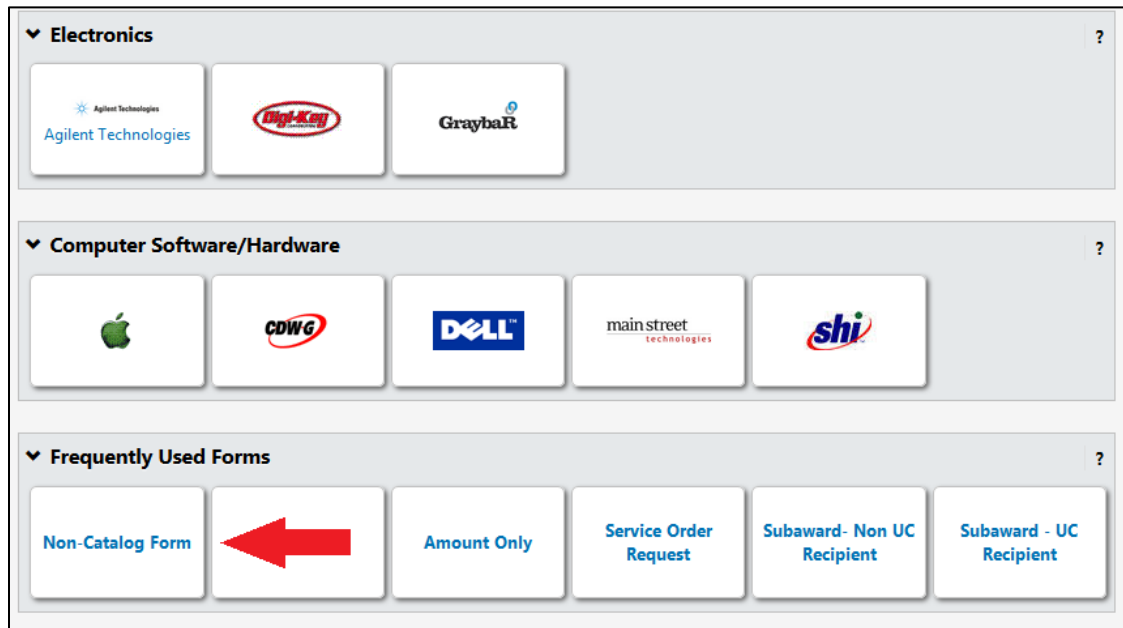


## Submitting a Non-Catalog Purchase Request in BearBuy

*These instructions are intended to supplement other BearBuy job aids by providing how-to information specific to requesting a bluCard or Event Planner card purchase via BearBuy.*

