

The screenshot shows the UC BearBuy website interface with the following callouts:

- 1. UC BearBuy Logo**: Points to the logo in the top left corner.
- 2. User Information**: Points to the user name 'Cindy Training' and 'profile | logout' links.
- 3. Navigation Tabs**: Points to the top navigation bar with links like 'home/shop', 'favorites', 'forms', 'carts', 'worklist', 'document search', and 'more >>'.
- 4. Quick Search**: Points to the search bar with the placeholder 'Search for PR No.' and a 'Go' button.
- 5. Cart Summary**: Points to the 'Select Draft Cart or Add Item to Cart' link.
- 6. More > Navigation menu**: Points to the 'more >>' dropdown menu.
- 7. 'Shop at the Top'**: Points to the 'Shop Everything' dropdown menu.
- 8. Action Items**: Points to the left sidebar menu with sections like 'My Orders', 'Requisitions', 'Purchase Orders', and 'Approvals'.
- 9. BearBuy News**: Points to the 'Welcome to BearBuy! NEW!' news section.
- 10. Hosted Catalogs**: Points to the 'Hosted Catalogs' section featuring logos for OfficeMax, VWR International, Fisher Scientific, BIO-RAD, WAXIE, and GraybaR.
- 11. Frequently Used Forms**: Points to the 'Frequently Used Forms' section with links for 'Non-Catalog Form' and 'Payment Request Form'.
- 12. Punch-out Catalogs**: Points to the 'Punch-out' section with logos for Dell and Grainger.
- 13. My Resources**: Points to the 'My Resources' section at the bottom of the page.

Flip the page for details on each of these areas...

If you have questions or need assistance, please contact Customer Support at 510-643-8201, review our website resources at www.bai.berkeley.edu or email us at [BearBuyHelp@berkeley.edu](mailto: BearBuyHelp@berkeley.edu).

1. UC BearBuy Logo	Takes you back to the home/shop page from anywhere in BearBuy.
2. User Information	Displays your user name, a link to your profile, and the logout link.
3. Navigation Tabs	Clicking on one of these tabs takes you to the appropriate screen for the topic or function listed. <ol style="list-style-type: none">Home/Shop– used for shopping and quick access to other key parts of BearBuy such as favorites and forms. On the left side of the screen, the organization message and action items display.Favorites– create and define shared and personal favorites folders and items. Items can be moved and copied between folders; current folders and items can be edited and removed. Note: Favorite items can be also be added through search results and the checkout screens.Forms- access BearBuy Forms to order non-catalog goods and services, and some internal functions like payment request.Carts– view and modify the current shopping cart, create new carts and delete existing carts, and prepare the cart for processing (adding shipping info, populating custom fields, etc.).Worklist- Approvers (Requisition, Voucher) and Match Exception Handlers access their assigned requisitions, vouchers and match exceptions from a centralized worklist.Document Search- search a repository of transactions such as requisitions, purchase orders, and vouchers, through a number of filters and save or export frequently used searches.
4. Quick Search	Start a search from any place in BearBuy. Select a search option from the drop down menu and enter the search criteria. Click the Go button to quick search. The results are shown in the appropriate search results page.
5. Cart Summary	Displays the current cart name (by default, this is your user name, the date, and sequential order # for the day), the number of items in the cart, and the total cart amount. Click this shortcut to go directly to the cart page where the cart details can be updated.
6. More > Navigation Menu	For users with access to more than seven navigation menus, this tab contains a drop down list which allows the user to select from one of the remaining navigation tabs.
7. Shop at the Top	Conduct simple and Advanced Searches to search for items and products in the BearBuy hosted catalogs.
8. Action Items	Depending on your role (shopper, approver, requisition creator), items requiring your action will be displayed. Shoppers and Requisition Creators will see a link to recent and completed Carts, Requisitions and Purchase Orders, and a notification if requisitions have been returned for updates/review. Approvers will also have links to the approvals tab and other Approver tasks.
9. BearBuy News	Provides important BearBuy information such as upcoming dates, information about new catalogs, links to training/education materials, changes in the purchasing process, and more.
10. Hosted Catalogs	Access hosted catalog that you search, filter, refine and compare items between supplier hosted catalogs.
11. Frequently Used Forms	The most commonly-accessed BearBuy Forms appear here. To access additional forms, click the Browse All link.
12. Punch-out Catalogs	Access punch-out suppliers who have their own catalog that you access by “punching out” to their site. You then return to BearBuy with your shopped items intact.
13. My Resources	Lists available system support resources including email and phone number contacts.