ERSO BearBuy Shopper Quickstart 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

3. Select items to add to cart

4. View Cart

5. View Cart Details
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.