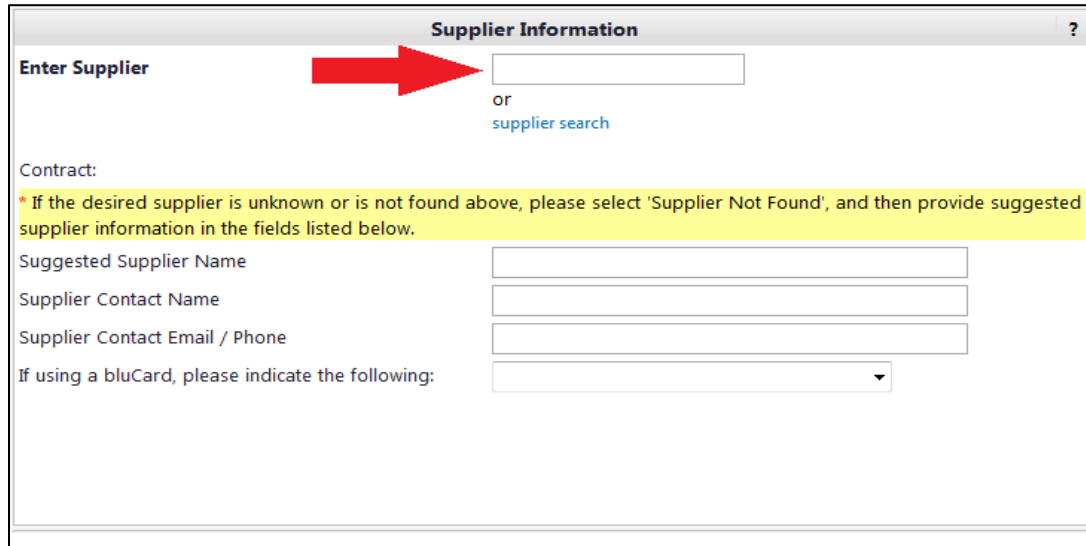
### STEP 1 Open the Non-Catalog Form

At the bottom of the BearBuy home page, select the 'Non-Catalog Form' from the 'Frequently Used Forms' section. This will open the Non-Catalog Form in a pop-up window.



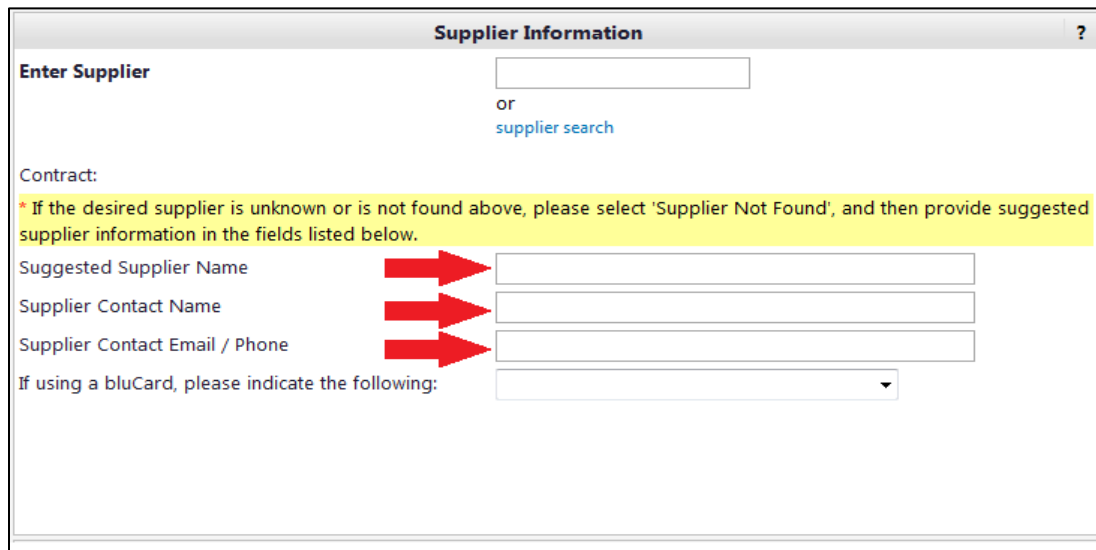
## STEP 2 Enter Supplier Information into the form

Enter 'bluCard Tracking' as the supplier in the 'Enter Supplier' field.



The screenshot shows a web form titled "Supplier Information" with a question mark icon in the top right corner. The form has a section labeled "Enter Supplier" with a text input field. A red arrow points to this field. Below the input field are the words "or" and "supplier search" in blue. Underneath is a "Contract:" label. A yellow highlighted box contains the text: "\* If the desired supplier is unknown or is not found above, please select 'Supplier Not Found', and then provide suggested supplier information in the fields listed below." Below this are four input fields: "Suggested Supplier Name", "Supplier Contact Name", "Supplier Contact Email / Phone", and a dropdown menu labeled "If using a bluCard, please indicate the following:".

If you do enter 'Supplier Not Found,' enter the business name, contact person for the supplier (if you have one) and their contact email and/or phone number. For some websites and online vendors, you may only have the name of the site (i.e. 'Amazon.com'); if so, enter only that information.



This screenshot is identical to the one above, but with three red arrows pointing to the "Suggested Supplier Name", "Supplier Contact Name", and "Supplier Contact Email / Phone" input fields.

From the drop-down menu, select 'Order WILL BE placed with a bluCard.' This indicates to our colleagues in Shared Services that you'd prefer for the order to be paid with a credit card, rather than a check.

