

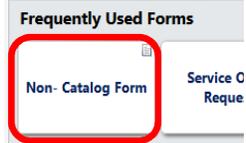
Concepts

Departments have the option to request a purchase be placed with a bluCard using a form in BearBuy.

- Orders created using this process will require separate payment made with a bluCard outside of BearBuy. **No bluCard payments are made directly in BearBuy.**
- **bluCard tracking** must **always** be selected as the supplier/vendor on the form.
- bluCard Purchase Order numbers begin with "CC" and can be referenced in the transaction notes in BFS.
- bluCard reconciliation is still required in BFS.

Using the Non-Catalog Form for a bluCard Order

1. From the **Frequently Used Forms** section, select the **Non Catalog Form**.



2. The **Non-Catalog Form** will open in a new window. Instructions are located on the left side of the form.

When to use this form:
To purchase goods and services not found in a BearBuy catalog, from contracted and other suppliers. If you are only purchasing services, please use the Service Request form.

3. In the **Enter Supplier** field, enter/select **BluCard Tracking** as the supplier.

Supplier Information

Supplier: BluCard Tracking [blt](#) [more info...](#)
[select different supplier](#)

Fulfillment Address: Fulfillment Address 1: (preferred)
1995 University Avenue, Suite 114
Berkeley, CA 94704 US
[select different fulfillment center](#)

4. Shoppers can leave the "If using a bluCard, please indicate the following" field blank. The Requisition Creator placing the order on their bluCard should update this section.

If using a bluCard, please indicate the following:

- Order WILL BE placed with a bluCard. (Selected)
- 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.

5. Complete the **Suggested Supplier Name / Contact** and detailed item information such as info, **description, catalog no, and manufacturer name**.

Suggested Supplier Name: Telescopes Germany

Supplier Contact Name: Hans Landa

Supplier Contact Email / Phone: hans@telescopes.de

If using a bluCard, please indicate the following: Order WILL BE placed with a bluCard.

General Info

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
Telescope electrical assembly and mount	DE34-1220	5	75		

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

Manufacturer Name: Telescopes Germany

Manufacturer Model Number: DE34-1220

Fabrication Number:

Health and Safety: Controlled

6. Click **add attachments** to attach all supporting documents. Include additional item specifics, quotes, etc.
7. When the form is completed, scroll to the top, go to **Available Actions** and select **Add and go to Cart**.
8. Click **Go** to return to the shopping cart. The **Form** item is added to the Requisition.

Shopping Cart for Carla Prado

5 Item(s) for a total of **375.00 USD**

Supplier / Line Item Details

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
Telescope electrical assembly and mount	De34-1220		75.00	5	375.00 USD

Supplier subtotal: 375.00 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier.

Subtotal	375.00
Shipping	0.00
Handling	0.00
Total	375.00 USD

9. The Shopping Cart can now be assigned or submitted as appropriate.

Editing a Non Catalog Form

1. To edit the form, click the **Product Description** or the **Form Picture**.
2. The **Form** will open. Make any necessary changes.
3. When complete, scroll to the top of the **Form** and from the **Available Actions** menu, select **Save**.
4. Click **Go** to return to the shopping cart.