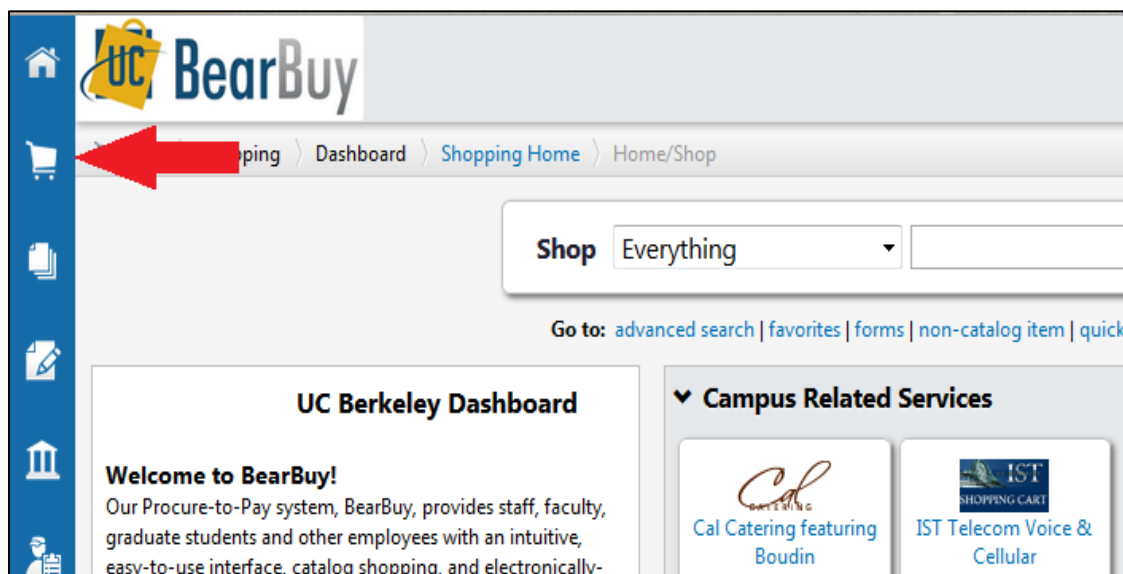


Preparing an Off Campus Event payment in BearBuy

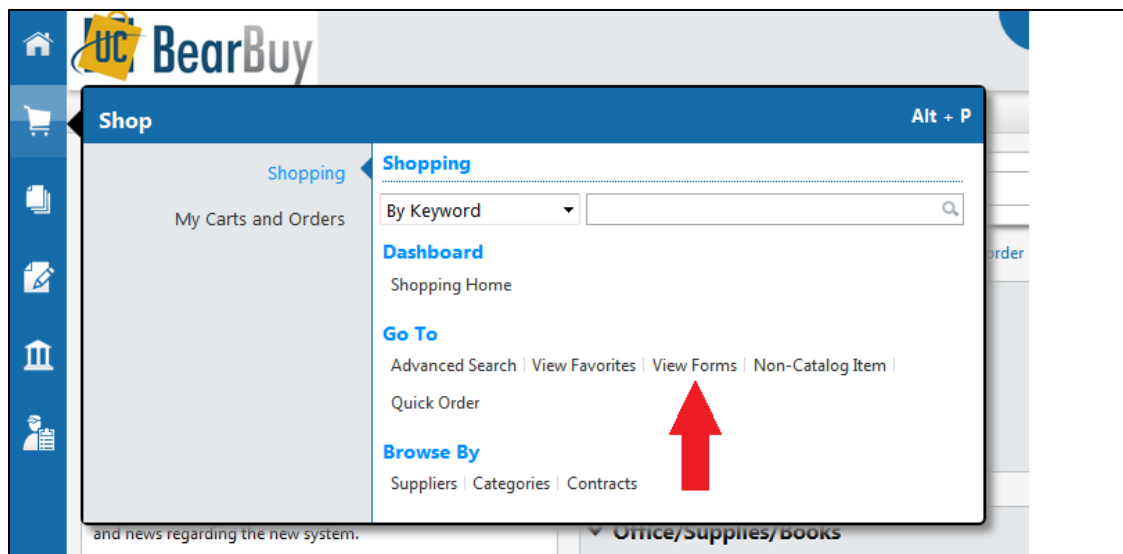
These instructions are intended to supplement other BearBuy job aids by providing how-to information specific to using the Off-Campus Events Form. Events held at On-Campus locations (I-House, Faculty Clubs, Alumni House) should use the Payment Request form. For events held at the Claremont Hotel, use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

