

#### Creating Sole Source Procurements in CU Marketplace

The entire sole source procurement procedure is discussed in the Step-by-Step Guide [Creating Sole Source Procurements in CU Marketplace](#).

1. Begin by accessing CU Marketplace via [your campus portal](#). Within your portal's top navigation bar, use the **Business Tools** dropdown menu to select **CU Marketplace**.
2. From the **CU Purchasing & Payment Forms** section of the CU Marketplace home page, select the **Sole Source Justification Form**. The form will appear in a separate window. (If you have an SPO sole source, refer to the Step-by-Step Guide [Creating \(or Renewing\) SPOs in CU Marketplace](#) for further guidance.)
3. Enter the **Supplier** or click the **supplier search** link. Select the appropriate supplier from the list of results.

#### Can't find your supplier?

A supplier must be set up in CU Marketplace before you can enter a form. Refer to the [CU Supplier Portal web page](#) for guidance.

4. Verify that supplier information is correct. Note that the **Fulfillment Address** is the address to which the resulting Purchase Order (PO) will be issued. A fulfillment address specified by the supplier as preferred will default.

Supplier and Item Information	
<b>Supplier</b>	Airgas Intermountain Inc <a href="#">more info...</a> <a href="#">select different supplier</a>
<b>Fulfillment Address</b>	4810 Vasquez Blvd: (preferred) 4810 Vasquez Blvd Denver, CO 80216-3008 US
Supplier Phone	+1 (303) 321-5440
<b>Distribution</b>	
The system will distribute purchase orders using the method(s) indicated below:	
Email (HTML Body)	imt.denver.customer.service@airgas.com

5. Enter the required **Item Information**, indicated by the boldfaced fields.
  - a. If available, enter the **Catalog No.**
  - b. Enter a detailed **Description**, which is sent to the supplier as part of your PO.
  - c. Enter the **Quantity**.
  - d. Enter the **Unit Price**.
  - e. If appropriate, select a different **Packaging (UOM)** measurement.

Item Information	
<b>Single Item Entry</b>	
Catalog No.	<input type="text"/>
Description	Upgrade of DM100-532, Serial No. 06-330 laser. Components included in this Upgrade and Pricing including trade credit of -\$5,000.00 are as per the attached Quote # RQ11-0919LT3REVA. 73 characters remaining <a href="#">expand</a>   <a href="#">clear</a>
Quantity	<input type="text" value="1"/>
Unit Price	<input type="text" value="14695"/>
Packaging (UOM)	<input type="text" value="1"/> EA - Each
Commodity Code	15 - Scientific / Laboratory / Medi...
Internal Attachments	<a href="#">add attachment...</a>

- f. Select a **Commodity Code**.
- g. Click the **add attachments...** link to attach **Internal Attachments**, if applicable. These will *not* be dispatched to the supplier with your PO.
6. Enter the required sole source **Justification** information.
  - a. Enter the **Needs Statement** to describe your purchase need in detail.
  - b. Enter the **Features Requirement** to describe the required features and/or capabilities of this procurement.
  - c. Enter **Competing Brands Investigated** to detail other suppliers you considered, when/how you contacted them, and exactly why their product or service will not meet requirements.
7. Use the **Available Actions** dropdown menu located at the top of page and select *Add and go to Cart*; click the **Go** button.
8. We recommend that you enter a unique shopping cart **Name** to easily identify or search for your shopping cart. If you do, click the **Update** button to save your shopping cart's new name.

The screenshot shows a 'Justification' form with three sections: 'Needs Statement', 'Features Requirement', and 'Competing Brands Investigated'. Each section has a text area for input, character counts, and 'expand'/'clear' links. The 'Needs Statement' text is: 'We need working pump lasers for our laser amplifier systems used in several grants.' The 'Features Requirement' text is: 'These DM100 and DM50 lasers were purchased from this supplier. However, due to design flaws, they drifted down in power. The current upgrades should correct this issues, allowing the lasers to maintain their power specifications in a stable way. The DM100 power specification is > 90W at'. The 'Competing Brands Investigated' text is: 'Since this is an upgrade of two existing lasers owned by CU, we have to use the manufacturer.'

The screenshot shows the 'Shopping Cart' page for Heather Hoyer. It includes a search bar, a navigation breadcrumb, and a form to 'Name this cart' with the text 'stapler'. A red arrow points from the 'Name this cart' input field to the 'Update' button. Another red arrow points from the 'Update' button to the 'Add Speedtype/Shipping/etc.' button, which is circled in red. The page also shows a 'Continue Shopping' link, a 'Have you made changes?' section with an 'Update' button, and a 'Perform an action on (0 items selected)...' dropdown.

**If you are a Shopper:** You **must** [assign your shopping cart](#) to a Requestor for processing. (Before assigning your shopping cart, if appropriate, you can [enter SpeedType and/or shipping information](#).)

**If you are a Requestor:** It is now time to [add details to the shopping cart](#) and submit the shopping cart as a requisition.

