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.

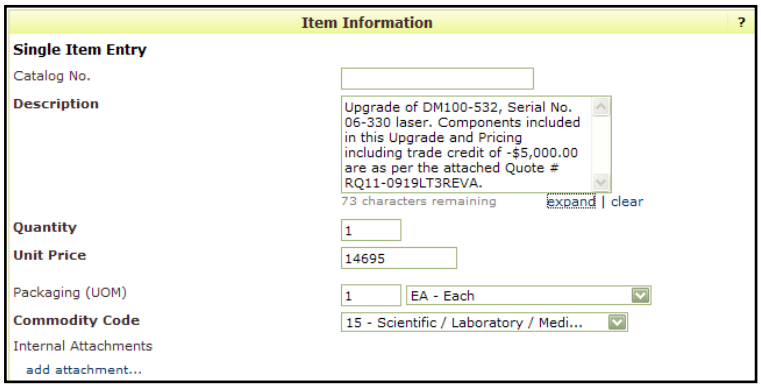
1. Begin by accessing CU Marketplace via your campus portal. Locate your **CU Resources** section and, under the **Business Applications** area, select the **CU Marketplace** link.
2. From the **CU Purchasing & Payment Forms** section of the CU Marketplace home page, select the **Sole Source Justification 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.



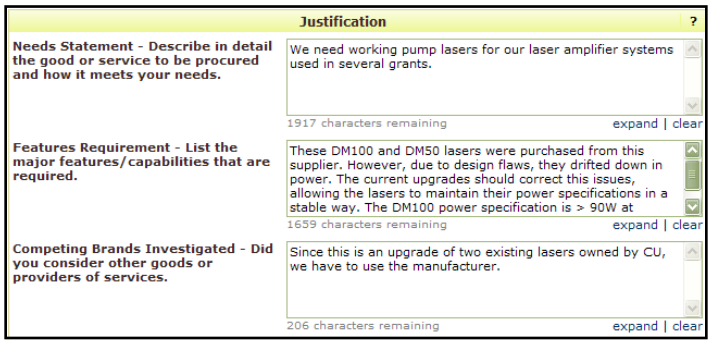
5. Enter the required **Item Information**, indicated by the boldfaced fields.
   a. If available, enter the **Catalog No**.
   b. Enter a detailed **Description**, which is sent to the supplier as part of your PO.
   c. Enter the **Quantity**.
   d. Enter the **Unit Price**.
   e. If appropriate, select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



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.



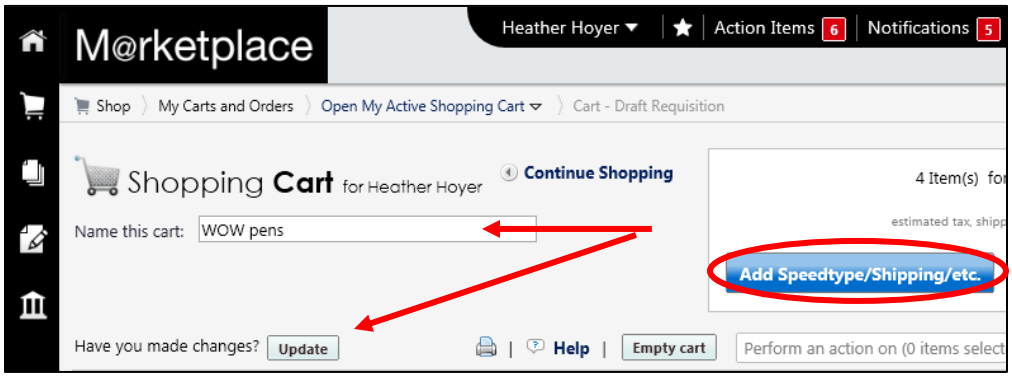
a. Enter the **Needs Statement** to describe your purchase need in detail.

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.



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.