Sole Source Forms

This form is used to purchase Goods or Services that can only be obtained from one (1) supplier. Once the form has been approved a Purchase Order will be created and faxed or emailed to the vendor for processing.

1. Type the vendor name in the *Enter Supplier* field or click on Supplier Search to select the supplier.

   a. A list of names will start to appear

   b. Select your vendor

2. Enter a Catalog No. if applicable. If there is no catalog number you can enter N/A in that field.

3. In the Product Description field enter a description of goods or services you are purchasing.

4. Enter the **Quantity**

5. Enter the **Unit Price** do not use dollar signs ($) or commas (,) in this field.

6. Enter **1** in the **Packaging (UOM)** field

7. Enter the commodity code or click on **Search** to locate the commodity code that best describes the item or type of service you are ordering.

8. Type in the commodity code that best describes the item or service you are ordering in the *Commodity Code* field.

   a. Select the search… link across from *Commodity Code*

   b. In the field Description contains… field type in the item (only use one word.

9. In the **External Attachments** attach any quotes or documents that should be sent to the vendor.

10. In the **Justification** section select the reason this order is Sole Source.

11. You must add any documentation or quotes for approval of this order in the **Internal Attachments/Written Quote** section.

12. Add all vendors that were contacted to confirm they were not able to provide the service or item you are seeking.

Justification

Item is needed due to compatibility with equipment, accessories, or replacement parts. ☐

Item is manufactured and sold by this vendor only. ☐

Factory trained technicians are only available direct from manufacturer. ☐

Other ☐

Internal Attachments/Written Quote

[Add Attachments]

Other Vendors Contacted to Confirm they Cannot Provide this Item/Service

300 characters remaining   expand | clear

13. Select the button in the upper right hand corner *Available Actions*

Available Actions: Add and go to Cart ▼ [Go] [Close]

14. Continue *Finalizing* your cart