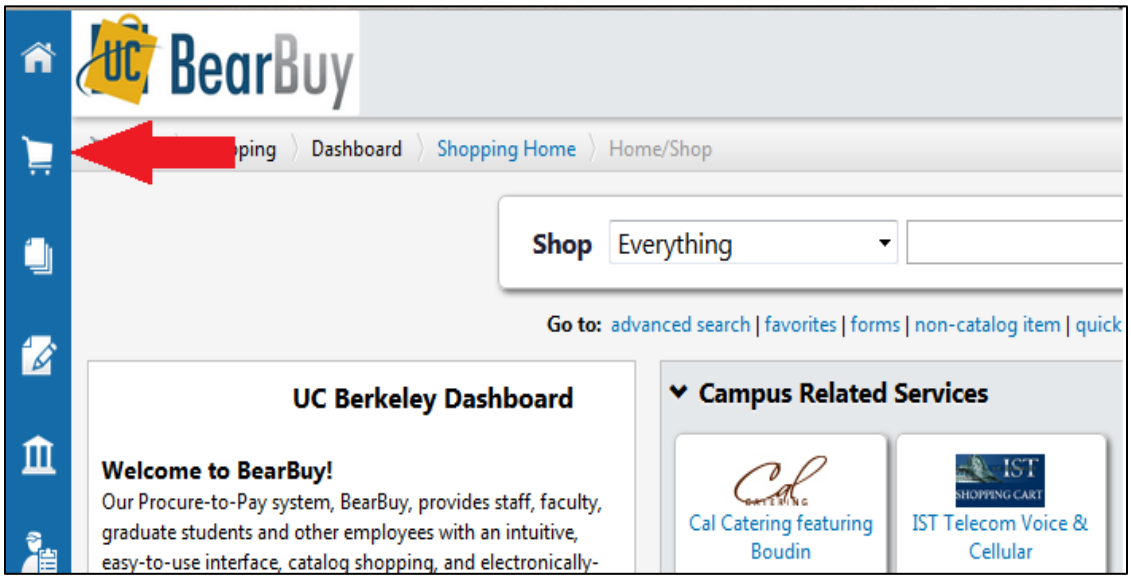
BerkeleyLaw
UNIVERSITY OF CALIFORNIA

Preparing an Off Campus Event payment in BearBuy

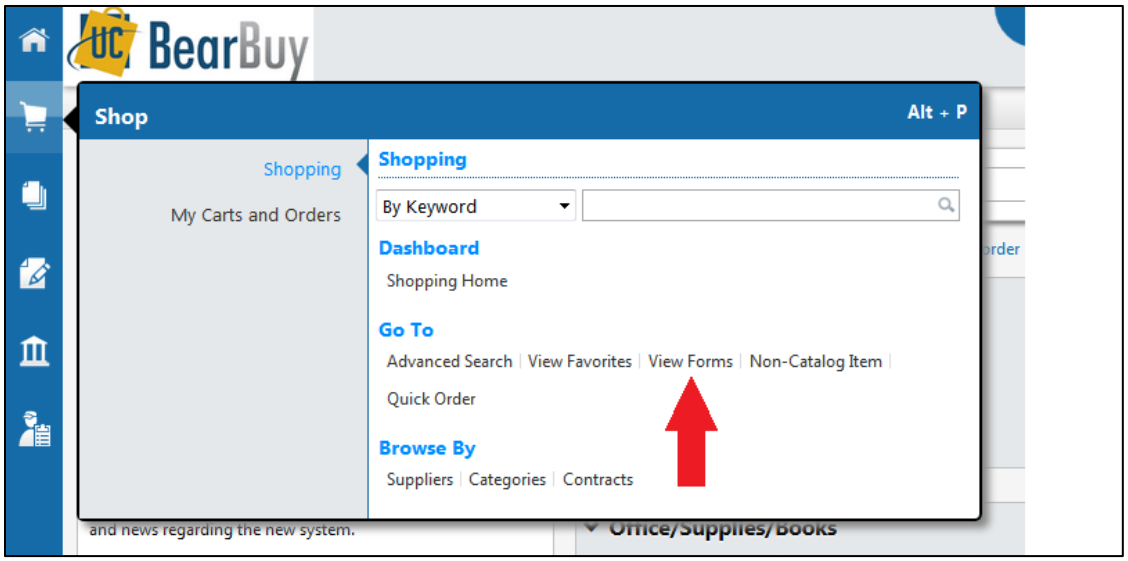
These instructions are intended to supplement other BearBuy job aids by providing how-to information specific to using the Off-Campus Events Form. Events held at On-Campus locations (I-House, Faculty Clubs, Alumni House) should use the Payment Request form. For events held at the Claremont Hotel, use the 'Claremont Off Campus Event form.'

