

# Non Catalog Orders (direct ordering)

Department

Completes BRC form or equivalent & obtains appropriate signatures. If after-the-fact, attach invoice.

Works with BRC to complete the order request.

Receives PAN e-mail.

Receive order.

Receive invoice

Is order complete?

NO  
To vendor return process

Preparer

Date stamp & perform compliance check.

Is vendor in Bruinbuy system?

YES  
Is order complete?

Process in Bruinbuy system.

Places order with vendor.

Verifies PO, send to UCLA for payment

File in folder.

UCOP BRC Reviewer

**Compliance checklist:**  
1. FAU & dept code  
2. Departmental authorization and signatures  
3. Item description including detail.  
4. Business justification.  
5. Policy compliance.

NO

Receives PAN.

Does PAN match order & are they compliant?

Compliance checklist and procedures.

Vendor

BRC works with vendor to acquire W-9 form.

Vendor receives, fulfill, & ships order. Invoice goes to dept or UCLA.

Payment received by vendor.

UCLA

UCLA reviews, approves vendor status, issues VCK number.

UCLA reviews and processes payment.