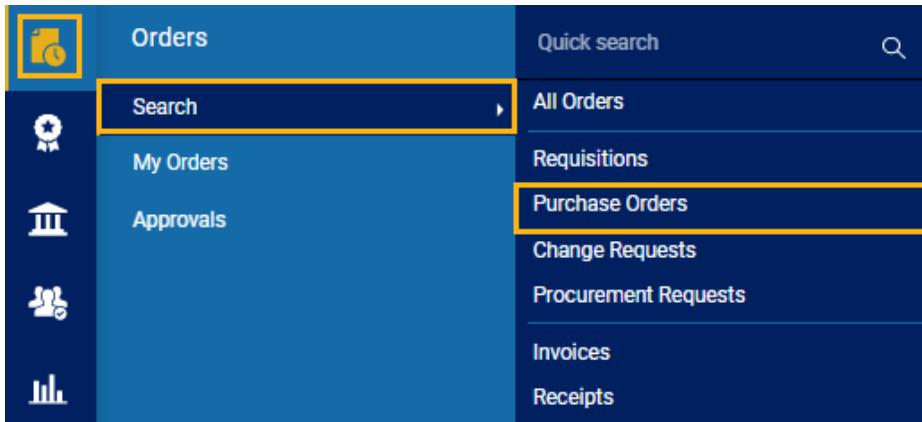


### Search Aid for Research FAU Changes in BearBUY

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

The screenshot shows the 'Add Filter' modal with a list of filters. The checked filters are: AP Status, PO Status, \*Function Code, and \*Org Node. The 'Identifiers' section below includes checkboxes for Change Request No., Contract Number, Ext. Requisition Number, Invoice Name, and Invoice Number(s).

# Berkeley BearBUY

## Supply Chain Management

### Exporting Document Search

**Export Purchase Orders**

**Export Request Options** (Step 1 of 1)

Title  70 characters remaining

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 Save As

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

Title	Status	Search Type	Export Output	Created	Completed	Available Until	Details	Actions
<a href="#">Open POs with Function Code 44</a>	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	<a href="#">Delete</a>

### 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](mailto: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>