STEP 1 Open the Off-Campus Events form

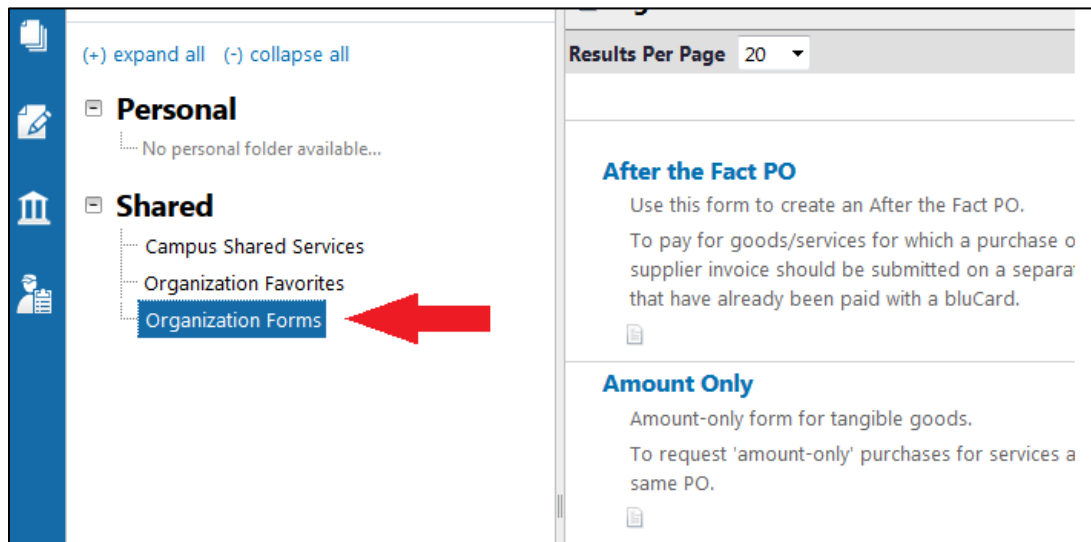
On the left side of the BearBuy homepage, hover over the 'shopping cart' icon to bring up the 'Shop' menu.



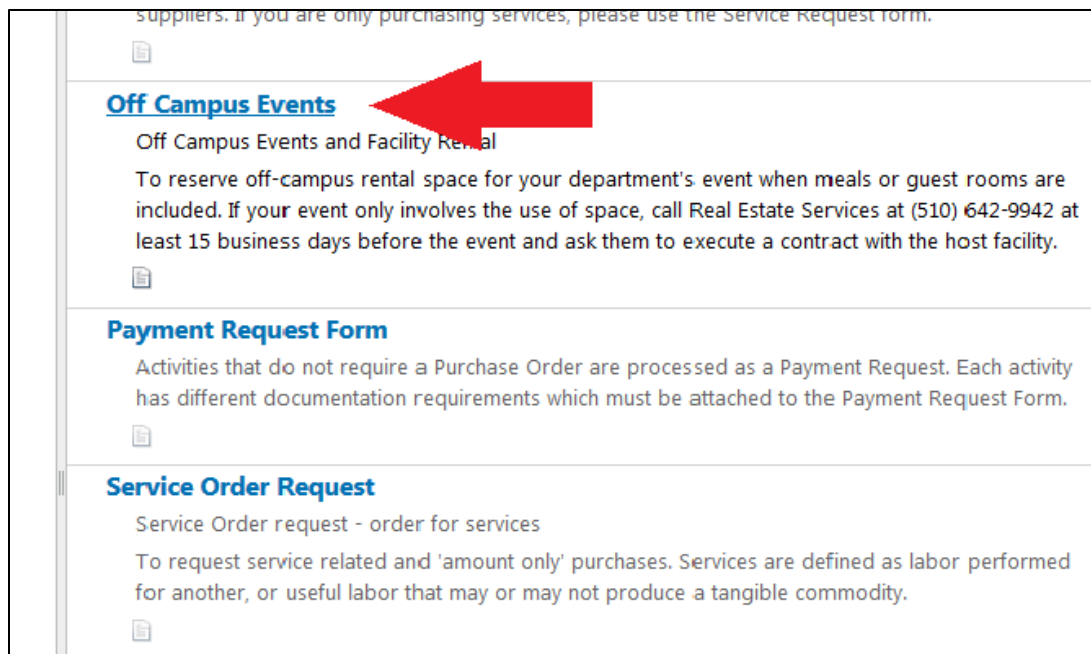
Under the section entitled 'Go To,' select 'View Forms.'