STEP 1 Open the Off-Campus Events form

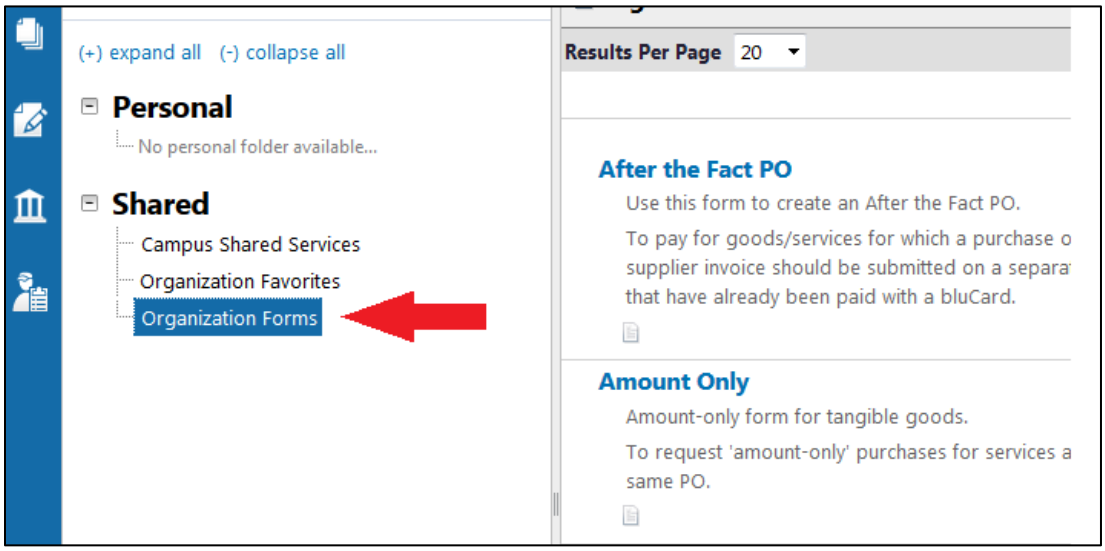
On the left side of the BearBuy homepage, hover over the 'shopping cart' icon to bring up the 'Shop' menu.



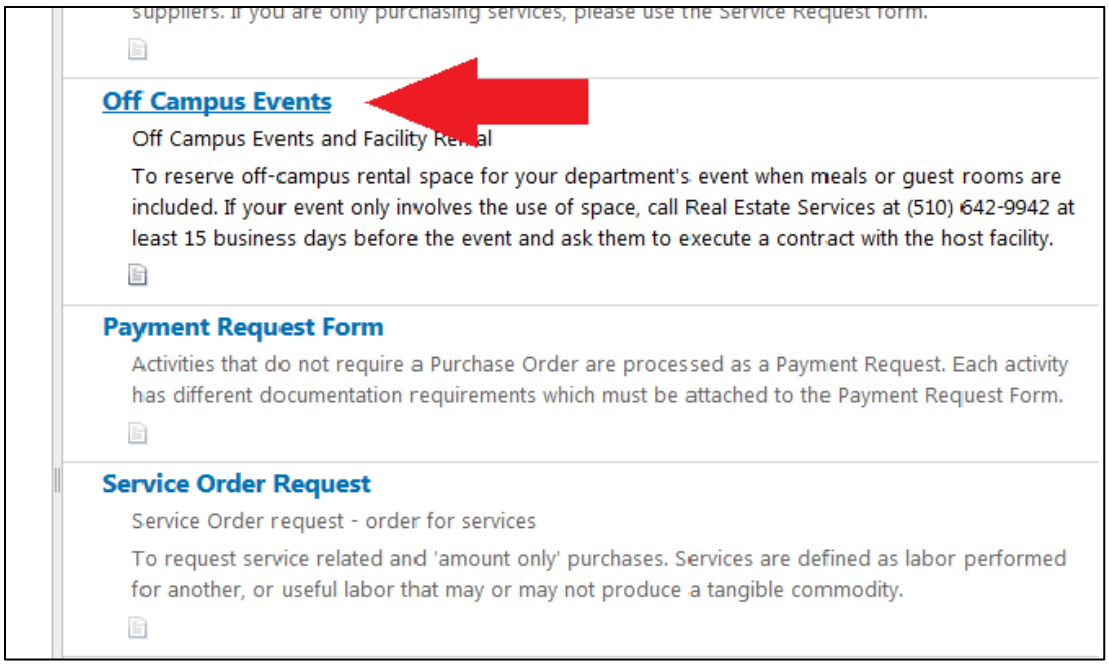
Under the section entitled 'Go To,' select 'View Forms.'



