The Single/Sole Source Form is used when products or services are needed from a specific supplier. The form is applicable when there is only one supplier that offers the product (Sole Source) or when there are extenuating factors such as compatibility, equipment inclusive, or availability (Single Source). The form is used in lieu of the traditional Shop, PunchOut, or Non-catalog Item tools.

1. Select the Sole Source icon found in Showcased Services.

2. Enter the Supplier Name, select it, and identify the qualifying Single/Sole Source qualification. If the supplier is not in Emory Express, enter New Supplier and complete the New Supplier Info.

3. Enter the General Information. Items in bold are required.

4. Enter any Additional Information, including notes, attachments such as quotes or contracts, and contract information.

5. For one item, click the Go button. For multiple items, select Add to Cart and click the Go button. Edit the general information. When your final item is entered, change the action back to Add and Go to Cart and click the Go button.

6. Proceed to Checkout.

7. For projects ending within 60 days, select the General link and Check the Grant Purchase Validation box. Save. *See manual for certification language.

8. Edit your SmartKey and Account Code. Save.

9. Select Final Review. Edit your Ship To address if needed. Check Budget and Place Order. Review the History link if the order fails budget check. Correct error, Budget check and Place Order.

Refer to the Emory Express User Manual for additional information on Attachments, Proceed To Checkout, Checking Status, and Invoice Review.