

20/30 Webinar Series #5 Non-Catalog Form and its Many Uses FAQ

Non-Catalog Form vs Non-Catalog Item Link

(Q) If the preferred non-catalog purchase is via the form not the item link, why is the non-catalog item link available in BearBuy?

(A) The non-catalog item link is included in the standard SciQuest application hence why it exists in BearBuy. Since it cannot be hidden from BearBuy it currently resides underneath the product search bar. We do recommend departments use the Non-Catalog form since the form has additional fields to enter lots more information.

The Non-Catalog form and bluCard tracking

(Q) If I have my own bluCard and purchase items with it, do I have to 'track it' in BearBuy?

(A) No. Tracking your purchases in BearBuy is not required by Supply Chain Management. It may be required by your department. In those situations we do recommend contacting your department for further instructions and requirements.

(Q) What if I have my own bluCard but my department is supported by CSS?

(A) We advise contacting your department's CSS Team Supervisor. There may be specific processes they have set in place to handle these kinds of transactions.

(Q) If I'm waiting for a chartfield 1 or 2 approver to approve a bluCard tracking purchase and it's been sitting in the worklist for 2+ days, is there some way I can speed up that approval process?

(A) In BearBuy, you can view who has the ability to approve a transaction at those specific approver steps. We recommend emailing them via the BearBuy comments tab.

Emergency Purchases

(Q) What if maintenance people need to place an emergency purchase that can be paid with a bluCard, what is the fastest way to handle that purchase?

(A) If your department has an in-house bluCard and the purchase is a low-dollar value purchase for goods, place it with the in-house bluCard. Otherwise, submit the request via a BearBuy cart and mark it urgent. If you're supported by CSS we also encourage contacting your CSS Requisition Creator to let them know the urgency behind the transaction.

(Q) Why does the buyer trigger change when a contract is associated to the form?

(A) Since the associated contract has already been reviewed by Procurement and/or Strategic Sourcing at Supply Chain Management, the buyer review for anything under \$100,000 is duplicative work. Remove the duplicate approval step for items >\$5,000 and <\$100,000 ensure faster processing time.

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(Q) Where will this presentation be posted?

(A) The presentation, recording and all FAQ's will be posted on the BearBuy webpage *20/30 Webinar Training Series* section. That URL is <http://procurement.berkeley.edu/bearbuy/20-30-webinar-series>