This will open the Forms catalog. On the left side of the screen, select 'Organization Forms.'

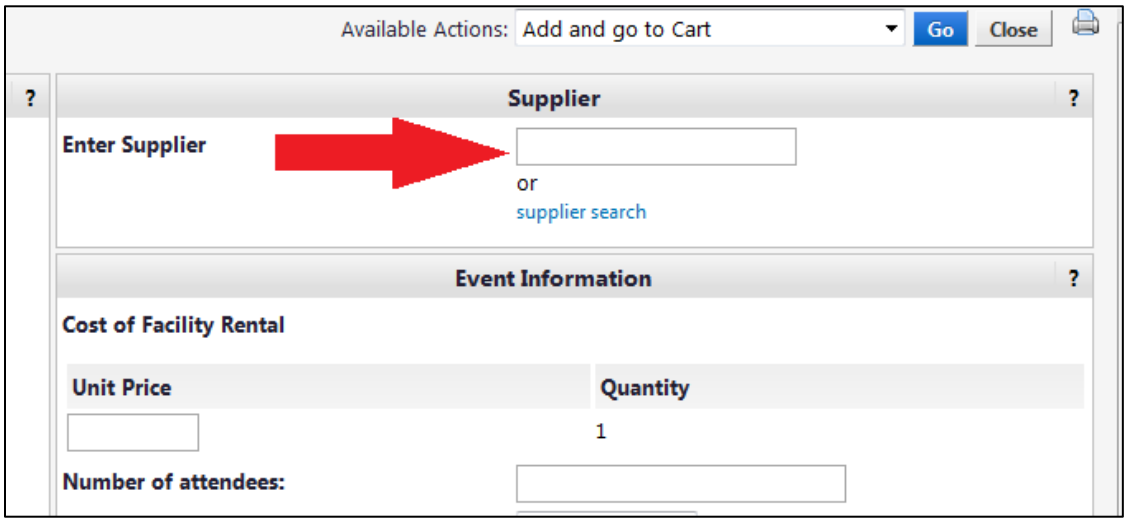


Select the 'Off Campus Events' form listed in the center of the screen. Click either the title or the 'View Form' button to open up the form in a pop-up window.



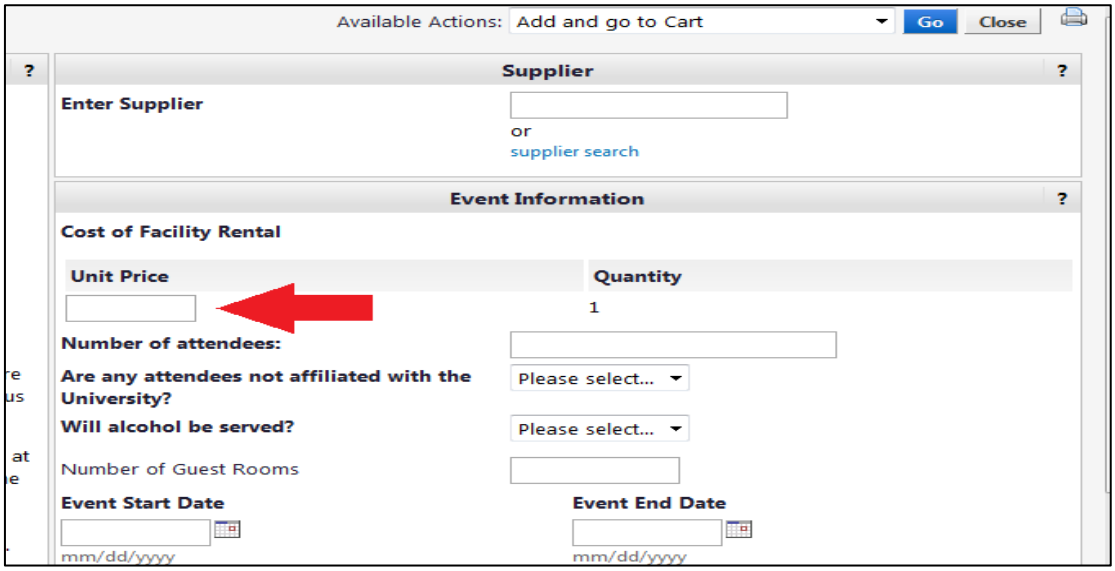
STEP 2 Enter Supplier Info into the form

Enter your vendor into the 'Enter Supplier' field. This field will auto-populate with suggested vendors based on your submission; select the appropriate vendor from the drop-down list that appears. Please note that if your vendor doesn't appear on the list, they will need to be set up in our financial system before they can be paid – see the Berkeley Law Business Services website for instructions on how to do so.

