UCB New Supplier Profile Setup Process

1

User verifies Supplier not setup in BearBuy.

See Searching & Viewing Supplier Profiles in BearBuy job aid.

2

User/Supplier downloads the UCB Substitute W9 & Supplier Information Form.

See Supplier Decision Tree to confirm required form fields.

3

User/Supplier faxes form to 510-664-7209.

4

Vendoring unit will contact individual listed in section 2 if additional information is needed

Vendoring unit processes request.

5

Once processed, email notification sent to UCB contact listed in Section 2 of the submitted form.

6

User verifies/reviews profile in BearBuy!

We recommend users review the supplier profile in BearBuy after setup.

If edits are needed, please reply to email notification from Step 5

Rev. Feb 2020