

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*:

Business Unit & Org Node



Business Unit 10000
UC Berkeley

Org Node

Change Order Approver

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

Business Unit & Org Node



Business Unit 10000
UC Berkeley

Org Node

Change Order Approver

CCHEM
Dept Of Chemistry

CCHEM
Dept Of Chemistry

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

Business Unit & Org Node



Business Unit 10000
UC Berkeley

Org Node

Change Order Approver

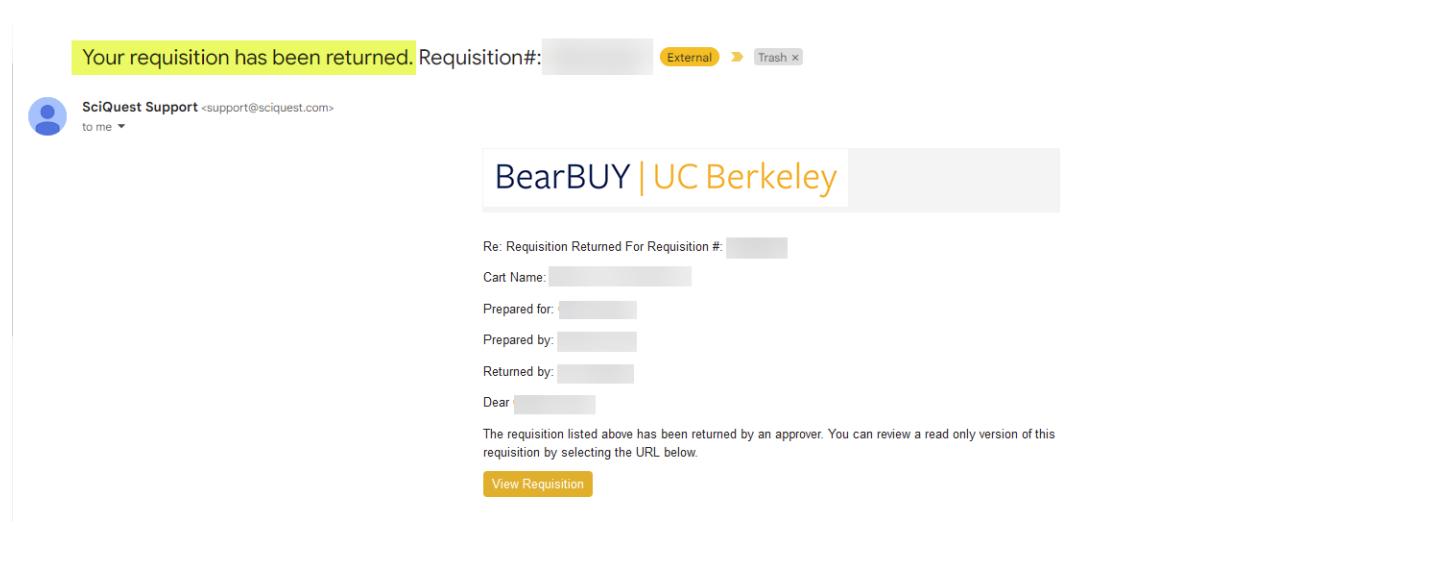
CCHEM
Dept Of Chemistry

no value

UC Berkeley BearBUY

Supply Chain Management

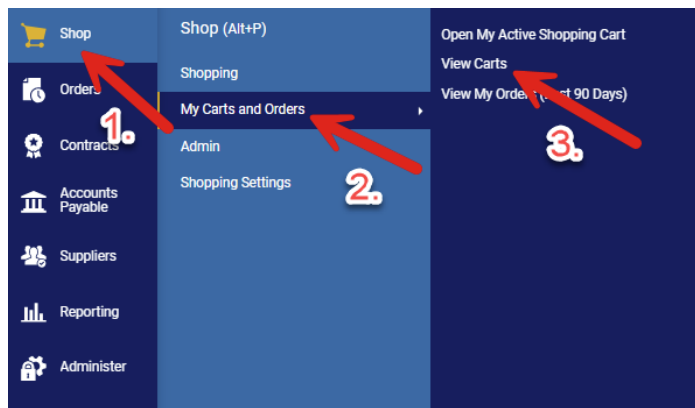
If a cart is submitted with the missing Org Node for Org Node for Change Order Approver, the requisition will be returned to you as a draft cart. You will receive an email informing you of the returned requisition:



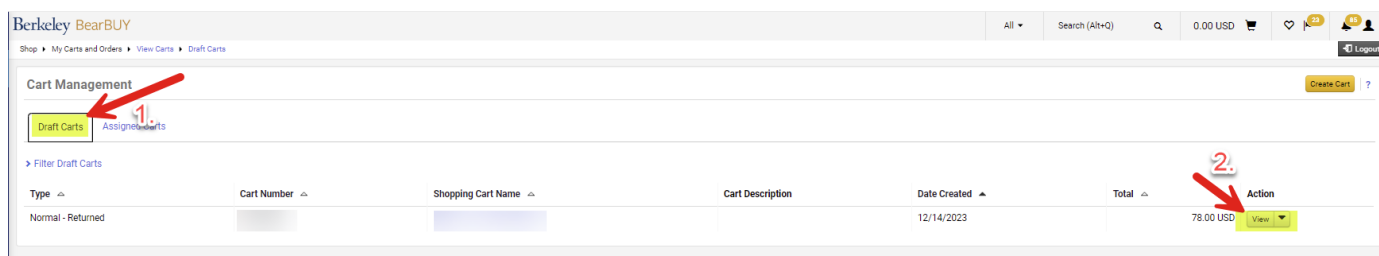
How to View Your Draft Carts

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:

Business Unit & Org Node

Business Unit 10000
UC Berkeley

Org Node Change Order Approver

CCHEM no value
Dept Of Chemistry



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

Org Node

Org Node ★ Change Order Approver

CCHEM



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

Org Node

Organization Values

Org Node ★ CCHEM - Dept Of Chemistry

CCHEM

★ Required fields

Save Close




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:

Berkeley BearBUY

Requisition • 180606597

Summary Taxes/S&H PO Preview Comments Attachments History

Business Unit & Org Node

Business Unit 10000
UC Berkeley

Org Node Change Order Approver

CCHEM CCHEM
Dept Of Chemistry Dept Of Chemistry

Shipping

Ship To

Attn: Nicole Xu
Latimer Hall
RM 710
Berkeley, CA 94720
United States

Billing

Bill To

Paper invoices sent to UC Berkeley will be rejected.
Submit invoices via an approved electronic method.
If you need to set up your electronic method, go here:
<https://controller.berkeley.edu/invoicing>
Accounts Payable
University of California, Berkeley

Summary

Draft

Total (72.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier.

Subtotal 72.00
Shipping 0.00



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

 **Requisition 180606597 Submitted**

Summary		Options
Requisition number	180606597 	Print
Requisition status	Pending	Recent orders
Cart name	2023-12-14 yurashopper 01	Return to your home page
Cart date	12/14/2023	
Requisition total	72.00 USD	
Number of line items	1	

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

Summary →

Pending

Total (72.00 USD) 

Shipping, Handling, and Tax charges are calculated and charged by each supplier.

Subtotal	72.00
Shipping	0.00
Handling	0.00
	72.00

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>