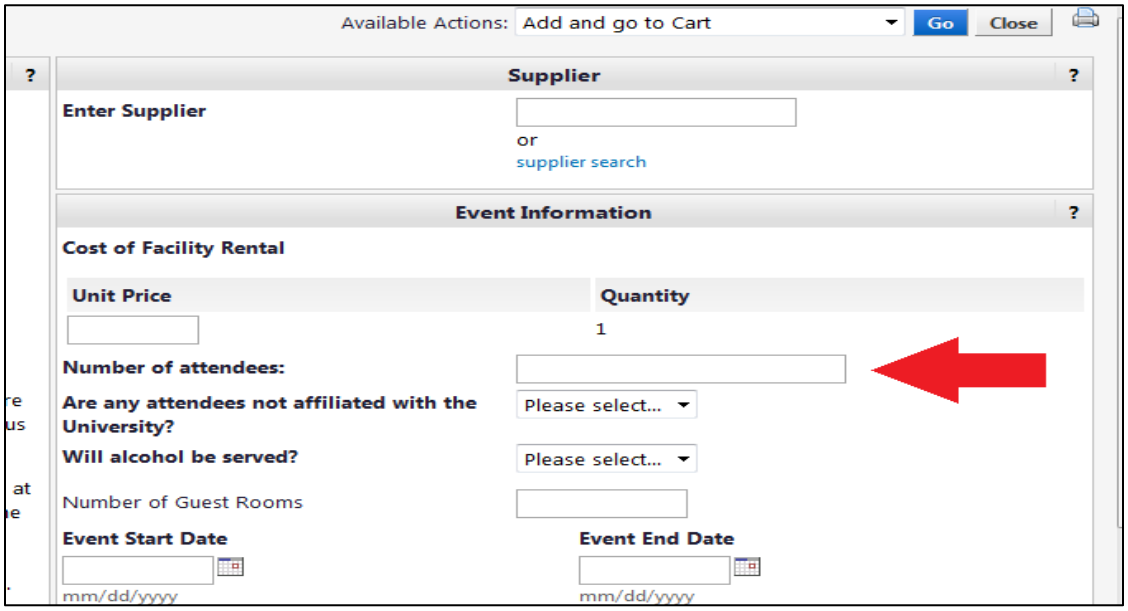


STEP 3 Enter Event Information into the form

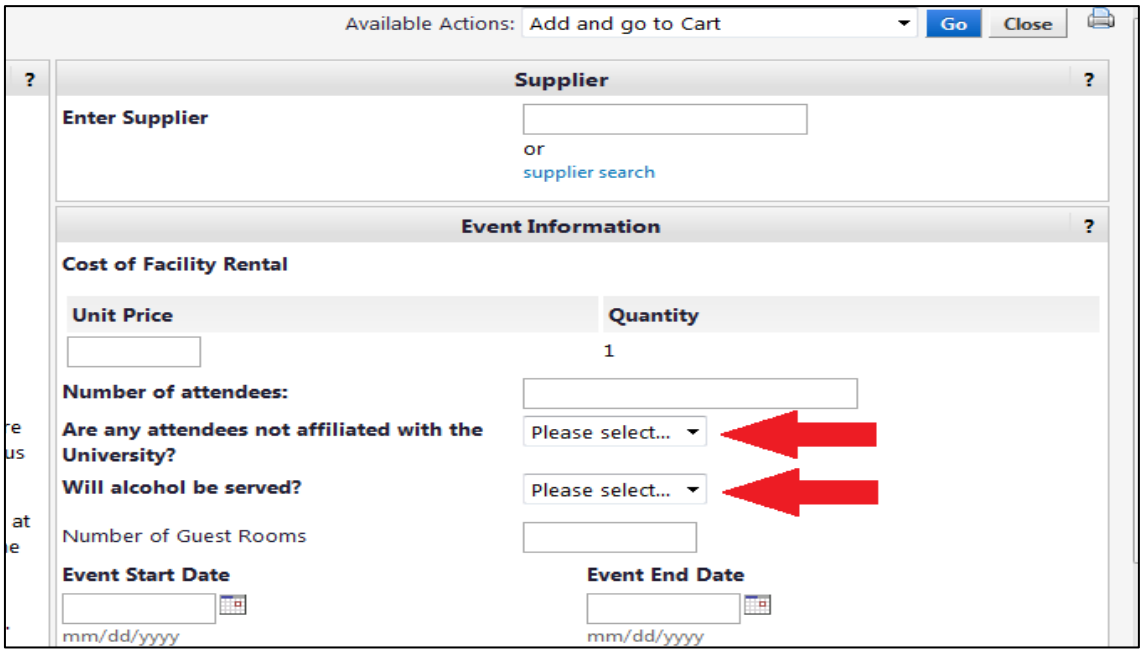
Enter the total estimated cost of your event in the 'Unit Price' field. No need to include a dollar sign.



