SciQuest Portal Invoice Submission Instructions

UCSF Controller's Office

To begin submitting invoices to UCSF, log into the invoice submission portal at UCSF BearBuy Supplier Portal

Invoice Submission

1. Log in using the username and password created during registration process
2. In the Create Invoice / Credit Memo section enter the PO Number of the invoice you are submitting for payment in the **PO Number** field
3. Click **Create** to begin creating the invoice

Secure Account Login

Email

Password

① Login Trouble logging in?

If you are already have an account, please login by entering your e-mail address, password, and then click on the "Login" button. Otherwise, click the "Create Account" button below.

Create Account

Welcome to the UC San Francisco - BearBuy Portal for Suppliers

The BearBuy Supplier Portal was created to facilitate and streamline the Procure-to-Pay process between UCSF and its suppliers. In this portal, you will be able to:

- View your Purchase Order details
- Submit your invoices for payment
- Check the payment status of your invoices

Full instructions on how to use this BearBuy Supplier Portal.

Create Invoice / Credit Memo ?

Please use the form below to create an invoice or a credit memo. Leave the PO number blank if no PO number provided.

Currency USD

② PO Number

Type Invoice

③ Create

SciQuest Portal Invoice Submission Instructions

4. In the <u>General Information</u> section, enter your invoice number in the field **Invoice No.**
5. Enter the date of invoice if different from today's date in field **Invoice Date**
6. If applicable, enter the account number associated with UCSF or it's departments in the field **Supplier Account No.**
7. In the <u>Billing Information</u> area ensure the correct Remit To Address is selected. If this is not correct, please contact vendors@ucsf.edu

Invoice	Messages	History

Hide header

General Information   ?

Invoice Info

Create Date   5/18/2015

Invoice No.   ④

Invoice Date   ⑤   5/18/2015   📅
                                          mm/dd/yyyy

Invoiced By

Supplier   ABC AUTOMOTIVE

Customer   UCSFCO

Order Info

Sales Order Number   1432724

PO Number   B00001076C

Supplier Account No.   ⑥

Billing Information   ?

Billing Address

Billing Questions Call 415/476-2126
University of California San Francisco
Accounts Payable - Box 0812
1855 Folsom St., Rm. 425
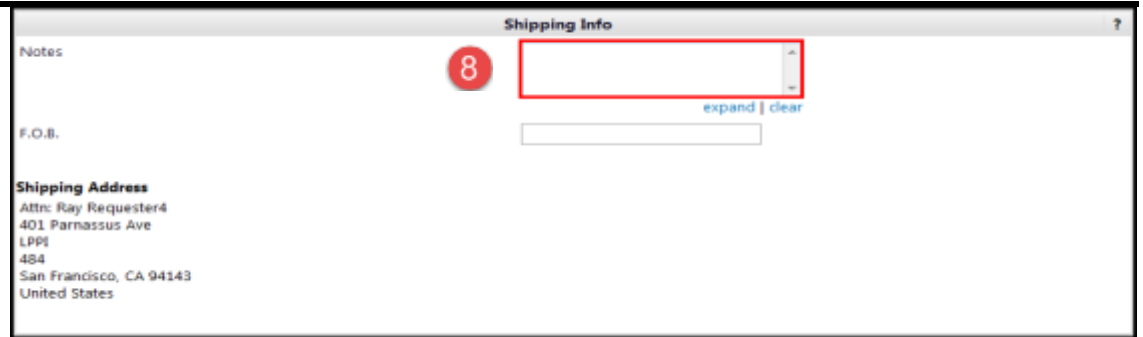San Francisco, CA 94143-0812
United States

Remit To Address

Remit To Address

Remit To Location List   ⑦   545 EDDY ST, SAN FRANCISCO ▼
                                       545 EDDY ST
                                       SAN FRANCISCO, CA 94109

                                       United States

SciQuest Portal Invoice Submission Instructions

8. If applicable, enter any shipping notes in the <u>Shipping Info</u> section in the **Notes** field

Please Note: The <u>Payment Terms</u> section is **not used**. Payment Terms are based on system default values. Modifying this section will not impact the payment terms of your invoice.
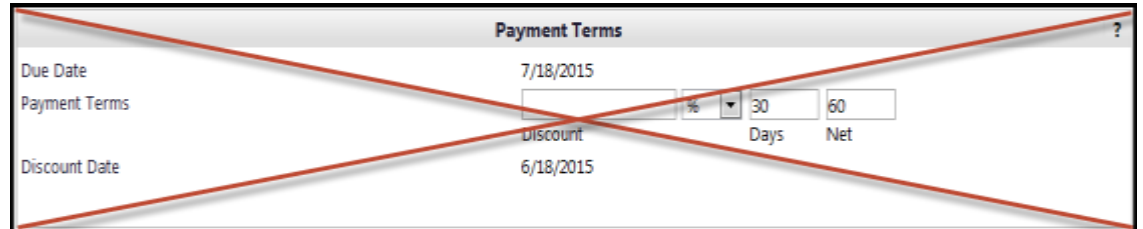
SciQuest Portal Invoice Submission Instructions

9. If applicable, under the Tax, Shipping & Handling section Enter the tax amount in field **Tax 1** - Note: Field **Tax 2** is not used
10. If applicable, enter the shipping amount in field **Shipping**
11. In the Line Item Details Section adjust the Quantity, Unit Price, or Packaging unit of measure as needed

    Note: Product Size is not used.

12. Click **Save** to save invoice information. By clicking **Save**, you can also save this invoice to work on it at a later time
13. Click **Send to Customer** to submit the invoice to UCSF

For any questions, please contact Gilbert Ortega at eInvoiceInquiries@ucsf.edu .

Tax, Shipping & Handling

Discount	0.00
Tax 1 ⑨	0.00
Tax 2	0.00
Shipping ⑩	0.00
Handling	0.00

Line Item Details

For selected line items Remove Selected Items | Go

Product Size	Quantity	Unit Price	Packaging	Extended Price	Shipping/Handling
	1	1,500.00		1,500.00 USD	show ▼

Form subtotal: 1,500.00

Subtotal	1,500.00
Discount	0.00
Tax 1	0.00
Tax 2	0.00
Shipping	0.00
Handling	0.00
TOTAL	**1,500.00 USD**

Save ⑫   Send To Customer ⑬