UC Berkeley BearBUY

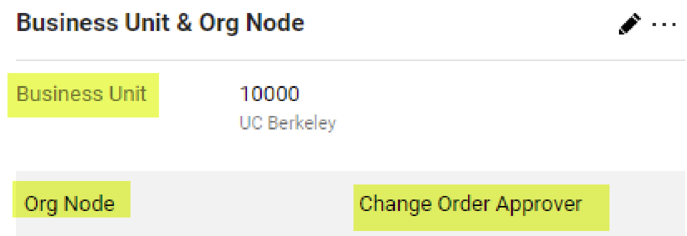
Supply Chain Management

Missing Org Node in BearBUY

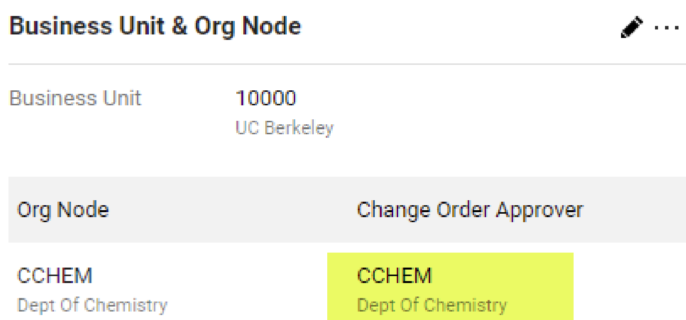
For more information and training resources, please see the BearBuy Instructional Resources.

Required fields in BearBUY

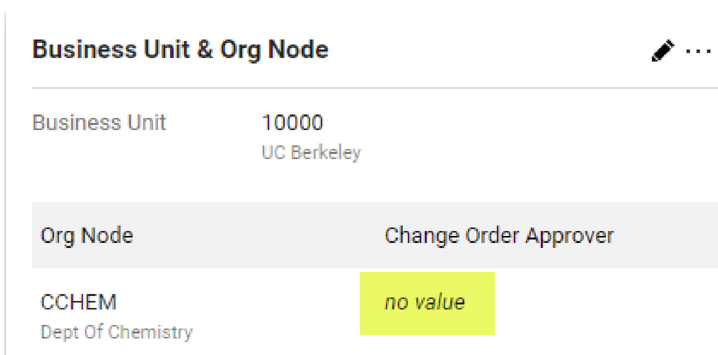
The following fields are required on **ALL** requisitions: *Business Unit and Org Nodes and Change Order Approver:*



For **ALL** new carts/requisitions created **AFTER 11/06/2023**, the Org Node for Change Order Approver will automatically populate:



If you copy a cart/requisition that was created **BEFORE 11/06/2023**, the Org Node for Change Order Approver does NOT automatically populate:



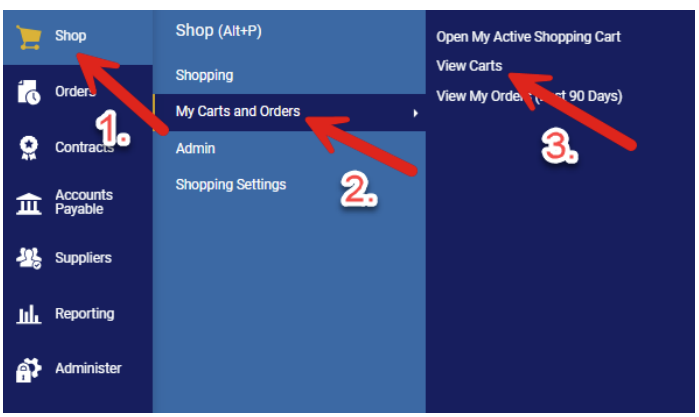
If a cart is submitted with the missing Org Node for Org Node for Change Order Approver, the requisition will be returned to you as a draft cart. You will receive an email informing you of the returned requisition:

