BearBuy [Associated Services]

1. On the homepage of BearBuy, click the form "Non-Catalog"
2. Fill out the all the information regarding the product. Make sure to click "NO" for HIPAA
3. Once you are finished, on the top of the page there is a pull down menu; select **Add to cart**
4. Uncheck taxable for food items like coffee and tea
5. Select **Proceed to Checkout** to enter all required field: procurement dept code, shipping address, and accounting codes
6. When you have entered all required information, assign the cart to the requester; he/she will review and place order
7. When the order arrives, check to make sure you receive everything you ordered _before_ you sign the packing slip; if you did not receive everything, make sure you receive only the items actually received
8. Once the order is delivered, "create quantity receipt" via BearBuy; follow this quick reference for the process: https://supplychain.ucsf.edu/sites/supplychain.ucsf.edu/files/wysiwyg/BearBuy_Receiving_Quick_Reference.pdf; remember to attach packing slip before completing this process

Pain Points:
- Do not call the vendor to add item(s) to the order or adjust the order with the driver
- Use BearBuy system to place all orders
- If you would like to cancel or make change(s) to the order, submit "Change Order Request" form and assign to the requester who placed the original order
- Refer to the product list for prices and product code numbers