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



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

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Ш В	 All done! The required information has been once you have reviewed the details, you may a the details of the following issue of the following issue	en completed and this request is ready ay continue by clicking the button at tl (s), but it will not prevent you Assign Assign	to be sul to be sul to be sul to cart To:							
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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

^A 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*.