

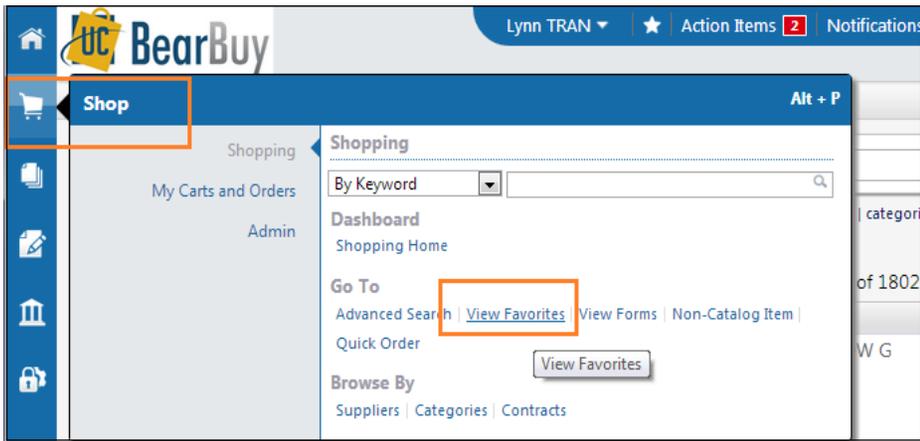
➤ This guide demonstrates shopping from Library PO Master Supply List which is paid by Library Central Funds.

Accessing BearBuy

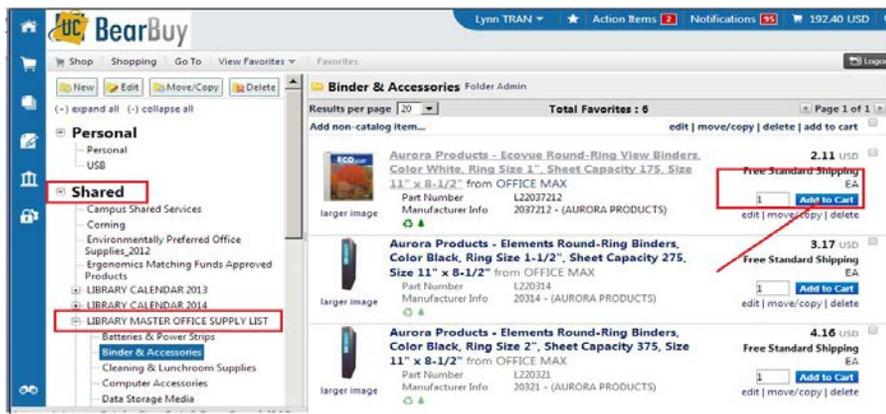
- ▶ Log in to Bearbuy via Staff webpage <http://www.lib.berkeley.edu/Staff/Purchasing/Bearbuy.html>

Shop with Library Master Supply and Toner List

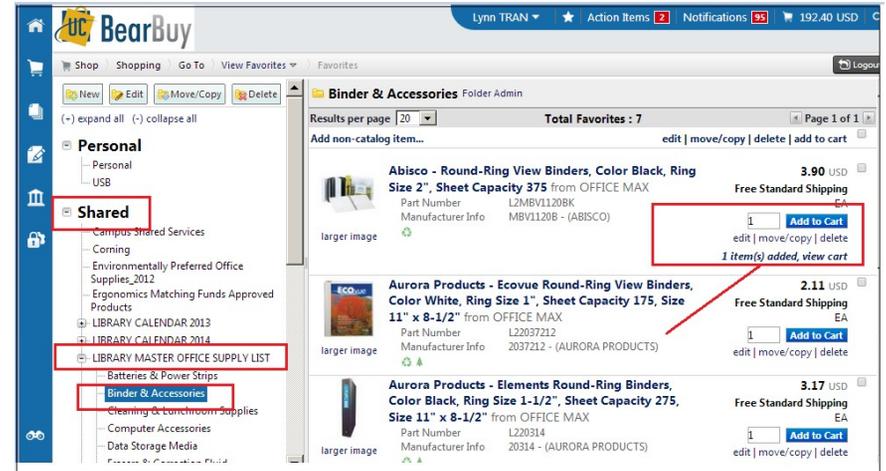
1. From the BearBuy home page, Click on Shop and View Favorites tab



