20/30 Webinar Series:
#8 When to use a bluCard vs When to use BearBuy
Agenda

1. About this Session
2. When to use a bluCard vs BearBuy
   • Purchasing Goods
   • Purchasing Services
   • Paying fees
3. Resources & Support
4. Question and Answer
About this Session

• All users
• 30 Minutes
• bluCard vs BearBuy
• Question and Answer

bluCard vs BearBuy

15 min

Q&A

15 min
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bluCard vs BearBuy
When Purchasing Goods

Purchasing goods regardless of payment method (bluCard or PO) is governed by BUS-43 Material Management. Regardless of payment method, you must adhere to the rules and regulations set forth in the UCOP policy.

When to use a bluCard
- When you are purchasing low value goods (less than $4,999)
- Emergency low value purchases (last minute orders, etc)
- When the supplier/vendor does not accept a Purchase Order
  - Online suppliers (Newegg, Amazon, etc)
  - Small stores (Ace Hardware, etc)

When to use BearBuy
- When the Supplier does accept a PO
- When you are purchasing high value goods
- For blanket orders
  - Multiple invoices coming in all less than $4,999 but total is >$4,999
When Purchasing Services

Purchasing services regardless of payment method (bluCard or PO) is also governed by BUS-43 Material Management. Regardless of payment method, you must adhere to the rules and regulations set forth in the UCOP policy.

Since services require additional documentation and review it is highly recommended to set up a PO before any agreement has been made with the vendor. You should not purchase/pay services with your bluCard.

If you have services you believe you can pay on a bluCard, please contact your department buyer prior to making any payment.

To see a list of all the Procurement Campus buyer, please visit:

• [http://supplychain.berkeley.edu/programs/campus-buyer](http://supplychain.berkeley.edu/programs/campus-buyer).
When Paying Fees

Some activities do not require a Purchase Order to set up before payment is required. These types of activities are considered Payment Request type activities. Each activity has different documentation requirements which must be kept with the payment request, regardless of payment method.

The preferred payment method for some of these activities may be using a Procurement card.

Recommended to use a bluCard:
- Conference Registrations
- Journals fees
- Subscription fees
- Membership fees

All other fees can be paid in BearBuy by using the Payment request form. To see a full list of items that can be paid via the Payment Request form, please visit http://controller.berkeley.edu/payment-request-cost-types-and-required-supporting-documents
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RESOURCES & SUPPORT
Training Resources

• BearBuy Instructional Resources
  – http://procurement.berkeley.edu/bearbuy/instructional-resources

• BearBuy YouTube Channel
  – youtube.com/user/BearBuyProcurement

• Need more assistance? Contact the BearBuy help desk!
  – (510) 664-9000 Option 1, Option 2
  – Mon-Fri 8 AM to 5PM
  – Email BearBuy Help (bearbuyhelp@berkeley.edu)
Questions and Answers!