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.

Available Actions: Add and go to Cart Go Close

Supplier ?

Enter Supplier 
or
[supplier search](#)

Event Information ?

Cost of Facility Rental

| Unit Price | Quantity |
|----------------------|----------|
| <input type="text"/> | 1 |

Number of attendees:

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.


Available Actions: Add and go to Cart Go Close

Supplier ?

Enter Supplier
or
[supplier search](#)

Event Information ?

Cost of Facility Rental

| Unit Price | Quantity |
|--|----------|
| <input type="text"/>  | 1 |

Number of attendees:

Are any attendees not affiliated with the University?

Will alcohol be served?

Number of Guest Rooms

Event Start Date

Event End Date

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

Available Actions: Add and go to Cart [Go] [Close]

Supplier

Enter Supplier

or [supplier search](#)

Event Information

Cost of Facility Rental

| Unit Price | Quantity |
|----------------------|----------|
| <input type="text"/> | 1 |

Number of attendees: ←

Are any attendees not affiliated with the University? Please select... ▾

Will alcohol be served? Please select... ▾

Number of Guest Rooms

Event Start Date [calendar icon]
mm/dd/yyyy

Event End Date [calendar icon]
mm/dd/yyyy

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.

Available Actions: Add and go to Cart [Go] [Close]

Supplier

Enter Supplier

or [supplier search](#)

Event Information

Cost of Facility Rental

| Unit Price | Quantity |
|----------------------|----------|
| <input type="text"/> | 1 |

Number of attendees:

Are any attendees not affiliated with the University? Please select... ▾ ←

Will alcohol be served? Please select... ▾ ←

Number of Guest Rooms

Event Start Date [calendar icon]
mm/dd/yyyy

Event End Date [calendar icon]
mm/dd/yyyy

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.

Available Actions: Add and go to Cart [Go] [Close] [Print]

Supplier

Enter Supplier
or
supplier search

Event Information

Cost of Facility Rental

| Unit Price | Quantity |
|----------------------|----------|
| <input type="text"/> | 1 |

Number of attendees:

Are any attendees not affiliated with the University? Please select... ▾

Will alcohol be served? Please select... ▾

Number of Guest Rooms ←

Event Start Date [Calendar] mm/dd/yyyy

Event End Date [Calendar] mm/dd/yyyy

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.

Available Actions: Add and go to Cart [Go] [Close] [Print]

Supplier

Enter Supplier
or
supplier search

Event Information

Cost of Facility Rental

| Unit Price | Quantity |
|----------------------|----------|
| <input type="text"/> | 1 |

Number of attendees:

Are any attendees not affiliated with the University? Please select... ▾

Will alcohol be served? Please select... ▾

Number of Guest Rooms

Event Start Date [Calendar] ← mm/dd/yyyy

Event End Date [Calendar] ← mm/dd/yyyy

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.

The screenshot shows a form with the following sections:

- Event Start Date**: A date input field with a calendar icon and the format `mm/dd/yyyy`.
- Event End Date**: A date input field with a calendar icon and the format `mm/dd/yyyy`.
- Is a Certificate of Self-Insurance required by the facility?**: A dropdown menu currently showing "Please select...". A red arrow points to this menu.
- Provide a brief description of the event and attendees.**: A text area with a "1000 characters remaining" indicator and "expand | clear" links.
- Event Contact Information**: A section with fields for Name, Phone, and Email.
- Facility Contact Information**: A section with fields for Name, Phone, and Email.

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.

This screenshot is identical to the one above, but with a red arrow pointing down to the text area for "Provide a brief description of the event and attendees."

