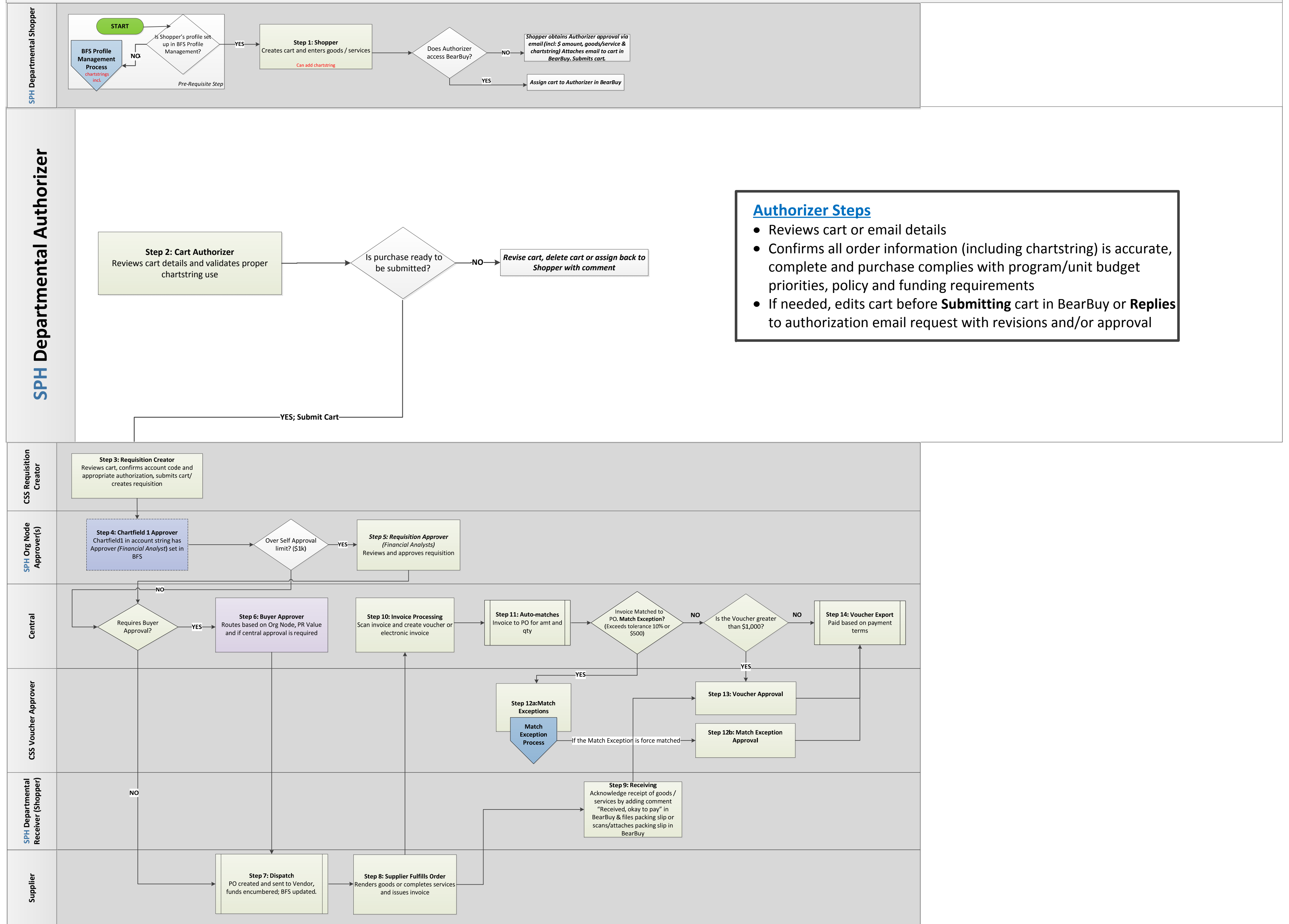


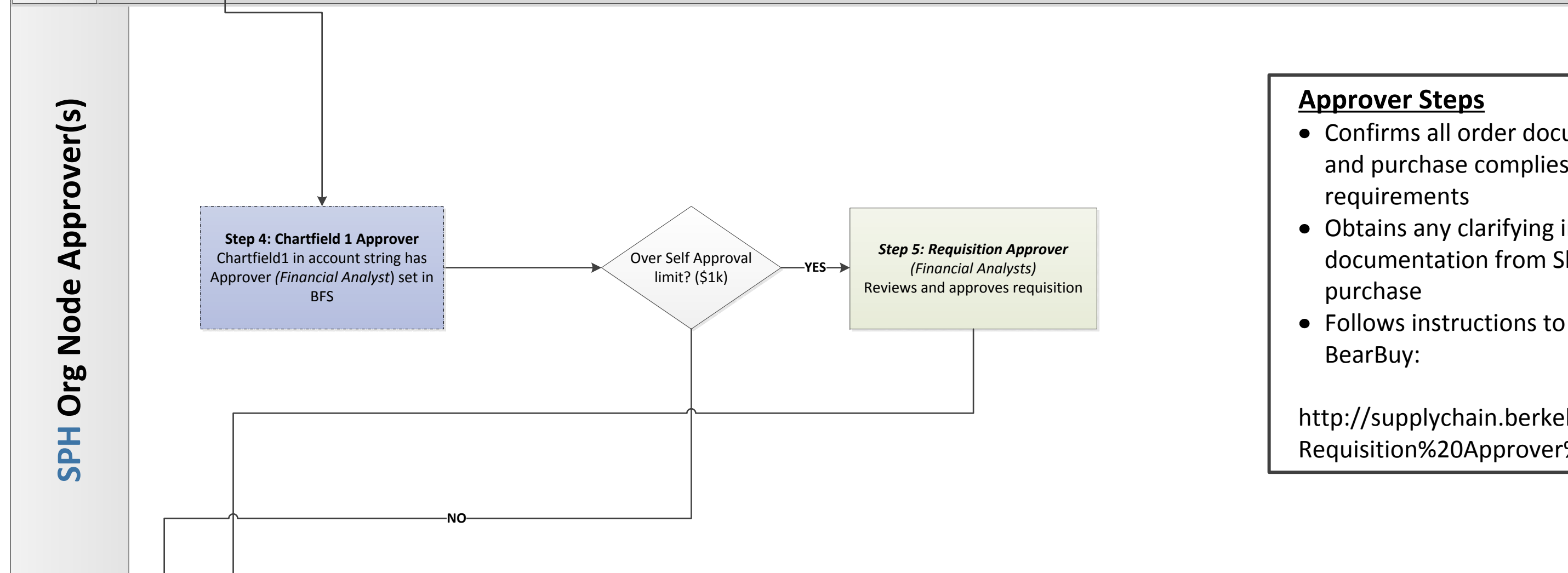
