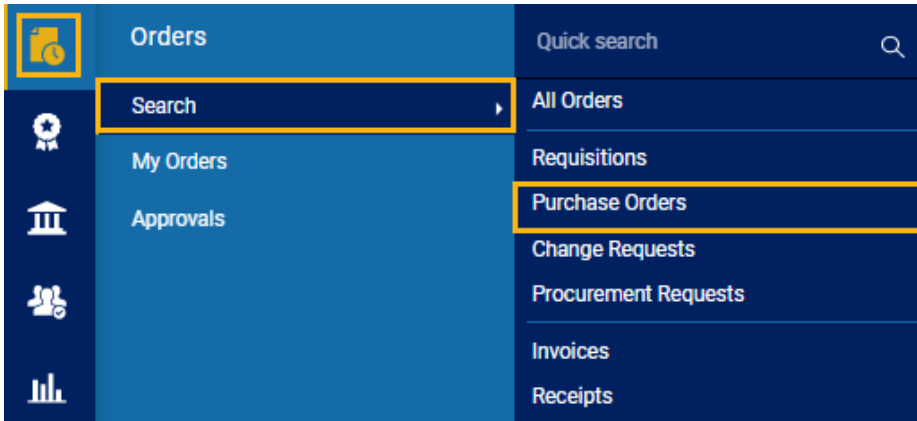


Search Aid for Research FAU Changes in BearBUY

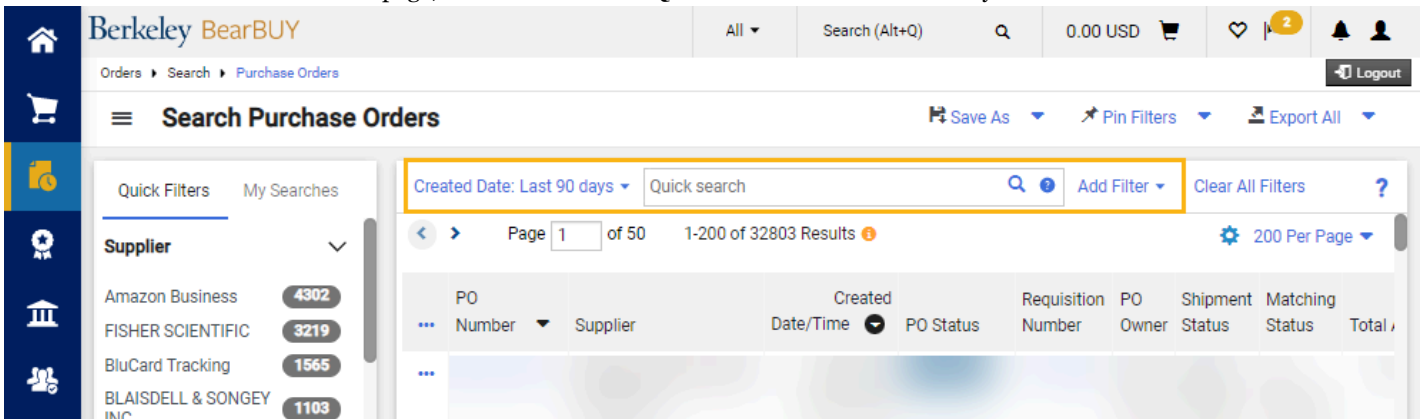
For more information and training resources, please see the [BearBUY website](#).

Document Search

In the menu bar on the far left hand side of BearBUY, press on the **Orders** icon (third icon from the top) > **Search** > **Purchase Orders**.

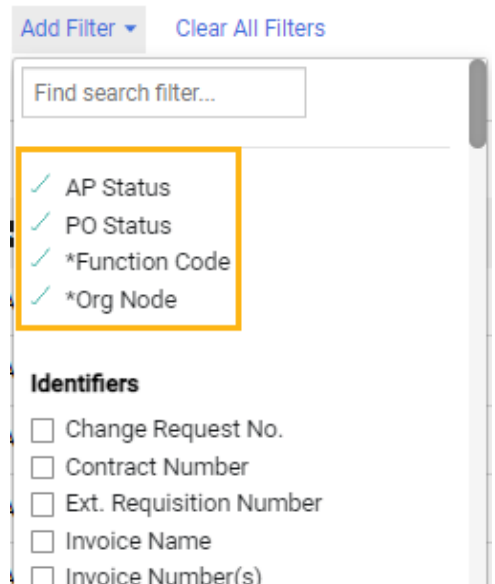


On the **Search Purchase Orders** page, use the **filters** and **Quick Search** box to conduct your search.



Use the **Add Filter** filter to select specific search criteria and narrow down your search for **open POs with Function (Program) Code of 44**. Your filters should be as follows:

1. **Date Filter:** ALL
2. From **Add Filter** select and set the following:
 - a. **PO Status:** Completed
 - b. **AP Status:** Open
 - c. **Function Code:** 44
 - d. **Org Node:** Your Org Node



Berkeley BearBUY

Supply Chain Management

Exporting Document Search

Export Purchase Orders

Export Request Options (Step 1 of 1)

Title *

Type

Format

Submit

Save As Pin Filters **Export All**

Clear All Filters

200 Per Page

Shipment Status	Matching Status	Total Amount
Sent To Supplier	No Matches	44.68 USD
Sent To Supplier	No Matches	997.09 USD
Sent To	No Matches	1,426.85 USD

- Press **Export All** in the upper right hand corner to export the raw data into an Excel Spreadsheet report.
- Enter a **Title** name.
- Select **Type** (Screen Layout is set as Default).
- Press **Submit**.
- Press on **Manage Search Exports** in the **Success** notification pop-up.

Success
Successfully created the export request. You can view the status and retrieve the file at [Manage Search Exports](#)

Created Date: All Quick search Add Filter Clear All Filters

PO Status: Completed *Org Node: All AP Status: Open *Function Code: Is Equal To:44 - ...

- Press on your report title to download to your computer. If your report's status is not yet **Completed**, you can click on **Refresh this Page** to update the status.

Manage Exports

Export Requests Export Schedules Export Templates

Click to Filter

Refresh this Page

Title	Status	Search Type	Export Output	Created	Completed	Available Until	Details	Actions
Open POs with Function Code 44	Completed	Purchase Order	Screen Layout (Excel)	9/15/2022 10:17:41 AM	9/15/2022 10:20:18 AM	9/22/2022	Total Records: 40722	Delete

Support

- **First Line of Support:** BearBUY Help Desk
 - Available Mon. – Fri. from 8AM to 5PM, **Phone:** 510-664-9000 Option 1, Option 2
 - **Email:** BearBUYhelp@berkeley.edu
- **Regional Group Purchasing Inquiries:** <https://portal.berkeley.edu/regions>
- **Invoice Inquiries:** <https://controller.berkeley.edu/financial-operations/accounts-payable/helpful-hints-our-vendors>
- **Inquiries for High Value Goods and Services over \$10,000:** <https://supplychain.berkeley.edu/procurement/contact-your-buyer>