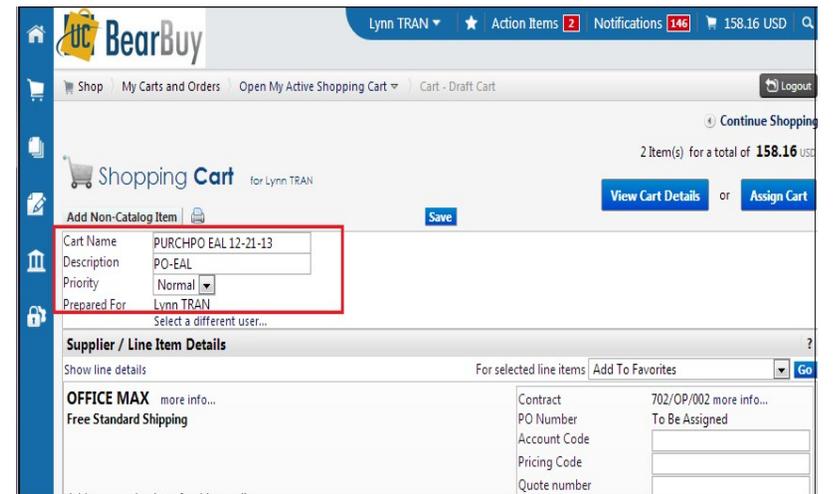
2. Under Shared session, click Library Master Supply List or Library Toner List. Choose the item to shop by Sunlv Category listed under Library Master Office Supply and Toner List and add to the cart **Add to Cart**.



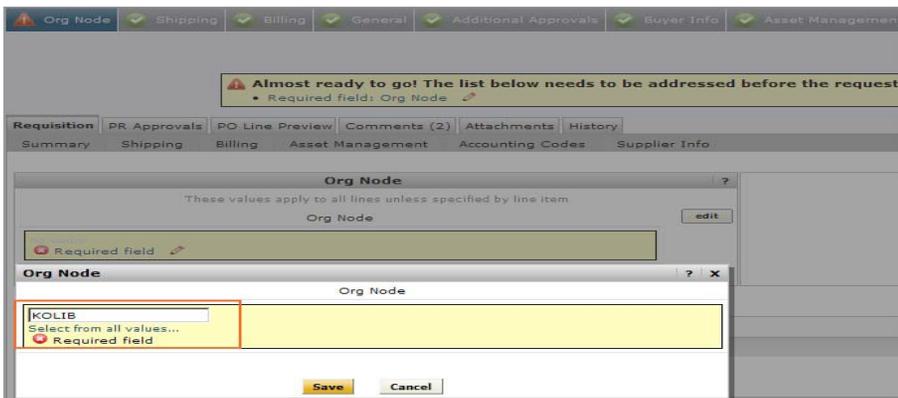
3. When done with shopping, Click View Cart on the last chosen item.



