Sole Vendor

Purchasing Setup

Welcome to the Purchasing application.

Sole Vendor: Create an order for items vendor.

Click 'Non-Contracted' then click 'Commodities', and select 'Sole Vendor'
Type in the vendor number or click the magnifying glass to look-up by vendor name.

Vendor Number: STA267000

Vendor:
Attn: 
City: 
Phone: 

Address:
State: 
Fax: 
Toll Free: 

Discount Terms: 

Contract #: Select Contract/Bids

Selected Contract Information
Title: n/a
District(s): n/a
End Date: n/a
Contract Type: n/a
In order to process a Sole Vendor PO, you MUST have a sole vendor letter from the vendor on file.

You are required to have a Sole Vendor letter on file as evidence that no other vendor provides substantially equivalent products or services. If you do not have a Sole Vendor Letter, you must contact the vendor and request it.

For additional information, Guidelines and Procedures regarding Sole Vendor purchasing, please refer to the Standard Operating Procedures Manual (SOPM). Click here to access the manual.

I Certify that I have a Sole Vendor Letter on file | Cancel

Click 'Cancel' if you do not have a sole vendor letter.