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.

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**.

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.
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.

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.

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.

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.