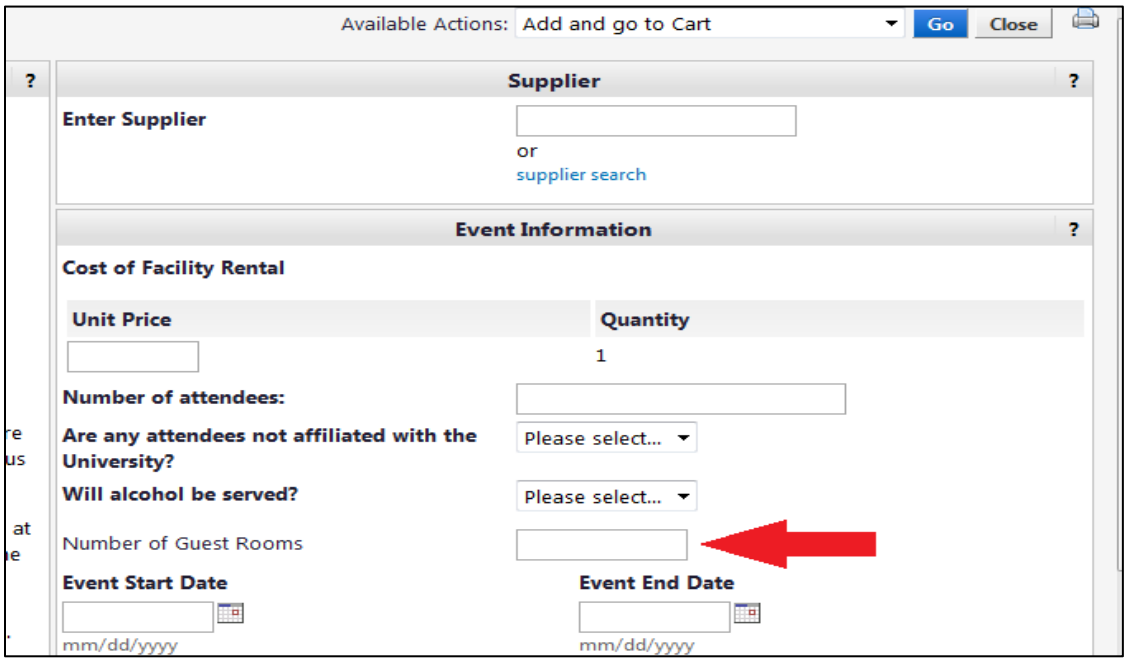
Enter the estimated number of attendees in the 'Number of Attendees' field.



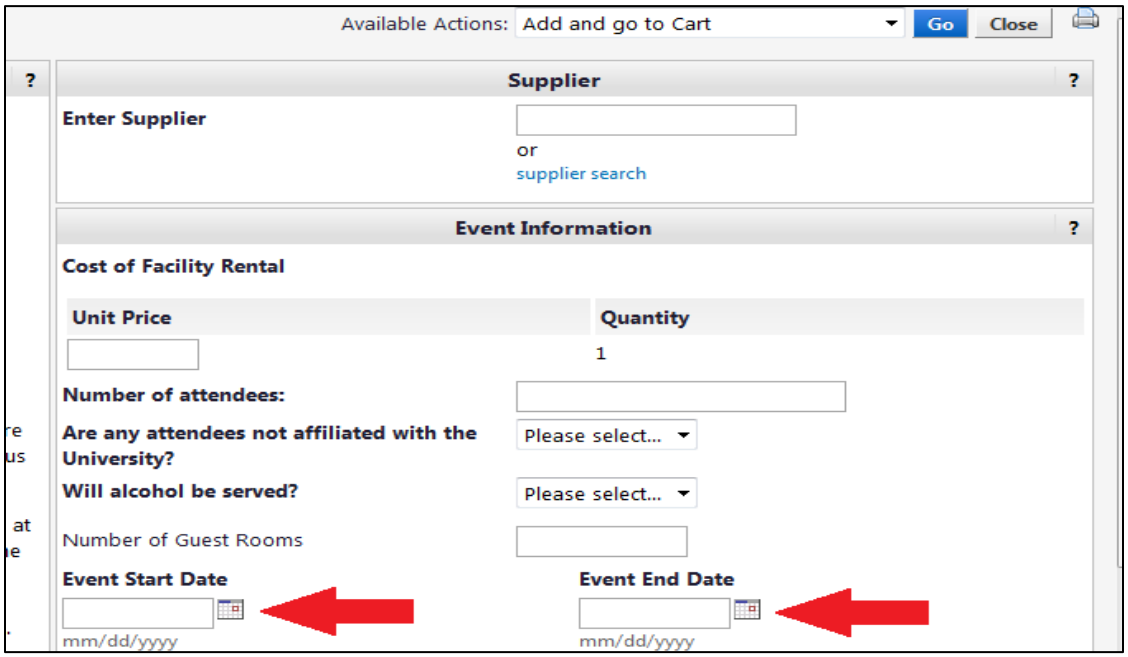
Enter information regarding the nature of the attendees and whether or not alcohol will be present in the drop-down 'Yes or No' menus. This information helps our Buyer determine the level of risk present and determine which sections of the contract for the event need special attention.