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

The screenshot shows a form with the following sections:

- Event Start Date**: Input field with a calendar icon and placeholder text "mm/dd/yyyy".
- Event End Date**: Input field with a calendar icon and placeholder text "mm/dd/yyyy".
- Is a Certificate of Self-Insurance required by the facility?**: A dropdown menu with the text "Please select..." and a downward arrow.
- Provide a brief description of the event and attendees.**: A large text area with a 1000 character limit. Two red arrows point to this field from the left and right.
- Event Contact Information**: A table with three rows: Name, Phone, and Email, each with an input field.
- Facility Contact Information**: A table with three rows: Name, Phone, and Email, each with an input field.

STEP 3 Add attachments to form

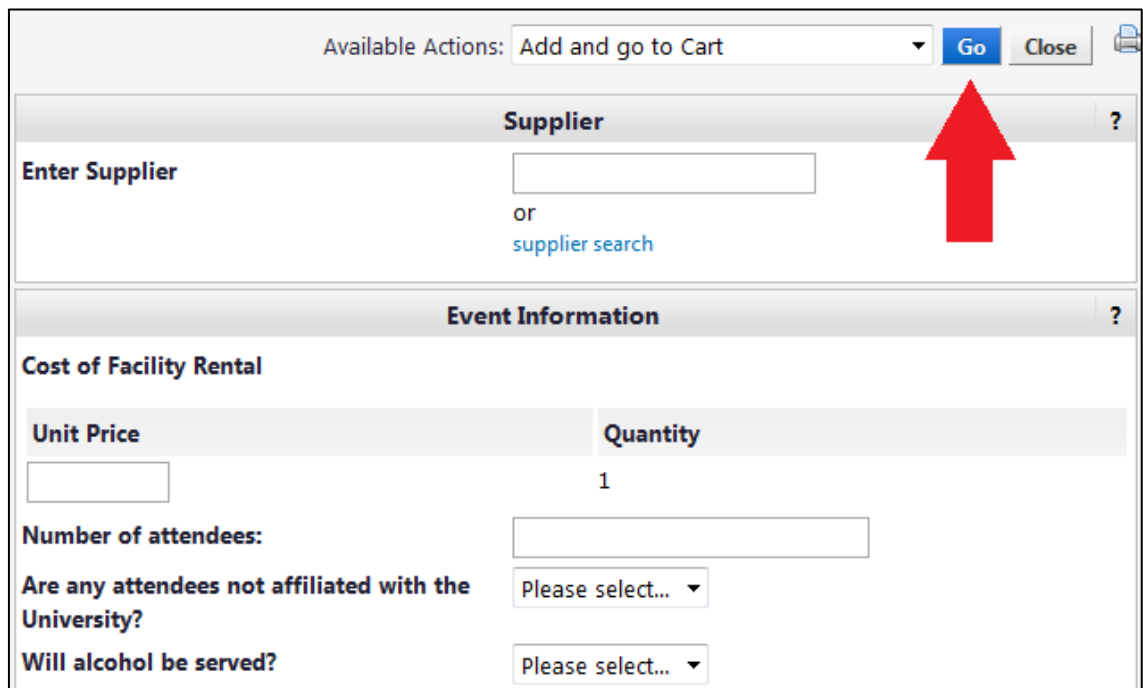
Attach a copy of the unsigned contract/agreement you received from the vendor to the form using the 'Add Attachments' button at the bottom of the form. If food and beverage are being served at the event, also include a signed Entertainment form and a guest or invitee list.

The screenshot shows the bottom portion of the form, including:

- Event Contact Information** and **Facility Contact Information** sections, identical to the previous screenshot.
- Attachments** section: A header with a question mark icon. Below it is a yellow warning box with the text: "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]".
- Below the warning box is the text "Internal Attachments [Privacy Warning]".
- An "Add Attachments" button with a red arrow pointing to it from the right.
- At the bottom right, a "Total" label with the value "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.



The screenshot shows a web form with the following elements:

- Available Actions:** A dropdown menu set to "Add and go to Cart".
- Buttons:** A blue "Go" button and a "Close" button.
- Supplier Section:** A header "Supplier" with a question mark icon. Below it is a text input field labeled "Enter Supplier" and a link "or supplier search".
- Event Information Section:** A header "Event Information" with a question mark icon. Below it is a section titled "Cost of Facility Rental" with a table:

| Unit Price | Quantity |
|----------------------|----------|
| <input type="text"/> | 1 |

Below the table are three more fields:

- Number of attendees:**
- Are any attendees not affiliated with the University?:**
- Will alcohol be served?:**

A red arrow points to the "Go" button.