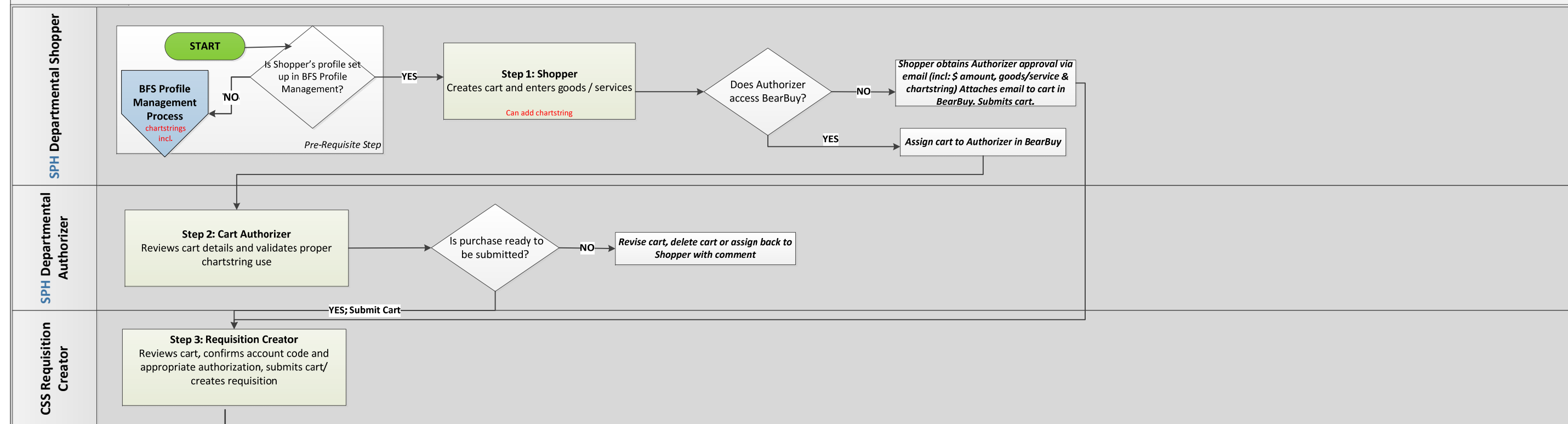
Shopper Steps

