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.
- After the Fact (ATF) orders that will require future additional invoice payments.

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 bottom sections (Price Rationale and Source Justification) 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...

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

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

Next, fill out the Order Information section accordingly. Please Note: The fields in bold text are required. If a required field is not applicable to your order, please enter N/A in the field.
Once you reach the last question 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 to your form or your total purchase is less than $10,000.

**ATTENTION:**
- **IF** your total purchase is between $10,000 and $100,000, please complete the Price Rationale 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.

How do you know that your intended purchase is reasonably priced? Check all that apply and include an explanation below.

**Price Rationale**

Slider Tip: Skip this section for orders under $10,000 OR if you selected a contract number above.

**Source Selection and Price Reasonableness form**

**Source Justification**

If you did not choose the lowest price of the pricing options presented to you, tell us why. Check all that apply and include an explanation below.

**Internal Attachments**

The below forms can be found on the Procurement Forms page.

1. After the Fact form, if applicable
2. Supplier’s Proposal or existing agreement
3. Request for Proposal or Quotes
4. Source & Price Justification Form - Required for Federally funded purchases greater than or equal to $10,000 and Non-Federally funded purchases greater than or equal to $100,000
5. Statement of Work
6. Insurance Certificates
7. Services Waiver Bids

**Conflicts of Interest**

Be sure to attach a Source & Price Justification form if your order is over $100,000 OR if Federal Funds are being spent!

**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.

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. **IMPORTANT:** **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.

**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](https://portal.berkeley.edu/regions)
- **Invoice Inquiries:** [https://controller.berkeley.edu/financial-operations/accounts-payable/helpful-hints-our-vendors](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](https://supplychain.berkeley.edu/procurement/contact-your-buyer)