How to View Your Daft Carts

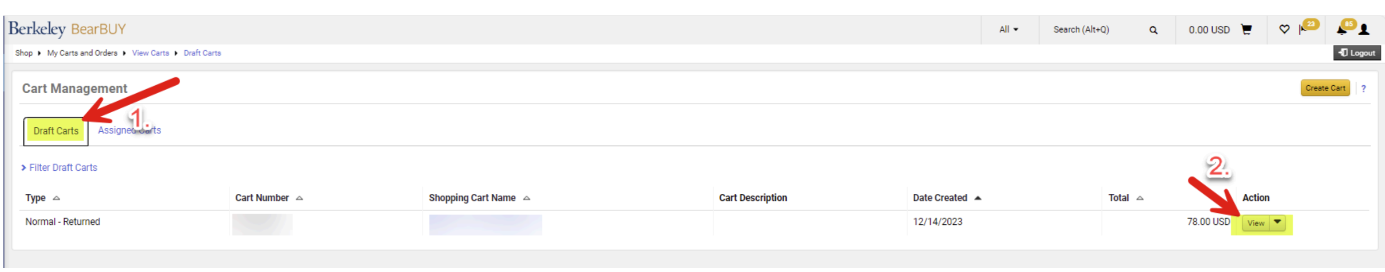
To view your draft carts in BearBUY:

1. Log into [BearBUY]

2. From the blue vertical menu bar on the left-hand side, press on the shopping cart - My Carts and Orders - View Carts:

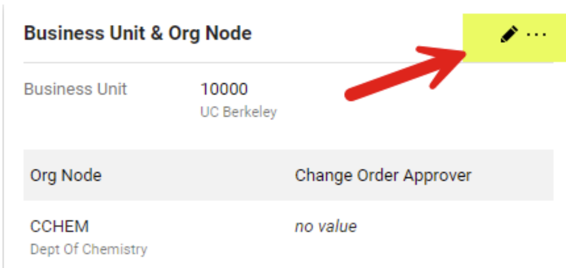


Press on the “Draft Carts” tab and scroll to the far right and then press on the “View” button:

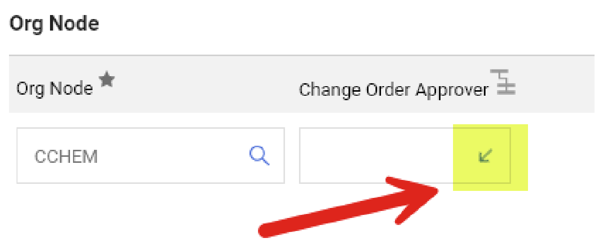


How to Add the Missing Org Node

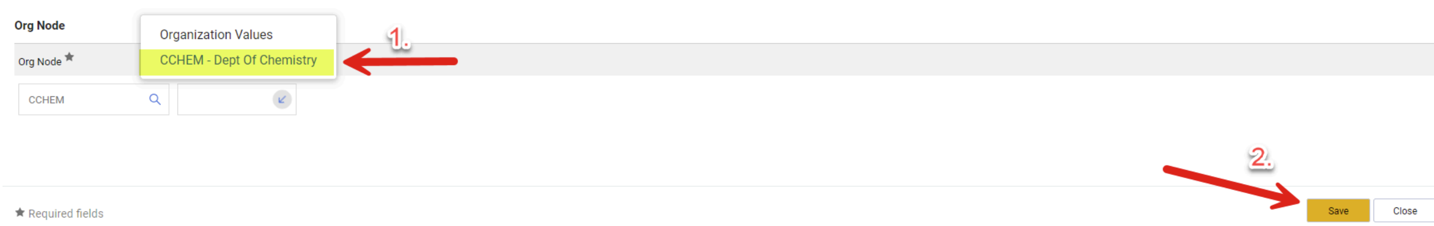
Under the “Business Unit & Org Node” section, press on the pencil icon in the upper right hand corner:



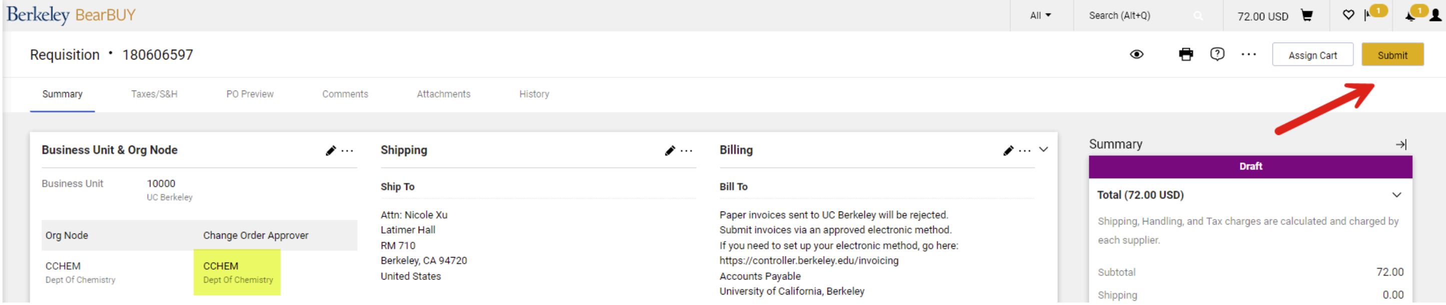
Press on the downward arrow button under “Change Order Approver”:



