



July 10, 2014

Attention UCSF Catering Customer,

America To Go catering ordering system is now available on BearBuy! America To Go will *replace* the Catering Charge Program currently available at Campus Life Services vendor locations to recharge catering orders.

Please begin to use America to Go immediately for your recharge catering needs. Campus departments must use America To Go *exclusively* to recharge catering orders from the campus vendors listed below:

Cafe 24 (<i>coming soon</i>)	Palio Caffé
Cafe Bellini (<i>coming soon</i>)	Publico (<i>coming soon</i>)
Caffe Terzetto	Panda Express
Carmelina's Cafe	Peasant Pies
Carmelina's Taqueria	Subway (<i>coming soon</i>)
Jamba Juice	The View

You may access BearBuy at myaccess.ucsf.edu

Campus customers who have not previously used BearBuy will need to assign roles for staff in BearBuy before they can start using America To Go. To learn more about setting up your department to use BearBuy, please visit <http://cpbc.ucsf.edu/>

Medical Center customers will need to have a Campus affiliate department and access to Bear Buy to use America To Go and/or use a P-card for catering purchases.

Please note, America To Go orders will need to follow the Meeting & Entertainment expense workflow in BearBuy that may differ from your department's current workflow in BearBuy, please check.

Workflow Process:

Shopper → Requester → Meeting & Entertainment Approver **NEW!!** → America To Go

***America To Go will send an order confirmation email to the Requester once the order is received and confirmed by the caterer.*

Below are the BearBuy roles necessary for processing for America To Go orders:

Department Access Administrator – Designated department individual to assign, set-up and request roles for their department's staff- the roles are below.

Proceeds from Campus Vendors Support Arts & Events for the UCSF community.

Phone: 514-4743



Shopper - May create an order/cart of items and assigns the cart to a Requester to complete and/ or correct any remaining information. Everyone with a MyAccess ID has Shopper access, including users who have another BearBuy role. For America To Go orders, Shoppers need to send their cart to a Requester in his/her department to place the order into the workflow process.

Requester - May be a Shopper and reviews carts assigned to them and completes/corrects any remaining information to place order (submit into workflow).

Meeting & Entertainment Approver NEW!! - Designated individuals in the department who have been given authority to approve Meeting & Entertainment expenses and have a signature card (U242) for Meeting & Entertainment on file with Accounts Payable.

In some cases, existing Meeting & Entertainment approvers were automatically given the BearBuy Meeting & Entertainment role for their respective Procurement Dept Codes by the Controller's Office, please check.

Any new Meeting & Entertainment Approvers will need to ensure they have a signature card (U242) for Meeting & Entertainment expenses on file with Accounts Payable **AND** ask their Department Access Administrator to submit a request to be set-up as a Meeting & Entertainment approver in BearBuy.

For any questions about America To Go on BearBuy, please go to <http://cpbc.ucsf.edu/america-go>

To contact America To Go, please call 1.866.284.8646

If you have further questions, please contact Retail Services or visit http://www.campusliveservices.ucsf.edu/retail/21/introducing_america_to_go_catering

Sincerely,

Retail Services
Retail.Services@ucsf.edu
514.4743