# 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.
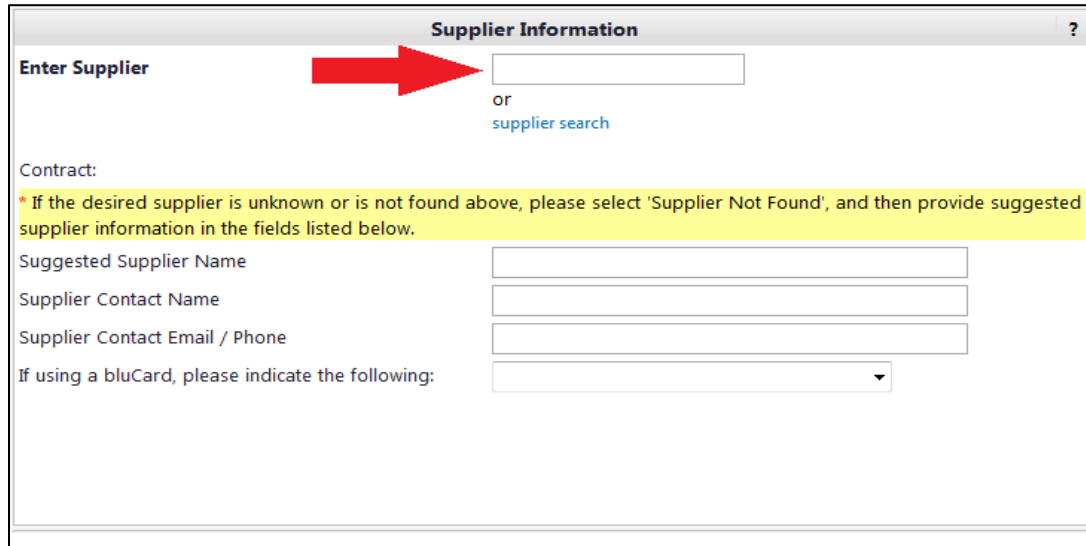
STEP 1   Open the Non-Catalog Form

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.
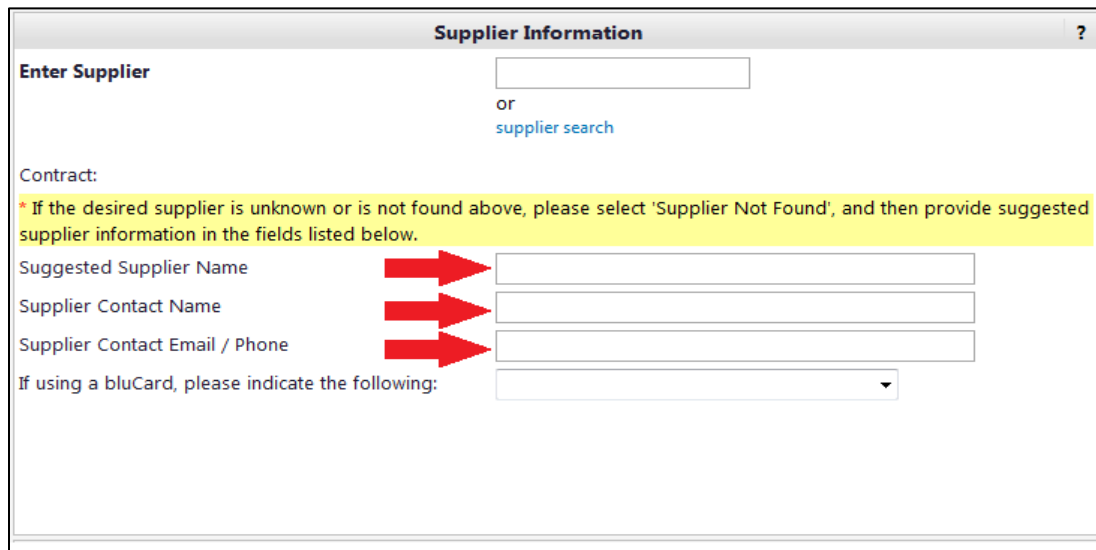
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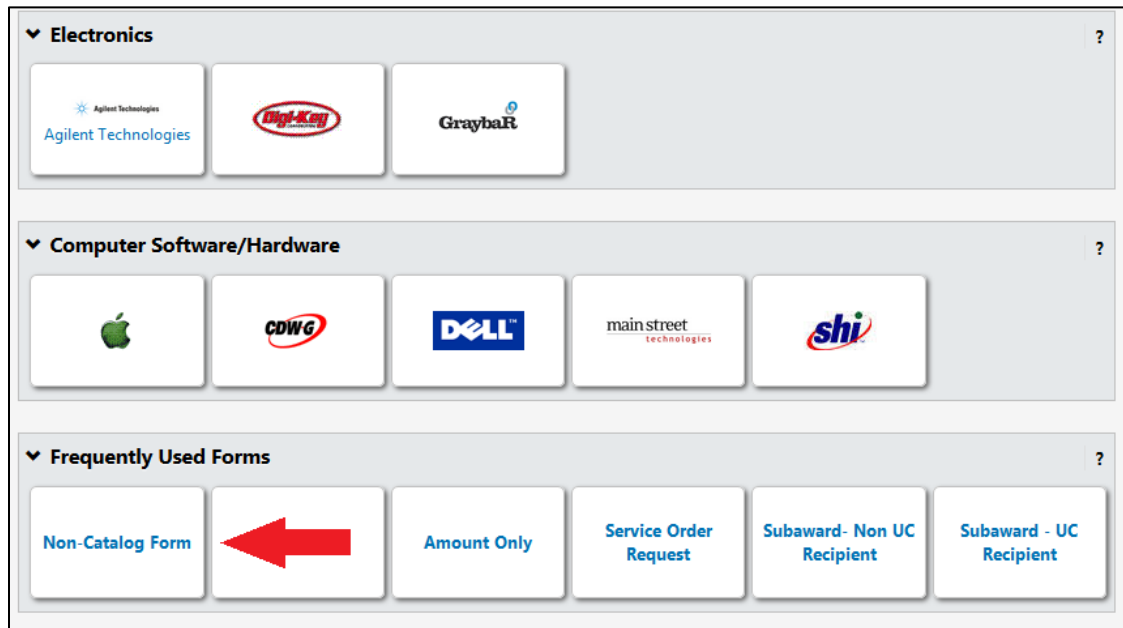
STEP 2   Enter Supplier Information into the form

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

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.

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.

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.

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.

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.

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.