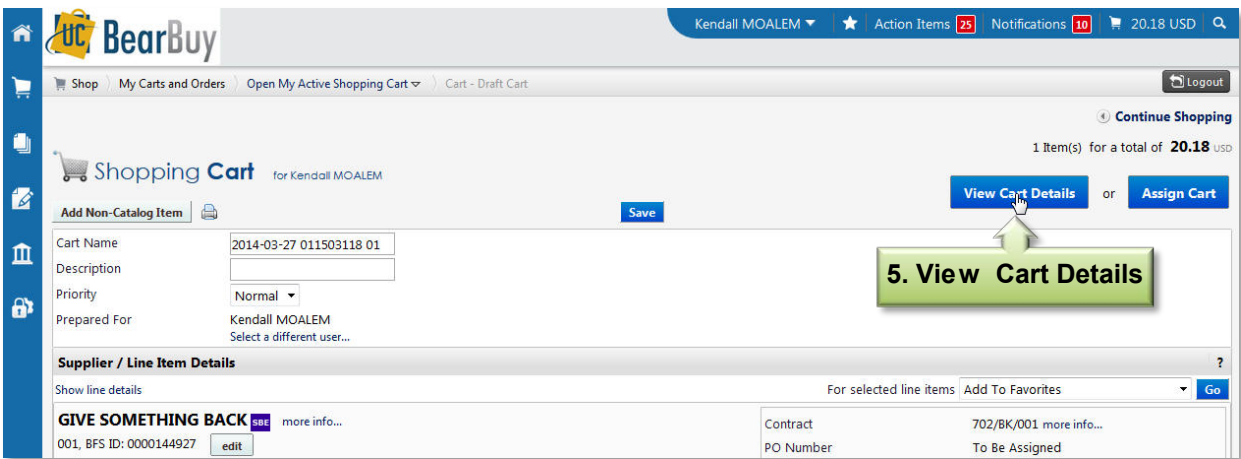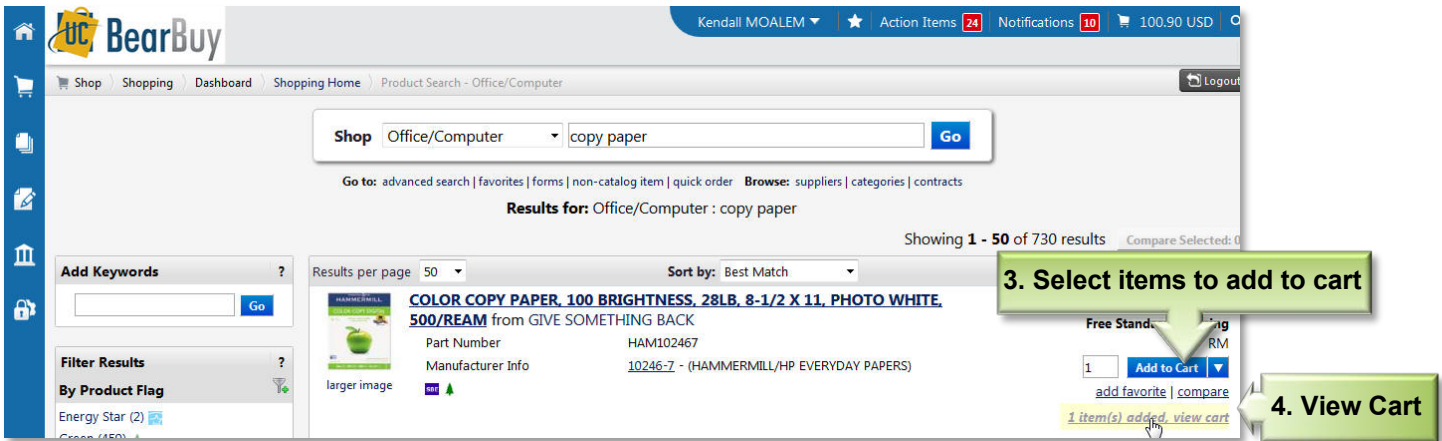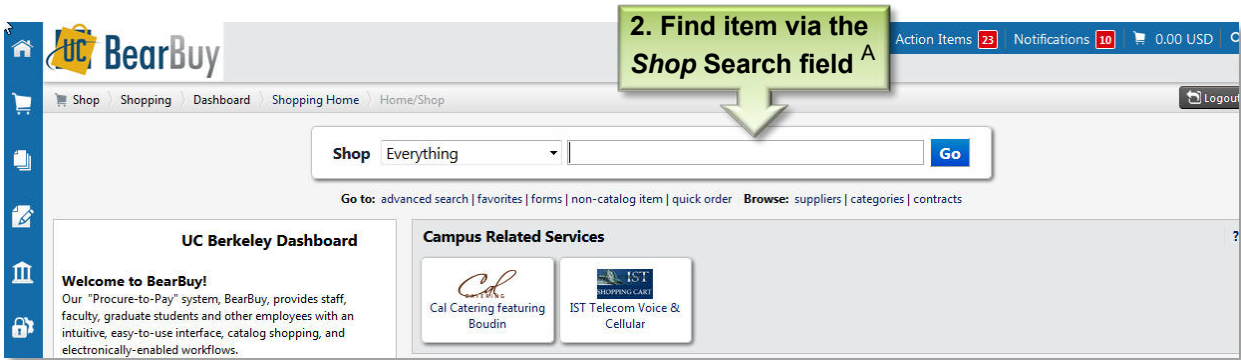# ERSO BearBuy Shopper Quick-Start Guide

1. **Log in to BearBuy at *bearbuy.is.berkeley.edu* with your CalNet ID**
   **(or from *Blu.berkeley.edu*; click on *Finance > BearBuy*.)**



**2. Find item via the *Shop* Search field** A



**3. Select items to add to cart**

**4. View Cart**



**5. View Cart Details**

**6. Select your Delivery and Approval routing:**

   **a)** Org Node: EKMEG for your purchase funding

   **b)** Shipping: 266 Sutardja Dai Hall (ERSO)

   **c)** Final Destination Code: final delivery destination is your office/lab/room number

   **d)** Billing: bill to Disbursement

**8a. ASSIGN your cart**

**7. Change the Cart Name**
Your last name/PI's last name, Vendor, short description of business purpose

**8b. Select your Cart Authorizer**
For departmental funds search for
**Ana Preza-Gregg**

**What's Next**

Once you've assigned your cart, the *Cart Authorizer* submits it for processing.

You will be notified when the Purchase Order is created and sent to the vendor.

Please contact the ME Finance Office if you have any issues with your order by emailing financialcluster@me.berkeley.edu

<sup>A</sup> If you don't find your item through this search field, check the *Punch-Out* Catalog section to click on outside sites offering your item with substantial discounts to UC Berkeley. If your item isn't found there, fill out the *Non-Catalog form* in the BB forms section. Most-used forms are *Non-Catalog, Payment Request,* and *Sole Source.*