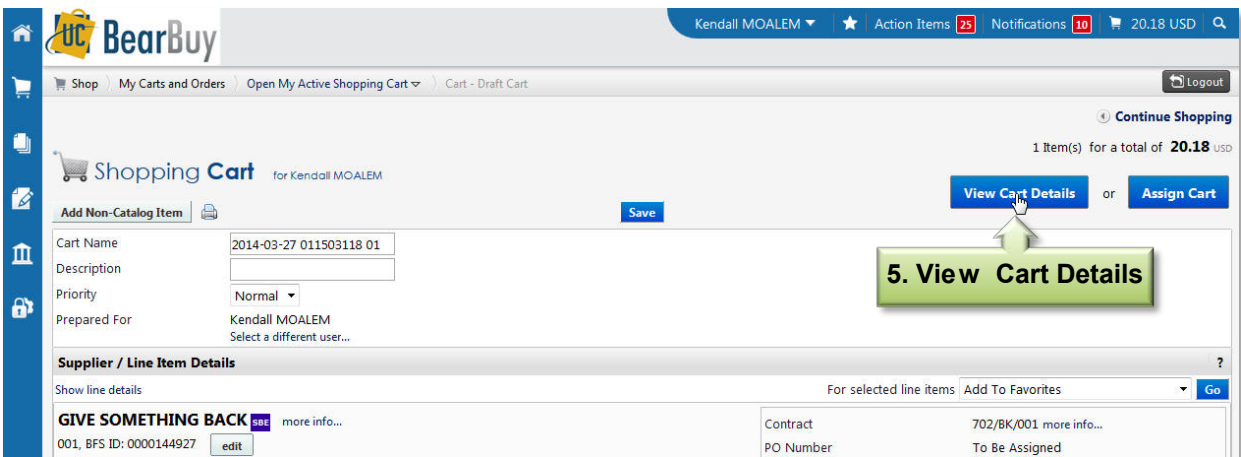
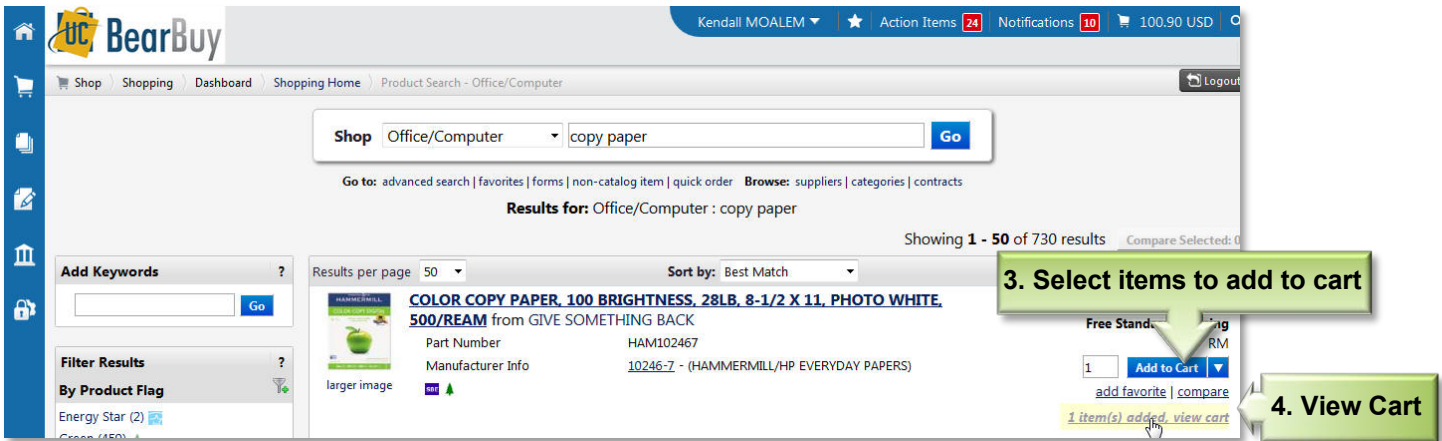
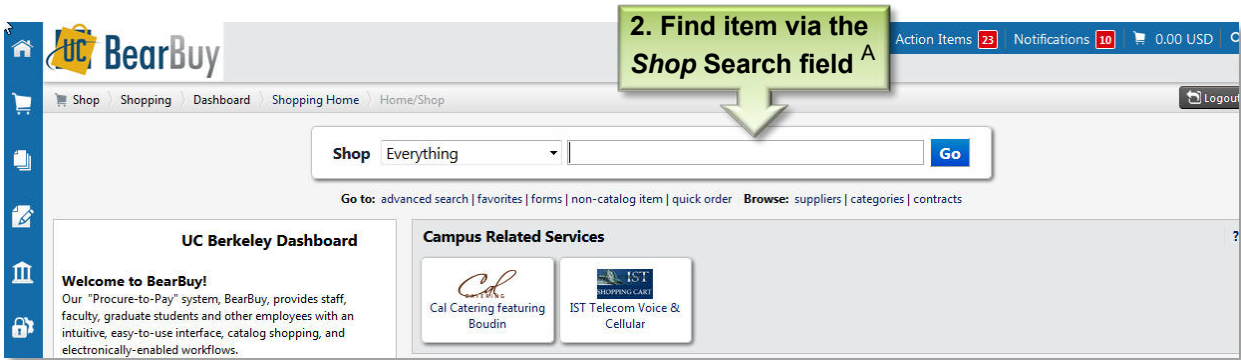


# ERSO BearBuy Shopper Quick-Start Guide

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:**

- Org Node: ELNUC for your purchase funding
- Shipping: 266 Sutardja Dai Hall (ERSO)
- Final Destination Code: final delivery destination is your office/lab/room number
- 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 a requisition form with the following fields highlighted by callouts:

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

Other visible fields include: Cart Name (2014-03-27 011503118 01), Description, Dept Ref No., Priority, Billing Options (Accounting Date), and Billing To.

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

The screenshot shows the 'Assign Cart' screen with a 'User Search' dialog box open. The dialog box contains the following fields:

- Last Name
- First Name
- User Name
- Email
- Results per page (set to 10)

The 'Assign Cart' screen also shows the 'Org Node' (EERCT) and 'Ship To' information (Kendall MOALEM, Sutardja Dai Hall, RM 266, MC 1768, Berkeley, CA 94720, United States).

### 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 NUC 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*.