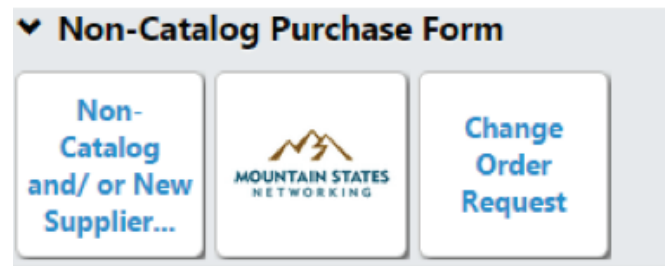


1. To request items from a Sole Source supplier, go to the UShop home shopping page.

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



2. 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). As you do so, the system will generate a prompt for **that** supplier name below the field. Click on this prompt to populate the field.

**Enter Supplier**

**TV SPECIALISTS INC**

supplier search

3. Or, click on **Supplier Search**. A new **Supplier Search** field will appear.

**Supplier Search**

Supplier Name

Results Per Page

**Search** **Cancel**

4. Enter the name of your desired supplier in the available field and click **Search**. Click on **Select** to the right of the supplier name.

**Supplier Search** ?

Supplier Name

Results Per Page

**Search** **Cancel**

Results Per Page  **Suppliers found: 1** Page 1 of 1 ?

Supplier Name/Address	Select
<b>TV SPECIALISTS INC</b> Upgrade: SALES DIV 180 E 2100 S SALT LAKE CITY, UT 84115 US	Select

5. If the desired supplier is not currently set up in UShop, 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**

**New Supplier**

supplier search

6. Below the **Enter Supplier** field, check the box to the right of **Sole Source Request**.

Bid Request	<input type="checkbox"/>
Sole Source Request	<input checked="" type="checkbox"/>

7. Scroll down to **New Supplier Details**.

As thoroughly as possible, complete the Fields below **New Supplier Details**.

**New Supplier Details:**

Supplier Name	Ted's Theater Systems
Supplier Contact Name	Ted Smith
DBA Name	TTS
Supplier Phone Number	801-777-7777
Supplier PO Email Address	ted@bigsys.com
Supplier PO Fax Number	801-666-6666
Supplier Address	123 Main Street SLC UT 84111

970 characters remaining

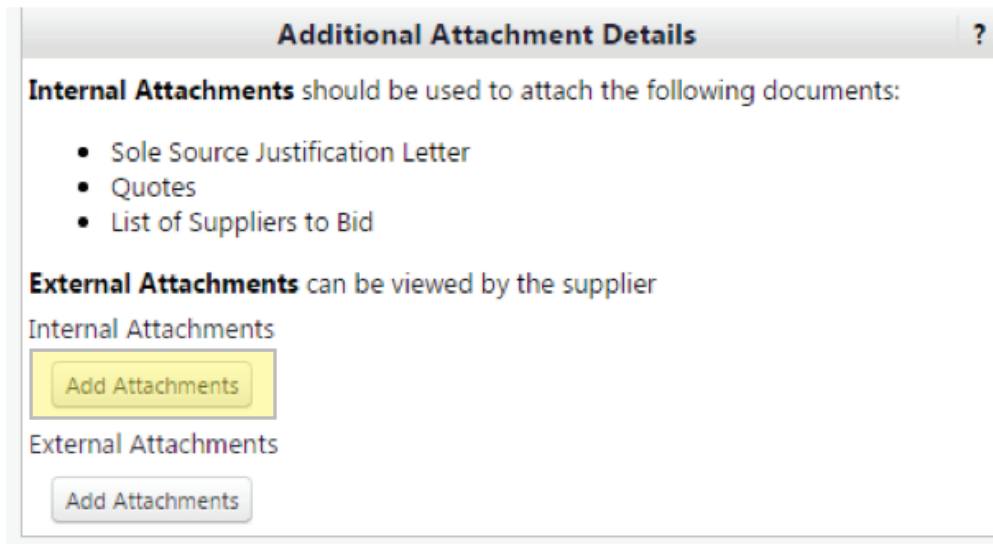
8. Scroll down on the form to the **Product Description** fields and complete as thoroughly as possible. Be sure to check any applicable **Health and Safety** items.

<b>Product Description</b>	Unique Theater System
	233 characters remaining expand   clear
<b>Quantity</b>	1
Estimated Line Unit Price	6000.00
Supplier Catalog or Reference Number	BIGSYS435
Manufacturer Name	NOKIA
Manufacturer Part No	
Packaging (UOM)	1 EA - Each
Product Size	
Health and Safety	<input type="checkbox"/> Controlled substance <input type="checkbox"/> Recycled <input type="checkbox"/> Hazardous material <input type="checkbox"/> Radioactive <input type="checkbox"/> Rad Minor <input type="checkbox"/> Select Agent <input type="checkbox"/> Toxin <input type="checkbox"/> Energy Star <input type="checkbox"/> Green

9. 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.

Available Actions:	Add to Cart and Return	Go	Close
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10. Continue scrolling down on the form to the **Additional Attachment Details**.  
Under **Internal Attachments**, click on **Add Attachments**.

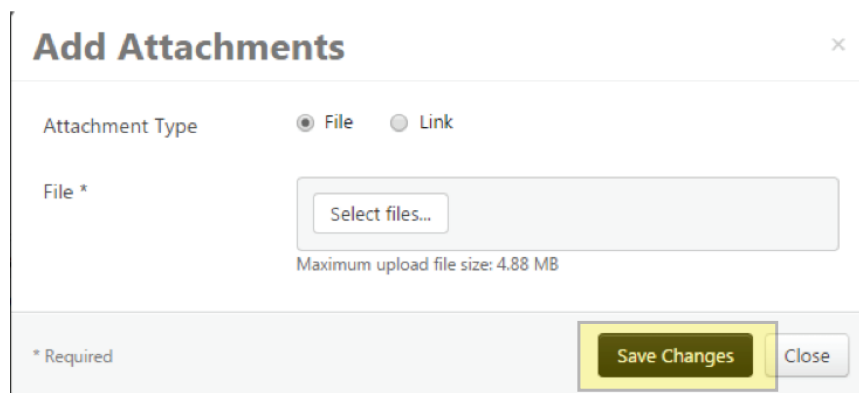


The screenshot shows a form titled "Additional Attachment Details" with a help icon (?). It contains two sections: "Internal Attachments" and "External Attachments". The "Internal Attachments" section lists three document types: "Sole Source Justification Letter", "Quotes", and "List of Suppliers to Bid". Below this list is a yellow button labeled "Add Attachments". The "External Attachments" section is currently empty and has a grey button labeled "Add Attachments".

11. 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, such as a sole source justification letter and a quote from the supplier.

**A Sole Source Justification Letter must be attached to a Sole Source Request.**

After selecting the file to attach, click on **Save Changes**. Repeat for each file you wish to attach.



The screenshot shows a form titled "Add Attachments" with a close icon (x). It features an "Attachment Type" section with radio buttons for "File" (selected) and "Link". Below this is a "File \*" section with a "Select files..." button. A note indicates "Maximum upload file size: 4.88 MB". At the bottom, there is a "\* Required" label and two buttons: "Save Changes" (highlighted in yellow) and "Close".

12. 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**.

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