

### 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.

**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.