1. Purchase Request
To request an RFP or competitive bid, go to the UShop home shopping page. Click on the Purchase Request Form.

2. Supplier Information
Since the awarded supplier is not yet determined, in the field to the right of Enter Supplier start typing the words New Supplier. 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 awarded supplier’s name after the bid process is complete.

3. New Supplier Details and Contract Details
Since the supplier is not yet determined and the contract is not yet in place, neither New Supplier Details nor the Contract Details are required at this time.

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

5. 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 routed for needed approvals. Note that all Radioisotopes MUST be delivered to Stores & Receiving.
6. Purchasing Department Details
Click the Yes button, indicating that an RFP or Bid is requested.
In the text box, you may provide the Purchasing Department with instructions or information such as bid specifications or the names of suppliers to invite.
Or, you may direct Purchasing to attached documents containing this information.

7. Attachment Details
Bid/RFP specifications and supplier contact information should be attached as Internal Attachments.
This will allow the Purchasing Buyer to view the documents needed to conduct the bid process.

8. 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.

9. 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 conduct the RFP/Bid process.