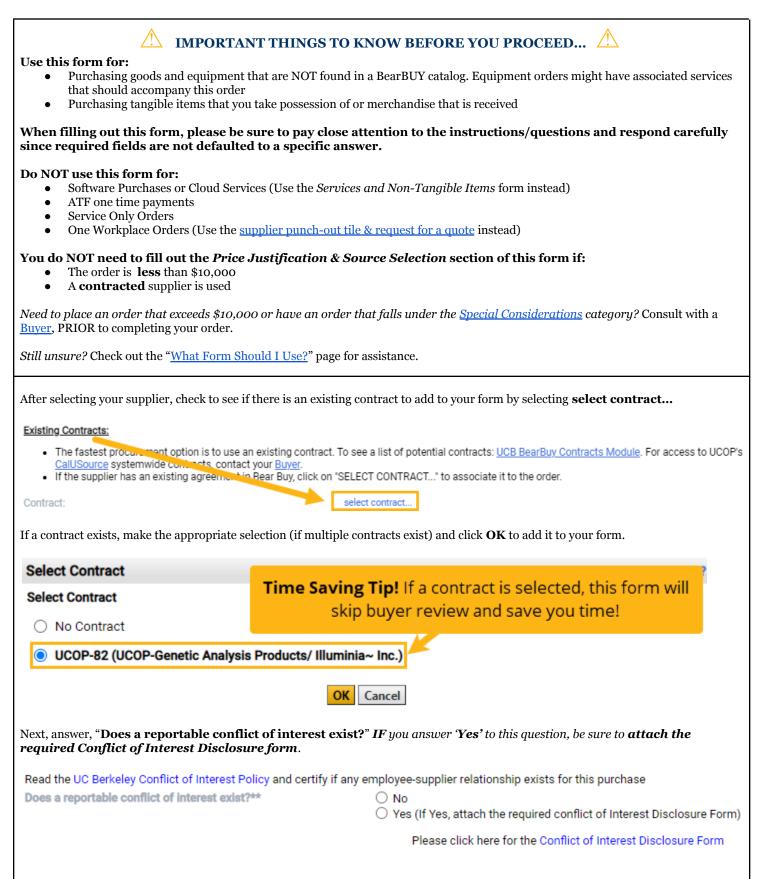# Berkeley BearBUY

Supply Chain Management

Using the *Non-Catalog Items* Form in BearBUY

For more information and training resources, please see the [BearBUY website](#).

⚠️ **IMPORTANT THINGS TO KNOW BEFORE YOU PROCEED...** ⚠️

Use this form for:
- Purchasing goods and equipment that are NOT found in a BearBUY catalog. Equipment orders might have associated services that should accompany this order
- Purchasing tangible items that you take possession of or merchandise that is received

When filling out this form, please be sure to pay close attention to the instructions/questions and respond carefully since required fields are not defaulted to a specific answer.

Do NOT use this form for:
- Software Purchases or Cloud Services (Use the *Services and Non-Tangible Items* form instead)
- ATF one time payments
- Service Only Orders
- One Workplace Orders (Use the [supplier punch-out tile & request for a quote](#) instead)

You do NOT need to fill out the *Price Justification & Source Selection* section of this form if:
- The order is **less** than $10,000
- A **contracted** supplier is used

Need to place an order that exceeds $10,000 or have an order that falls under the [Special Considerations](#) category? Consult with a [Buyer](#), PRIOR to completing your order.

Still unsure? Check out the "[What Form Should I Use?](#)" page for assistance.

After selecting your supplier, check to see if there is an existing contract to add to your form by selecting **select contract...**

Existing Contracts:
- The fastest procurement option is to use an existing contract. To see a list of potential contracts: [UCB BearBuy Contracts Module](#). For access to UCOP's [CalUSource](#) systemwide contracts, contact your [Buyer](#).
- If the supplier has an existing agreement in Bear Buy, click on "SELECT CONTRACT..." to associate it to the order.

Contract: [select contract...]

If a contract exists, make the appropriate selection (if multiple contracts exist) and click **OK** to add it to your form.

Select Contract

Select Contract
- ○ No Contract
- ● **UCOP-82 (UCOP-Genetic Analysis Products/ Illuminia~ Inc.)**

[OK] [Cancel]

Time Saving Tip! If a contract is selected, this form will skip buyer review and save you time!

Next, answer, "**Does a reportable conflict of interest exist?**" *IF you answer 'Yes' to this question, be sure to **attach the required Conflict of Interest Disclosure form**.*

Read the [UC Berkeley Conflict of Interest Policy](#) and certify if any employee-supplier relationship exists for this purchase

Does a reportable conflict of interest exist?**
- ○ No
- ○ Yes (If Yes, attach the required conflict of Interest Disclosure Form)

Please click here for the [Conflict of Interest Disclosure Form](#)

Berkeley BearBUY

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Helpful Hint: Although not required, it is helpful to fill in the Supplier Contact in case your PO fails to dispatch to the supplier using the current contact information on file.

