**How To Use bluCard Tracking in BearBuy**

**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.

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

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.

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

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.

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.