- Staff, faculty, student employees may all be Shoppers
- Shopper enters purchase requests into BearBuy via the shopping cart. See *BearBuy User Reference Guide* for step by step shopping instructions.
- Shopper checks SPH org chart to identify the Authorizer for his/her unit
- If Authorizer uses BearBuy then **Assign** cart to Cart Authorizer
- If Authorizer does not use BearBuy then obtain authorization for purchase from Authorizer via email, attach email to cart and **Submit** cart



Authorizer Steps

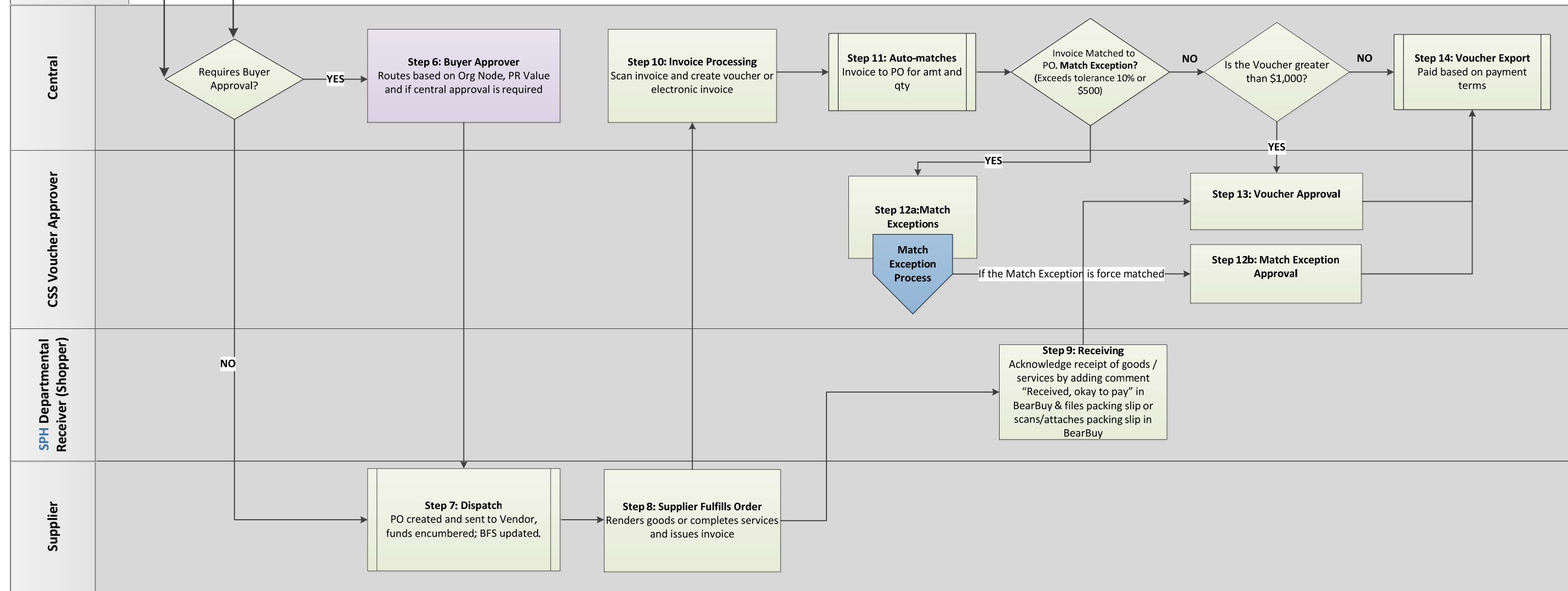
- Reviews cart or email details
- Confirms all order information (including chartstring) is accurate, complete and purchase complies with program/unit budget priorities, policy and funding requirements
- If needed, edits cart before **Submitting** cart in BearBuy or **Replies** to authorization email request with revisions and/or approval