**Supplier Information** ?

**Enter Supplier**

or  
[supplier search](#)

Contract:

\* If the desired supplier is unknown or is not found above, please select 'Supplier Not Found', and then provide suggested supplier information in the fields listed below.

Suggested Supplier Name

Supplier Contact Name

Supplier Contact Email / Phone

If using a bluCard, please indicate the following:

- Order HAS BEEN placed with a bluCard.
- Order HAS BEEN placed with my bluCard.
- Order WILL BE placed with a bluCard.**
- Order WILL BE placed with my bluCard.

### STEP 3 Enter General Information into the form

In the field entitled 'Expense Information,' enter a short description of what you'd like ordered. If you have a link to this item online, you may enter it here. If you have several items you'd like purchased, and there's not enough room in the field to enter the information, you may write 'see attached' and attach a separate document listing the items below.

**General Info** ?

**Expense Information**

Catalog No.  Quantity  Estimated Unit Price

254 characters remaining [expand](#) | [clear](#)












Manufacturer Name  Manufacturer Model Number  Fabrication Number

**Health and Safety**

- Controlled substance
- Recycled
- Hazardous Materials
- Radioactive
- EH&S Review (Toxic, Hazardous)
- Select Agent
- Toxin
- Energy Star
- Green

**General Info Total:** **0.00**

Enter the quantity and estimated price in the 'Quantity' and 'Estimated Unit Price' fields. If you're ordering catering, enter '1' in the 'Quantity' field and an estimate of the total amount of the order in the 'Estimated Unity Price' field. If you don't know the total estimated price, you may leave that field blank.

General Info			
<b>Expense Information</b>	Catalog No.	Quantity	Estimated Unit Price
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
254 characters remaining <a href="#">expand</a>   <a href="#">clear</a>			
Manufacturer Name	Manufacturer Model Number	Fabrication Number	<b>Health and Safety</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>  Controlled substance
			<input type="checkbox"/>  Recycled
			<input type="checkbox"/>  Hazardous Materials
			<input type="checkbox"/>  Radioactive
			<input type="checkbox"/>  EH&S Review (Toxic, Hazardous)
			<input type="checkbox"/>  Select Agent
			<input type="checkbox"/>  Toxin
			<input type="checkbox"/>  Energy Star
			<input type="checkbox"/>  Green
<b>General Info Total:</b>			<b>0.00</b>

All other fields in the middle of the form, including the 'Health and Safety' checkboxes, can and should be left blank; checking one of these boxes can cause delays in your purchase being processed, so please avoid doing so.

#### STEP 4 Add Attachments to the form

If you are ordering items that require a hardcopy form to be sent, or placing a before-the-fact catering order, attach your backup documentation in the Internal Attachments section using the 'Add Attachments' button. Make sure all paperwork is fully signed and legible before attaching, and that your backup documentation has all personal and/or private information fully redacted.

**Attachments** ?

**Privacy Warning:** Do not upload any document in BearBuy, or any other website application, *unless* the notice triggering data and the home & family data is blacked out and **completely unreadable**. The best approach is to remove this data from the document before uploading it. [\[Data Privacy\]](#)

**Internal Attachments**

Internal Attachments [Privacy Warning]

Add Attachments

**External Attachments**

External Attachments [Privacy Warning]

Add Attachments

**Total** 0.00

#### STEP 4 Finalize form

After reviewing the form for accuracy, scroll to the top of the form and select 'Add and go to Cart' from the Available Actions menu and hit the blue 'Go' button. This will close the pop-up window and add the form to your shopping cart.

Available Actions: Add and go to Cart **Go** Close Print

**Supplier Information** ?

**Enter Supplier**

or  
supplier search

Contract:

\* If the desired supplier is unknown or is not found above, please select 'Supplier Not Found', and then provide suggested supplier information in the fields listed below.

Suggested Supplier Name

Supplier Contact Name

Supplier Contact Email / Phone

If using a bluCard, please indicate the following: