**Card Program SHOPPER Steps**

**Pre-Requisite Step**

- Shopper’s profile set up in BFS Profile Management

**Step 1: Shopper**

- Identifies goods/services for purchase
- Determines if CSS has enough time to make purchase (standard CSS turnaround time is 24-48 hours or sooner if cart is marked urgent – reserved for truly urgent purchases)

**Step 2: Shopper**

- Creates BearBuy cart, uses non-catalog form, selects supplier as bluCard tracking and selects appropriate bluCard message from drop down menu on form
- Authorizer access BearBuy?
- Yes
  - assign bluCard tracking cart to Authorizer in BearBuy
- No
  - Go to Step 1 on BearBuy Business Process Flowchart

**Step 1: Shopper**

- Ensures purchase needs to be made quicker than CSS turnaround times or does shopper need to pickup purchase?

**Step 2: Shopper**

- Creates BearBuy cart, uses non-catalog form, selects supplier as bluCard tracking and selects appropriate bluCard message from drop down menu on form

**Step 3: Shopper**

- obtains Authorizer approval via email (incl: $ amount, goods/service & chartstring) Attaches email to bluCard tracking cart in BearBuy

**Step 4: Shopper**

- Supplies obtained Authorizer approval
  - YES
    - Assign bluCard tracking cart to Authorizer in BearBuy
  - NO
    - Go to Step 1 on BearBuy Business Process Flowchart

**Step 5: Shopper**

- Determines if there is enough time for CSS to make purchase or purchase needs to be picked up, then Shopper creates BearBuy cart using non-catalog form and selects “bluCard tracking” as the vendor
- Shopper will need to select the appropriate bluCard message from the drop-down so CSS will know whether or not the purchase still needs to be made

**Step 6: Shopper**

- See BearBuy User Reference Guide for other step by step shopping instructions
- Shopper checks SPH org chart to identify the Authorizer for his/her unit
- If Authorizer uses BearBuy then Assign cart to Cart Authorizer
- If Authorizer does not use BearBuy then obtain authorization for purchase from Authorizer via email, attach email to cart and Submit cart
Card Program AUTHORIZER Steps

**SPH Departmental Authorizer**

**Step 1: Shopper**
Receives cart from banner and verifies proper cart details.

**Step 2: Cart Authorizer**
Reviews cart details and validates proper chartstring use.

**Step 3: Shopper**
Checks cart for errors and issues a comment if necessary.

**Step 4: Shopper**
Confirms all order information (including chartstring) is accurate, complete and purchase complies with program/unit budget priorities, policy and funding restrictions.

If needed, edits cart before submitting cart in BearBuy or Replier to authorization email request with revisions and/or approval.
Card Program CARD HOLDER Steps

**SPH Cardholder**

- **Cardholder Reconciliation Steps**
  - Ensures purchase has an appropriate University business purpose before placing order
  - In BearBuy
    - Ensures Authorization is attached to cart
    - Uploads itemized vendor document
    - Uploads packing slip, if applicable
    - Uploads Credit/Returns documentation, if applicable
    - Ensures purchase details are correct (i.e., vendor name, amount, chartstring, purpose, etc.)
  - In BFS (Reconciliation Screens) within 7 calendar days
    - Adds Comment with the BearBuy CC# for the transactions
    - Enters non-taxable items, sales tax paid from itemized receipt and location if delivered outside of Alameda county
    - Changes chartstring if needed
    - Changes status to “Verified” and Saves

- **Step 7A: Documentation**
  - Cardholder uploads receipts and any other supporting documents to BearBuy cart

- **Step 8: Reconciliation**
  - Cardholder performs BFS reconciliation on purchase within 7 calendar days, adds BB shopping cart # in description/comment field, changes transaction status in BFS to “Verified” and saves

**Supplier**

- **Step 6: Supplier Fulfills Order**
  - Renders goods or completes services and charges credit card

**Central**

- **Step 7C: Upload to BFS**
  - Performs daily upload of bank creditcard transactions to BFS

**SPH Finance Unit**

- **Step 9: Reconciliation Approver** (SPH Financial Analyst)
  - Reviews transaction in BFS (within 11 calendar days of upload) and support documentation in BearBuy
  - Are supporting documents complete, including BB?
    - Yes:
      - Was User Tax calculated correctly?
        - Yes: Change transaction status in BFS to “Approved” and save
        - No: Request additional information or make correction in conjunction with cardholder
    - No: Send message back to cardholder

- **Step 8: Reconciliation**
  - Cardholder performs BFS reconciliation on purchase within 7 calendar days, adds BB shopping cart # in description/comment field, changes transaction status in BFS to “Verified” and saves

**CSS Requisition Creator**

- **Step 4: Requisition Creator**
  - Reviews requisition, confirms account code & appropriate authorization submitted, creates requisition

**SPH Departmental Shopper**

- **Step 5: Shopper**
  - If shopper is cardholder, uses bluCard and places order. If not, then contacts division cardholder to make purchase.

**SPH Departmental Authorizer**

- **Step 6: Requisition Authorizer**
  - Reviews requisition, confirms account code & appropriate authorization submitted, sets approver, creates requisition

**Cardholder’s profile set up in SPH Finance Management?**

- **Step 2: Shopper**
  - Identifies good/services for purchase
  - Does purchase need to be made quicker than EIS turnaround times or does shopper need to pickup purchase?

- **Step 2B: Shopper**
  - Creates BearBuy cart, enters requisition items, selects supplier as bluCard tracking and selects appropriate bluCard message from drop-down menu on form
  - Does Authorizer access BearBuy?
    - Yes:
      - Assigns a BearBuy shopping cart # to Authorizer in BearBuy
    - No:
      - Go to Step 1 on BearBuy Business Process Flowchart

- **Step 3: Cart Authorizer**
  - Reviews cart details and validates proper chartstring use

- **Step 5: Shopper**
  - If purchase needs to be submitted, reviews cart details and assigns back to shopper with comment

**Cardholder’s profile set up in SPH Finance Management?**

- **Prerequisite Step**

**Is shopper’s profile set up in SPH Finance Management?**

- **No**
  - Go to Step 1 on BearBuy Business Process Flowchart
Receiving Steps

- Navigate to the appropriate purchase order or requisition in BearBuy.
- If all invoiced goods have been received or invoiced service complete, then add a comment on p.o. or requisition of “Received.”
- If packing slip available, scan and attach packing slip to the p.o. or requisition.

**Note:** If Shopper is not receiver of goods/service, Shopper must contact receiver to confirm receipt.