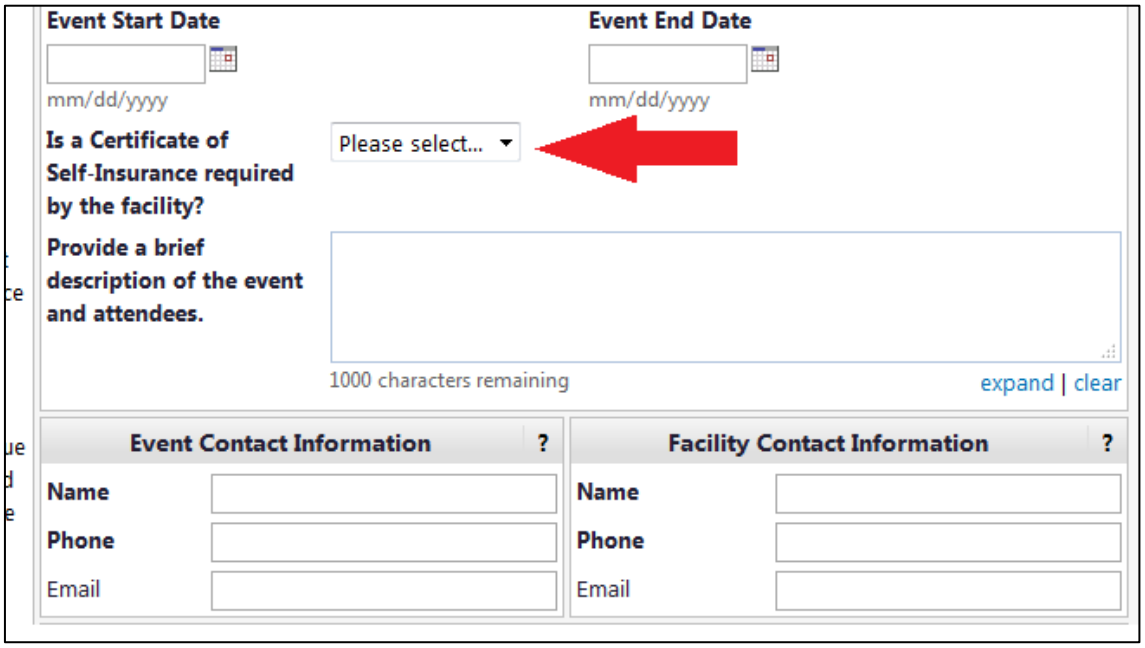
Enter the number of guest rooms you'll need for your event in the field entitled 'Number of Guest Rooms.' If your event requires no rooms (other than space rental), you may leave this field blank.