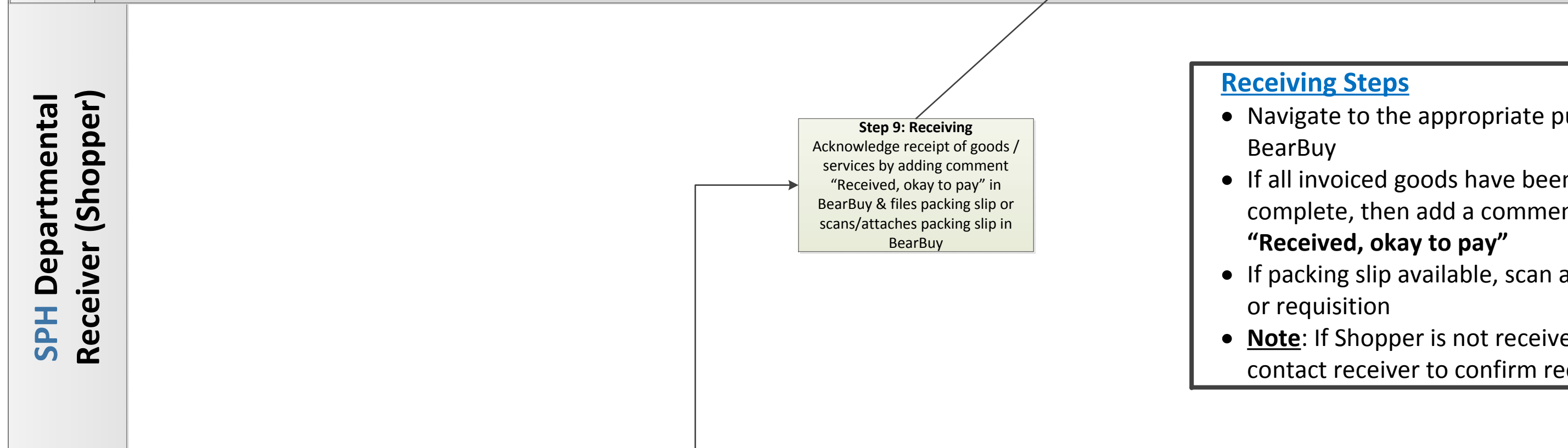
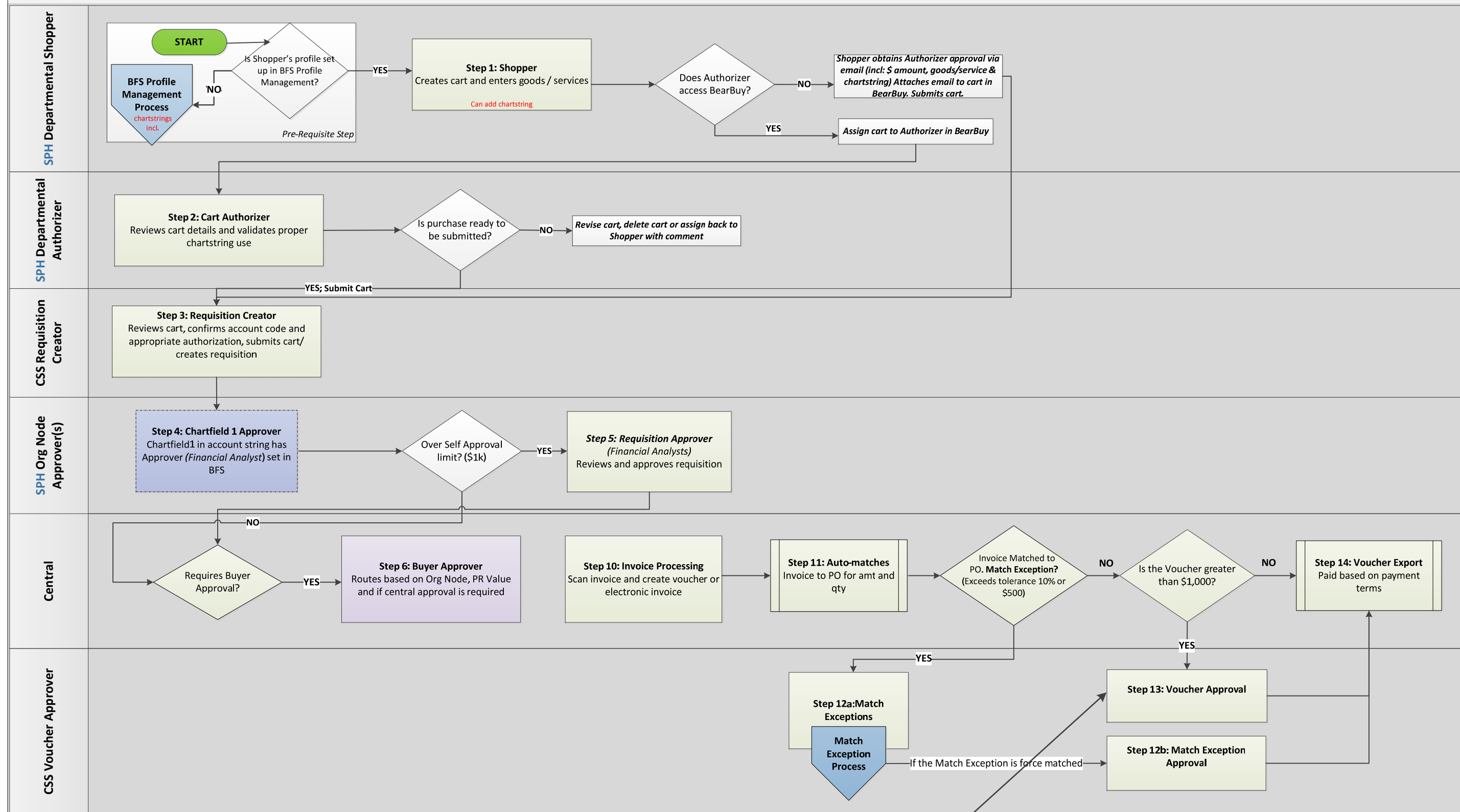


Approver Steps

- Confirms all order documentation is complete and purchase complies with policy and funding requirements
- Obtains any clarifying information/ documentation from Shopper to review the purchase
- Follows instructions to complete approval step in BearBuy:

<http://supplychain.berkeley.edu/sites/default/files/Requisition%20Approver%20092014.pdf>





Receiving Steps

- Navigate to the appropriate purchase order or requisition in BearBuy
- If all invoiced goods have been received or invoiced service complete, then add a comment on p.o. or requisition of **“Received, okay to pay”**
- If packing slip available, scan and attach packing slip to the p.o. or requisition
- **Note:** If Shopper is not receiver of goods/service, Shopper must contact receiver to confirm receipt.

