

1. To request a competitive bid, go to the UShop home shopping page.

Click on the Non-Catalog and/or New Supplier Form.



2. 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.

Enter Supplier

or  
supplier search

3. Below the **Enter Supplier** field, check the box to the right of **Bid Request**.

Bid Request

Sole Source Request



4. Scroll down to **New Supplier Details**. If you want specific suppliers invited to bid, you may provide their information in the field to the right of **New Supplier Information**. You may also provide the invited supplier information on an attachment, see numbers 7- 8 below.

New Supplier Additional Information:

Please solicit bids from: Supplier A, Supplier B, and Supplier C. See attachment for contact information

894 characters remaining

expand | clear

5. Scroll down on the form to the **Product Description** fields and complete as thoroughly as possible. Be sure to check any applicable **Health and Safety** items.

## Product Description

### Quantity

Estimated Line Unit Price

Supplier Catalog or Reference Number

Manufacturer Name

Manufacturer Part No

Packaging (UOM)

Product Size

Health and Safety

Unique Theater System

233 characters remaining

expand | clear

1

6000.00

BIGSYS435

NOKIA

1

EA - Each

☐ Controlled substance

☐ Recycled

☐ Hazardous material

☐ Radioactive

☐ Rad Minor

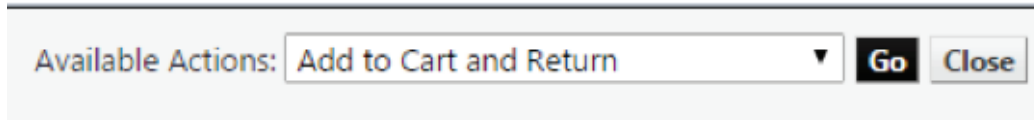
☐ Select Agent

☐ Toxin

☐ Energy Star

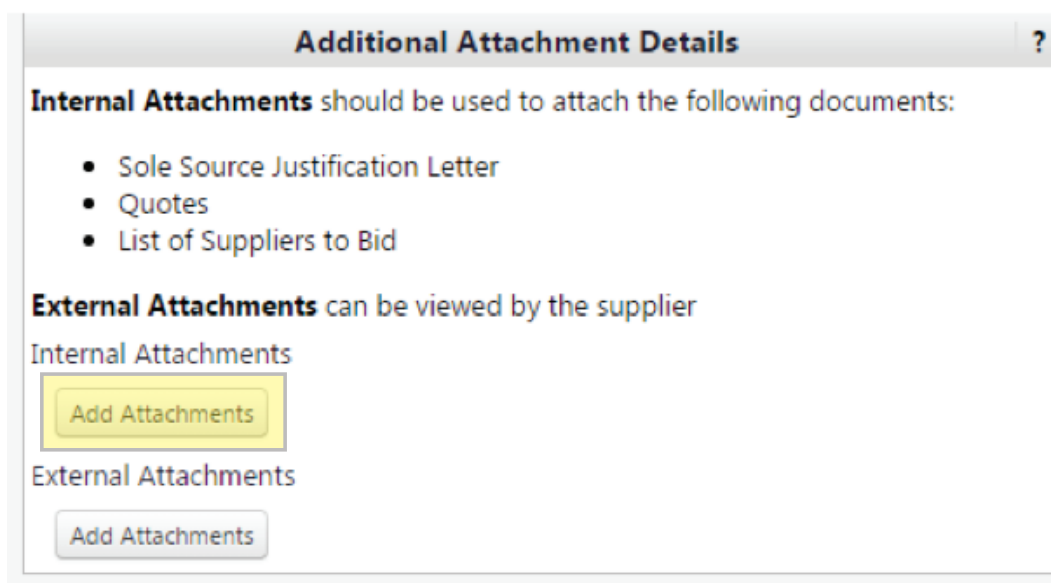
☐ Green

6. The Product Details section allows the shopper to add one line item to the cart at a time. To add multiple requisition line items, simply add the item described on this form to your cart by selecting **Add to Cart and Return** under the **Available Actions** drop down at the top of the form. Click **Go**. Repeat this process to add the desired number of line items to your cart.



A screenshot of a web form section titled "Available Actions:". It features a dropdown menu currently displaying "Add to Cart and Return". To the right of the dropdown are two buttons: "Go" and "Close".

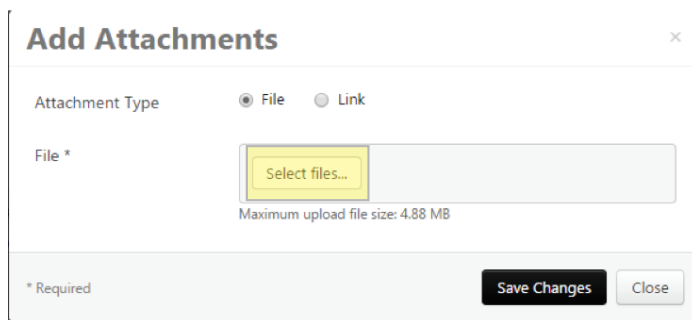
7. Continue scrolling down on the form to the **Additional Attachment Details**. Under **Internal Attachments**, click on **Add Attachments**.



A screenshot of a form section titled "Additional Attachment Details" with a question mark icon in the top right corner. The section contains the following text and elements:

- Internal Attachments** should be used to attach the following documents:
  - Sole Source Justification Letter
  - Quotes
  - List of Suppliers to Bid
- External Attachments** can be viewed by the supplier
- Under **Internal Attachments**, there is a yellow button labeled "Add Attachments".
- Under **External Attachments**, there is a grey button labeled "Add Attachments".

8. An **Add Attachments** field will appear. Select the desired Attachment Type, either **File** or **Link**, then click on the **select files** button to search for the desired electronic file. **Bid specifications and Invited Supplier information may be attached here.** After selecting the file to attach, click on **Save Changes**. Repeat for each file you wish to attach.



A screenshot of a form titled "Add Attachments" with a close button (X) in the top right corner. The form contains the following elements:

- Attachment Type**: Two radio buttons, "File" (selected) and "Link".
- File \***: A text input field with a yellow "Select files..." button. Below the input field, it says "Maximum upload file size: 4.88 MB".
- At the bottom, there is a legend: "\* Required". To the right are two buttons: "Save Changes" and "Close".

9. When you have added desired number of line items to your cart, select **Add and go to cart** under the **Available Actions** drop down, and click **Go**.

10. See the *Simple Experience – Shopper* Quick Reference Guide to continue processing your cart.