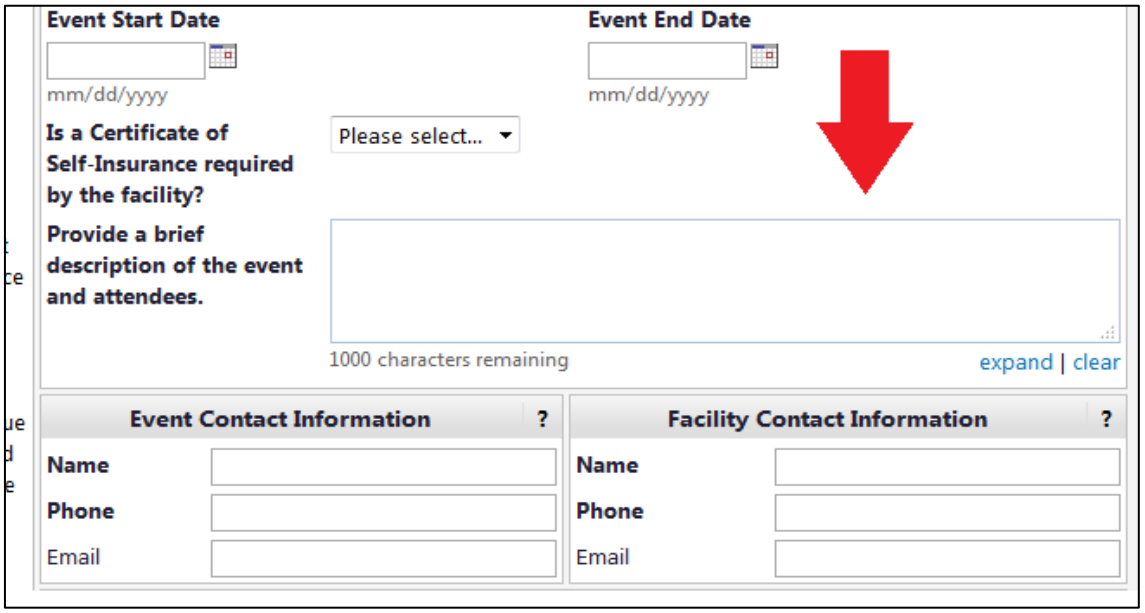
Enter the start and end dates for your event in the fields marked 'Event Start and End Date.' If the event takes place on a single day, enter the same date in both fields.



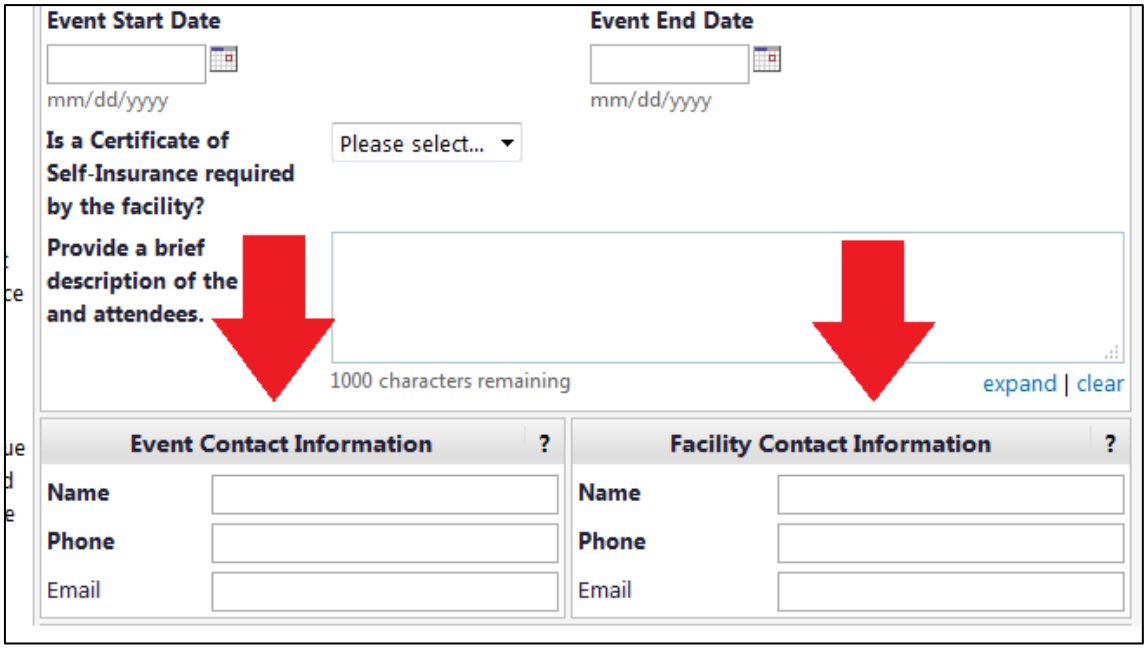
If the facility for your event requires a certificate of self-insurance, select 'Yes' in the drop-down menu asking for this information. If not, select 'No.' An answer is required in order for the form to be processed correctly.



Enter a short description of the event and attendees. A single detailed sentence will suffice; avoid using acronyms or other descriptors that may not be informative to someone who knows nothing about the event.