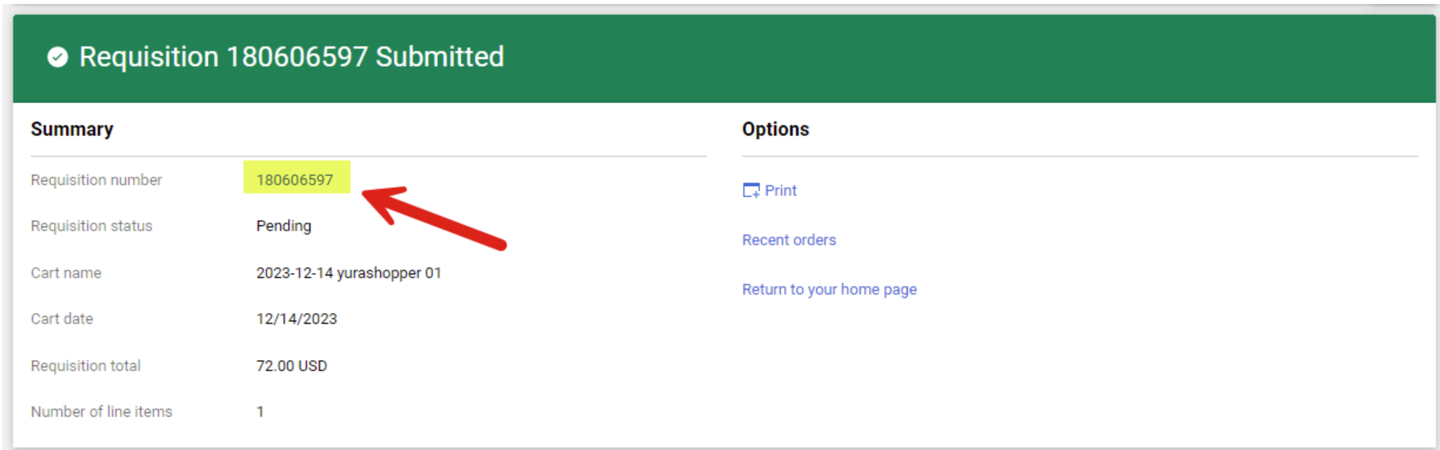
Select the Org Node in the pop-up and scroll to the far right and press on the gold “Save” button:



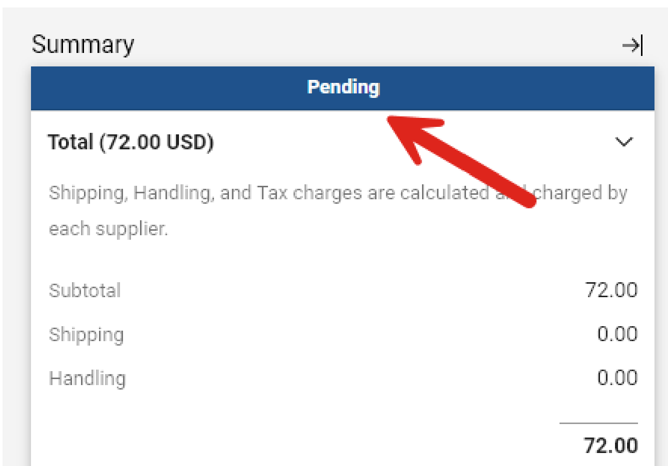
Once you see the Org Node populates under the “Change Order Approver” field, scroll to the far right and press on the gold “Submit” button to resubmit your cart/requisition into workflow for approval and processing:



To check to see if the requisition was properly submitted, press on the Requisition number link:



Make sure you see the “Pending” blue bar status in the upper right-hand corner:



Additional Support

First Line of Support: BearBUY Help Desk

- Available Monday - Friday from 8:00 a.m. to 5:00 p.m., **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