**BearBuy Best Practice for Berkeley Law – CSS Transition**

**STEP 1: Shopper** creates a cart and fills with desired goods or services.

**Assign Cart**

Any Berkeley Law employee can fill a BearBuy cart – the purchase or payment is not yet live in the BearBuy system and only moves forward in the process with additional approvals.

**STEP 2: Cart Authorizer** reviews, revises, deletes or approves cart. Applies cart name and comments. Provides appropriate chartstring for purchase.

**Submit Cart**

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**STEP 3: Requisition Creator** reviews cart for quality control and policy compliance, creates requisition. Contacts Cart Authorizer with questions about purchase.

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**Over $1,000 or restricted?**

**NO**

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**YES**

**STEP 4: Requisition Approver** reviews the purchase, provides final cart review, ensures compliance with UC and central campus policies, Berkeley Law work rules, chartstring accuracy, and eligibility for use of award funds.

**Requires Buyer Approval?**

**NO**

**YES**

**STEP 4: Requisition Approver** reviews the purchase, provides final cart review, ensures compliance with UC and central campus policies, Berkeley Law work rules, chartstring accuracy, and eligibility for use of award funds.

**STEP 5: Senior Buyer** approves and dispatches, or routes purchase for central approval and dispatch.

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**YES**

**NO**

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**STEP 6: Dispatch** PO is created and transmitted to vendor for order fulfillment, or payment produced - funds encumbered, BFS updated.

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