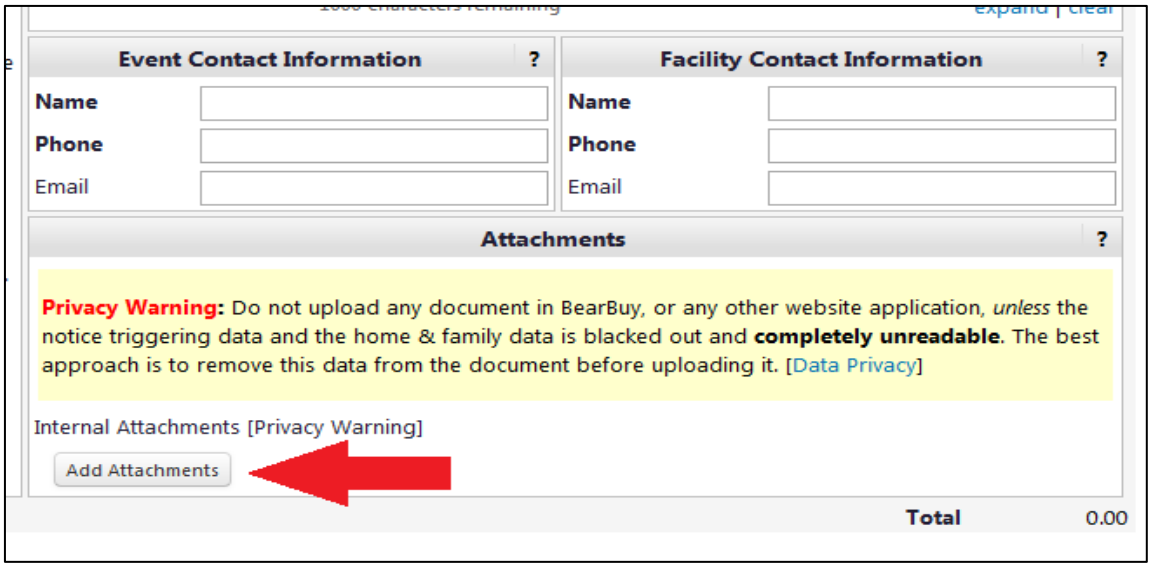


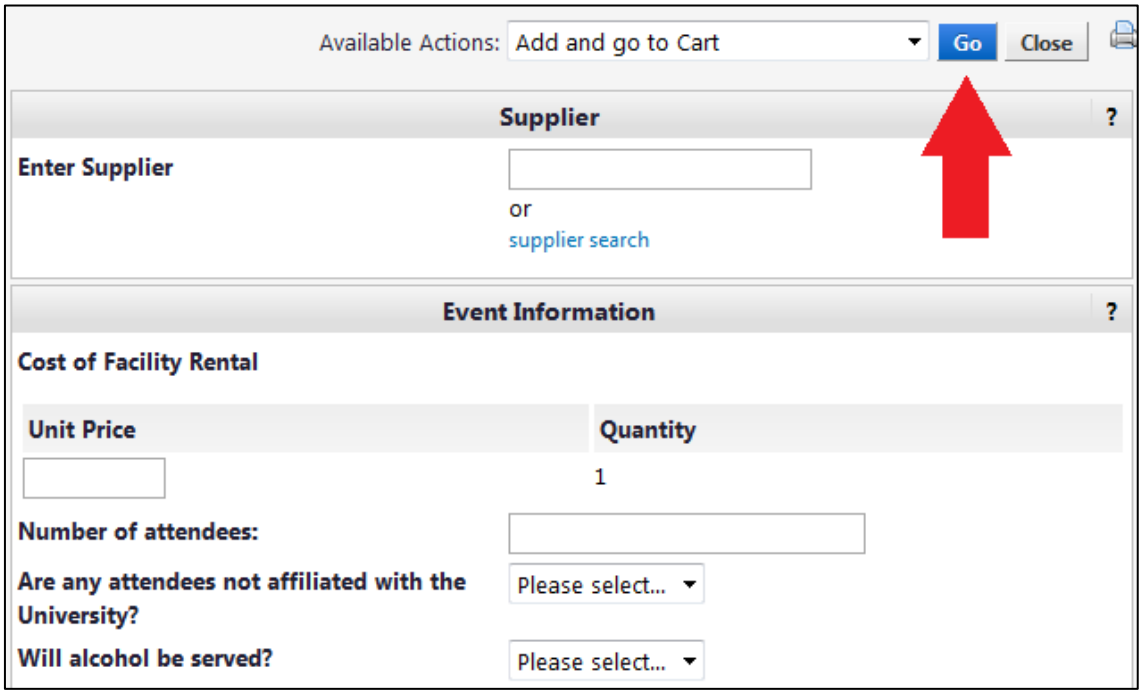
Enter the Event (local contact) and Facility contact information in the appropriate fields.



STEP 3 Add attachments to form

Attach a copy of the unsigned contract/agreement you received from the vendor to the form using the 'Add Attachments' button at the bottom of the form. If food and beverage are being served at the event, also include a signed Entertainment form and a guest or invitee list.



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.