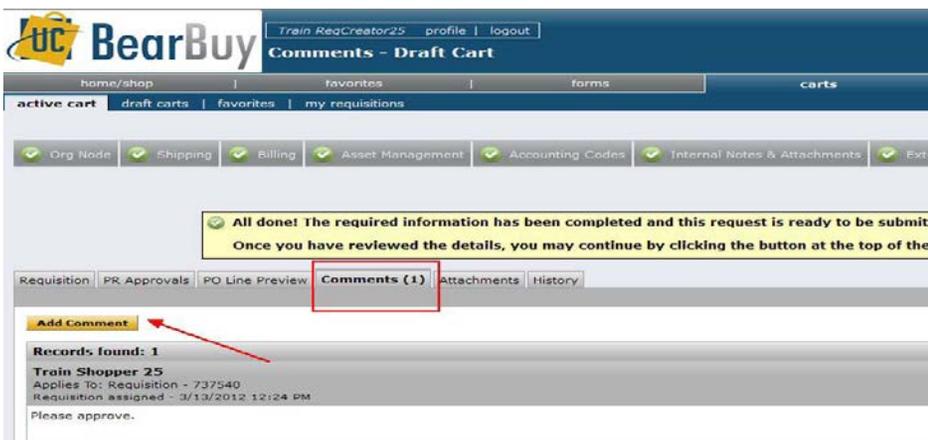
4. On the field "Cart Name": type **PURCHPO** and your Unit Code info and mmdyy e.g. **PURCHPO EAL 12-21-13**; Typing **PURCHPO** on your cart name will allow your request to be charged to central funds. If the order is RUSH, please indicate it by clicking the drop down arrow in the **Priority** field and select Urgent. (Click **Save** to save your Cart to work on it later.)



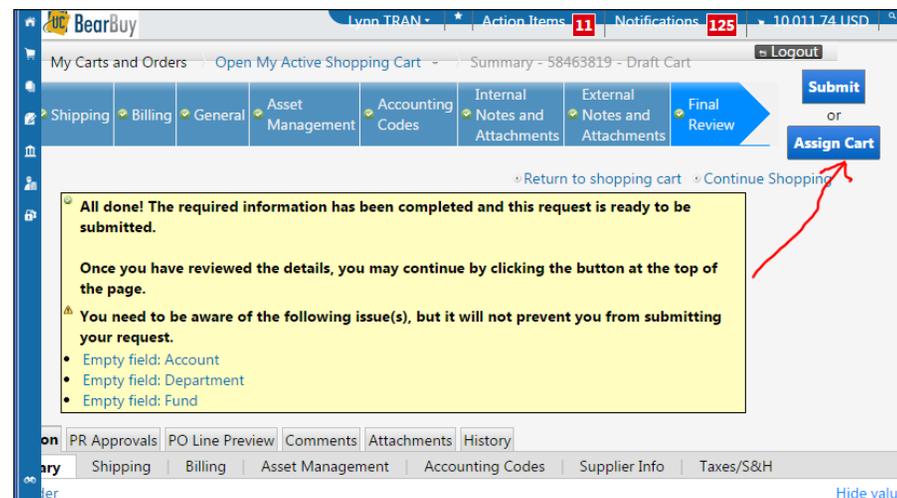
- Click View Cart Details **View Cart Details**. The window Org. Node appears ⇒ Click **edit**. In the pop-up Org. Node window, type **KRCFO**



- Click Comments tab ⇒ Click the **Add Comment** button and type your purchase reason or any special instruction in the **Add Comments** popup window; such as **purchase office supplies on Central funded supply list**, then Click **Add Comment** to save the comments.



- Click **Assign Cart** to assign your cart to Lynn Tran at htran@library.berkeley.edu for review and submission to CSS–Campus Shared Services to place your order.



- If within 3 business days of assigning your cart to Lynn Tran, your shopping cart is still in the **Unassign** status or you do not receive any communication/notification regarding your cart, please follow up by sending her an e-mail.

My Drafts Assigned to Others						legend ?
View Cart	Cart Number	Shopping Cart Name	Date Created	Assigned To	Total	Unassign
	58463819	Test	1/30/2015	Latanya Y Henry	10,011.74 USD	Unassign

Note: In case, you need to re-assign your assigned cart to another assignee in Library Purchasing. Please refer to [FAQ Session](#) for the instruction how to reassign your shopping cart .

*****Note: Please send the packing slip to Library Purchasing when you receive the order*****