Supply Chain Management

Using the Services and Non-Tangible 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:
- Services (quoted, independent contractor, software, cloud services, and/or restricted) and any associated goods.

Do NOT use this form for:
- Recurring rental expenses.

You do NOT need to fill out the bottom sections (Price Justification and Source Selection) of this form if any of the following applies:
- 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.

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.

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.
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.

**Helpful Hint:** This is the location where the services are performed. Select **UC Berkeley** or **Other UC Campus** only **IF** the supplier is physically present on UC property (including leased/rented spaces).

**BEST PRACTICE:**
- For Services purchased, enter "1" in the quantity.
- For Change Orders: Quantity/Amount cannot be reduced or increased at any time after the PO has been created.
- If you need to increase the PO amount, add a new line.

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.**

**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.
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.

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

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.

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