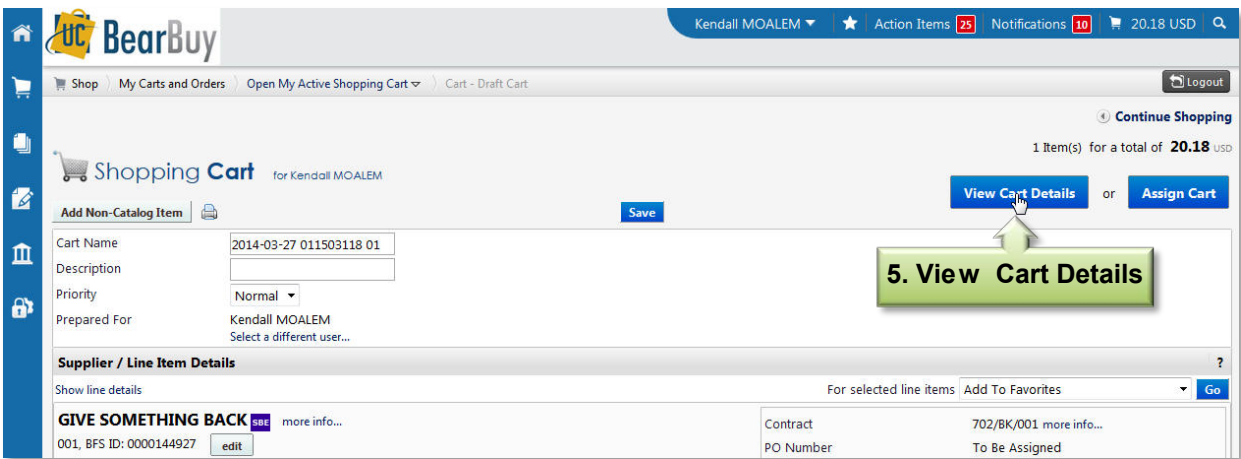
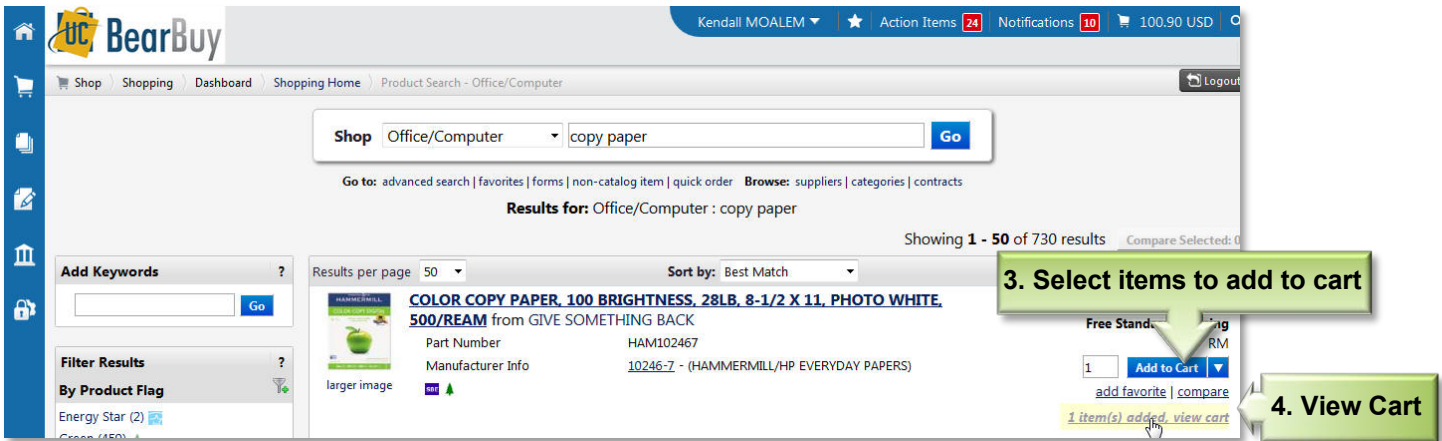
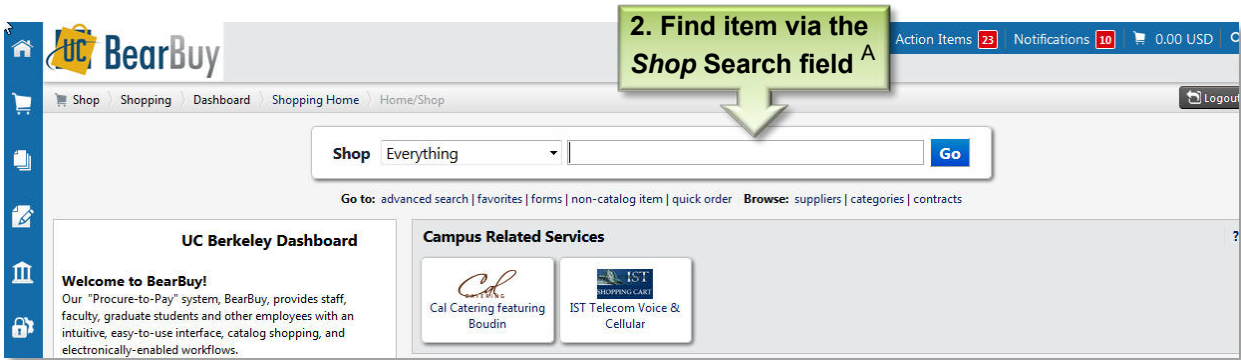


# ERSO BearBuy Shopper Quick-Start Guide

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



**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

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

**8a. ASSIGN your cart**

The screenshot shows the following data in the form:

- Org Node:** EERCT (Engineering Research Centers)
- Ship To:** Attn: Kendall MOALEM, Sutardja Dai Hall, RM 266, MC 1768, Berkeley, CA 94720, United States
- Billing:** For inquiries: disburse@berkeley.edu, (510) 643-2199, 2195 Hearst Avenue, Warren Hall, Ste 159, Berkeley, CA 94720-1101, United States
- Final Destination Code:** OBRIE00413 (OBrien Hall, RM 413)
- Cart Name:** 2014-03-27 011503118 01

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

The screenshot shows the 'User Search' dialog box with the following fields:

- Last Name
- First Name
- User Name
- Email
- Results per page: 10

The background shows the 'Assign Cart' button and a note: "Note: After a cart is submitted, it can be viewed via History. Prior to being submitted, the cart can be viewed in Draft Carts and can be unassigned (withdrawn) if needed."

### 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](mailto: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*.