


### Non-Catalog

Available Actions: Add and go to Cart Go Close

#### Instructions ?



1. Use this form to request **goods not** available in the catalog.  
  
To request **services**, use the **Amount-based PO Form, Professional Services / Independent Consulting Form**, or another form that is specific to your type of services purchase.
2. Fill out all required fields shown in **bold text**.
3. To add multiple line items from the same supplier select 'Add To Cart and Return' from the drop-down box in the upper right-hand corner of the screen.
4. If an attached document is intended for both external and internal viewing, attach it **ONLY** in the **External Attachments** section.

**STOP**  
A **STOP SIGN** next to a supplier name indicates the supplier is not accepting purchase orders. If you use these suppliers to place an order, BearBuy will return the entire requisition to your draft carts. If you believe this supplier accepts POs, contact Customer Support at 514-4100 (Option 2).

#### Supplier Info ?

If supplier is not available, please [Request a New Supplier](#). A stop sign indicates the supplier does NOT accept purchase orders and should not be used on this form. If you believe the supplier accepts POs, contact Customer Support at 514-4100 (Option 2).

Enter Supplier   
or  
Supplier Search

Contract

#### Product Information ?

**Product Description**   
254 characters remaining expand | clear

Catalog No.

**Commodity Code**

**Quantity**

**Quantity per Unit of Measure (UOM)** 1 EA - Each

**Price (Exact or Estimated)**

Manufacturer Name

Manufacturer Part No

Health and Safety  Radioactive

Capital Expense (Equipment greater than \$5K)

Restricted Purchase Type

**If the supplier has access to Protected Health Information (PHI), select HIPAA. Otherwise select NO.**

Please select...

**Additional Internal Comments**   
250 characters remaining expand | clear

#### Attachments ?

Internal Attachments	External Attachments
<input type="button" value="Add Attachments"/>	<input type="button" value="Add Attachments"/>

Total 0.00

Use this menu to save your form or add it to a cart.

The supplier must be in BearBuy to shop using the non-catalog form.

Pricing and product information can usually be obtained from the supplier.