Supplier Contact Name

(Email / Phone No.)

Respond to the required questions in the **Order Information** section accordingly. *IF a required response is not applicable to your order, please enter N/A in the field.*

Order Information

Using this dropdown list, describe the purchase**   Please select...

What is the Data Security Level of this Order?**   Please select...

If P2 or P3 or P4 is chosen as Data Security Level, please Upload applicable document(s) from Data Classification Guideline. Prior to buying data services, consider visiting Technology@Berkeley to learn about available technology.

Product Description	Catalog No.	Quantity	Packaging (UOM)	Unit Price	Taxable
			EA - Each		☐

254 characters remaining   expand | clear

Manufacturer Name   Manufacturer Model Number   Commodity Code   search...

EH&S, X-Ray, Radio Active, & Laser Orders - Please make sure to check the box "EH&S Review/Toxic Gas" for all orders with toxic materials and/or "Radioactive, X-Ray, Laser" items.

Health and Safety

☐ Controlled substance
☐ Recycled
☐ Hazardous Materials
☐ Radioactive
☐ EH&S Review (Toxic, Hazardous)
☐ Biological Hazard/Select Agent
☐ Toxin
☐ Energy Star
☐ Green

To add additional goods or associated services, select "Add to Cart" from the dropdown at the top right of the Form and hit "Go".

Upon filling out the **Product Description section** in the **Order Information** section, you can scroll up to the top of the form and select **Add and go to Cart** from the drop down list at the top right to proceed with your purchase, **IF** you were able to *apply an existing contract* or your *total purchase is less than $10,000.*

Available Actions: Add and go to Cart   Go   Close

Helpful Hint: IF you need to **add more lines**, you can select **Add to Cart** then **Go** to write over the line description, info, and price for each line so that your previously filled out information does not get wiped out.

Available Actions: Add to Cart   Go

Add and go to Cart
Add to Cart and Return
Add to Cart
Add to Draft Cart or Pending PR/PO
Add to PO Revision
Add to Favorites
Save
Add to new Cart

Supply Chain Management

ATTENTION - Price Justification & Source Selection Section:
- **IF** your total purchase is *between $10,000 and $100, 000,* please complete the **Price Justification & Source Selection** section.
  - **NOTE:** This section does NOT need to be filled out **IF** an *existing contract is selected* or the *total purchase is under $10,000.*
- **IF** your order is *federally funded and over $10,000* **or** *non-federally funded and equal to or over $100,000,* **attach a** *Source Selection and Price Reasonableness form*.

Price Justification & Source Selection

Time Saving Tip! Skip this section for orders under $10,000 **OR** if you selected a contract number above!

- **If your Supplier has a contract number listed in the** ~~[obscured]~~ **$10,000, you are done.**
  - Fill out the UCOP Source Selection and Price Reasonableness (pdf) Form, when the order is:
    - Federally funded and over $10,000
    - Non-Federally funded and equal to or over $100,000
- Please make sure to attach any applicable campus record or supplier documentation. A Professional Buyer will contact you if additional information is needed.

Campus Record Retention ?	Supplier Required Documents ?
Internal Attachments The below forms can be found on the Procurement Forms page . 1. UCOP Source Selection & Price Reasonableness Form - Required for Federally funded purchases over $10,000 and Non-Federally funded purchases equal to or over $100,000 2. Insurance Certificate 3. Approved Conflict of Interest form, if applicable 4. Supplier's Proposal and/or quote Internal Attachments [Privacy Warning] Add Attachments	**External Attachments** 1. CA Partial Tax Exemption Form - If applicable External Attachments [Privacy Warning] Add Attachments

Please Note:
- **IF** the total purchase is *over $1,000,* you must create a receipt for the order to be paid due to 3-way match rules.
- Be sure to attach any applicable supporting documents.

Once you complete the form accordingly, you can scroll up to the top of the form and select **Add and go to Cart** from the dropdown list at the top right to proceed with your purchase.

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

Support
- **First Line of Support:** BearBUY Help Desk
  - Available Mon. – Fri. from 8AM to 5PM, **Phone:** 510-664-9000 Option 1, Option 2
  - **Email:** BearBUYhelp@berkeley.edu
- **Regional Group Purchasing Inquiries:** https://portal.berkeley.edu/regions
- **Invoice Inquiries:** https://controller.berkeley.edu/financial-operations/accounts-payable/helpful-hints-our-vendors
- **Inquiries for High Value Goods and Services over $10,000:** https://supplychain.berkeley.edu/procurement/contact-your-buyer