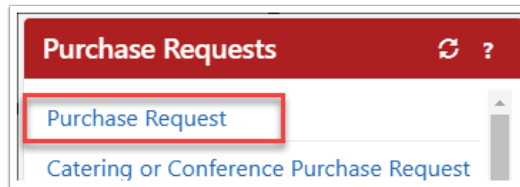


1. Purchase Request

To request an order from a Sole Source supplier, go to the UShop home shopping page. Click on the **Purchase Request Form**.



2. Supplier Information

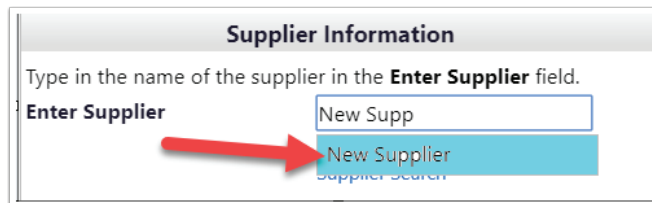
In the field to the right of **Enter Supplier**, start typing the name of your desired supplier. If the supplier is currently set up in UShop, the system will generate a prompt for that supplier name below the field.

Click on this prompt to populate the field.



If the supplier is not yet set up in UShop, start typing the words *New Supplier* in the **Enter Supplier** field.

As you do so, the system will generate a prompt for *New Supplier* below the field. Click on this prompt to populate the field.



The Purchasing Buyer will add the supplier's name after the Sole Source request is approved.

3. New Supplier Details

If you are requesting a New supplier, complete the **New Supplier Details**.

Provide as much information as possible so the correct supplier will be contacted.

A screenshot of a form titled 'New Supplier Details'. It contains the instruction 'Provide supplier name and email address for the UShop Team to reach out to your Supplier.' Below this are four input fields: 'Supplier Name', 'Supplier Email Address', 'Supplier Phone Number', and 'Supplier Address'. The 'Supplier Address' field is a larger text area with a character count '255 characters remaining' and 'expand | clear' links below it.

4. Contract Details

Complete the **Contract Details** section *only* if a contract already exists with this supplier for the same goods/services currently being ordered.

5. Purchasing Details

Only the fields with bolded headings are required. Complete the **Product Description**, **Quantity** and **Estimated Line Unit Price**.

Purchasing Details

Product Description

254 characters remaining [expand](#) | [clear](#)

Quantity

Estimated Line Unit Price

Catalog No.

Packaging (UOM) EA - Each

6. Product Health & Safety Details

Indicate whether this order will include items with Health & Safety concerns. If Yes check any applicable items so the order will be appropriately routed for needed approvals.

Note that all Radioisotopes MUST be delivered to Stores & Receiving.

Product Health & Safety Details

Are any of the items on this purchase a controlled substance, hazardous and/or radioactive ? No Yes

If yes select all that apply from the list

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green

Product Health & Safety Disclosures:
According to State of Utah law and University of Utah procurement policy, you are required to list any hazardous materials or controlled substances being delivered to or used on campus. These requests will require approval from the Office of Environmental Health & Safety and/or the Radiation Safety Office. [Click here](#) for complete RSO guidelines.

Radioisotopes MUST be delivered to Stores & Receiving. On the checkout page select this shipping address:
STORES & RECEIVING
1795 E SOUTH CAMPUS DR RM 253

continued on next page

7. Purchasing Department Details

Click the Yes button, indicating that this order requires additional review by Purchasing.

In the text box, you may provide the Purchasing Department with instructions or information such as bid specifications or the contact information for the desired supplier. Or, you may direct Purchasing to attached documents containing this information.

At the bottom of this section is a link to the **Sole Source Request Form**. Complete the applicable section(s) of the form and attach it as an **Internal Attachment**. Contact the Purchasing Department if you have questions concerning the **Sole Source Request Form**.

Purchasing Department Details

Does this order require a bid, sole source approval, or additional review by the Purchasing Dept? No Yes

Bid Request and Sole Source Info: Purchases greater than \$5,000 may require a competitive bid by the Purchasing Department unless the goods or services are being provided by a contracted University supplier, or Sole Source justification is provided. Contact the Purchasing Dept. with any questions.

- Orders requiring a competitive bid or sole source approval *should not* be combined with other orders in a cart.

Provide instructions or notes for Purchasing.

1000 characters remaining expand | clear

*Note: If this is a Sole Source request, you must fill out and attach the **Sole Source Request Form**. If this is a competitive bid request, please attach the bid specifications. These and other relevant attachments should be added as Internal Attachments in the **Attachment Details** section.*

8. Attachment Details

Documents such as the **Sole Source Request Form** and supplier contact information should be attached as **Internal Attachments**. This will allow the Purchasing Buyer to review the request for sole source approval.

Attachment Details

Internal Attachments are viewable only within UShop and are not sent to the supplier.

Internal Attachments

<input type="button" value="Add Attachments"/>	Size	Date
--	------	------

External Attachments All External Attachments will be sent with the PO to the supplier.

External Attachments

<input type="button" value="Add Attachments"/>	Size	Date
--	------	------

9. Add and go to cart

When you have completed the form, select **Add and go to cart** under the **Available Actions** drop down, and click **Go**.

Available Actions: Add and go to Cart

10. Complete transaction

Complete the transaction as with any UShop order. **Submit Requisition** or **Assign Cart** to a requisitioner.

This will send the order through workflow to a Purchasing Buyer who will process the request for sole source approval.