

Library Master Office Supply & Toner List – Job Aid

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 <u>http://www.lib.berkeley.edu/Staff/Purchasing/Bearbuy.html</u>

Shop with Library Master Supply and Toner List

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



 Under Shared session, click Library Master Supply List or Library Toner List Choose the item to shop by Supply 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 <u>PURCHPO</u> and your Unit Code info and mmddyy 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.)





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

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6. 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.

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7. Click Assign Cart to assign your cart to Lynn Tran at <u>htran@library.berkeley.edu</u> 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.

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View Cart	Cart Number	Shopping Cart Name	Date Created	Assigned To	Total	Unassign	
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Note: In case, you need to re-assign your assigned cart to another assignee in Library Purchasing. Please refer to <u>FAQ Session</u> for the instruction how to reassign your shopping cart.

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