University of Arkansas
Sole Source Purchase Instructions

**Definition:** Items which perform a certain function for which no other items are known to exist. Examples may include the following:

- Purchase of repairs involving hidden damage (for vehicles, please include the license number)
- Purchase requiring performance compatibility with existing commodities and/or Services
- Purchase based on performance specifications. (i.e. unique piece of equipment manufactured and provided by only one source)

**Purpose:** To allow for procuring goods or services from a single source without soliciting bids from multiple sources, under certain conditions and upon approval from the Procurement Office.

**Creating Requisitions:** All sole source requisitions must be completed using the on-line form and must include detailed information:

1. Command REQH, Action A, press enter
2. Enter “SS” for requisition type and press enter
3. Press PF9 and select the option titled “BU’s Comments to Purchasing” by marking with an “x” and pressing enter
4. Press PF11 (insert options) and select “Insert other text entity” by marking with an “x” and pressing PF10
5. With cursor in the “Record Type:” field, input letters “PUR” and press enter
6. Type “SS” in “ID:” field and press enter
7. Select “SS-1” by marking with an “x” and press enter. Then press PF10 to save this text into your requisition

Rev by Lfast 11/15/10
8. Indicate your Sole Source Justification option (I, II, or III) by marking with an “x”

9. Complete your chosen option accordingly. Press PF8 to scroll forward making sure justification is complete and detailed

10. Scroll forward to the very end, answer the final question regarding product availability from the source (answer Yes or No), and provide the Description, Make & Model information

11. Press PF10 to save your transaction and move forward with your requisition Process

For further information please contact your Buyer: http://www.uark.edu/rd_avcb/busv/583.php

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