Creating Sole Source Procurements in CU Marketplace

The entire sole source procurement procedure is discussed in the Step-by-Step Guide <u>Creating Sole Source Procurements in CU Marketplace</u>.

- Begin by accessing CU Marketplace via <u>your campus portal</u>. 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 <u>CU Supplier Portal web page</u> 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.



We need working pump lasers for our laser amplifier syste used in several grants.

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

Since this is an upgrade of two existing lasers owned by CU, we have to use the manufacturer.

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Justification

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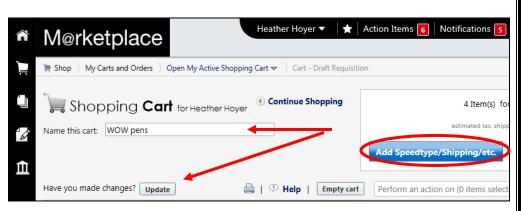
Needs Statement - Describe in detail the good or service to be procured and how it meets your needs.

Features Requirement - List the major features/capabilities that are

Competing Brands Investigated - Did you consider other goods or providers of services.

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