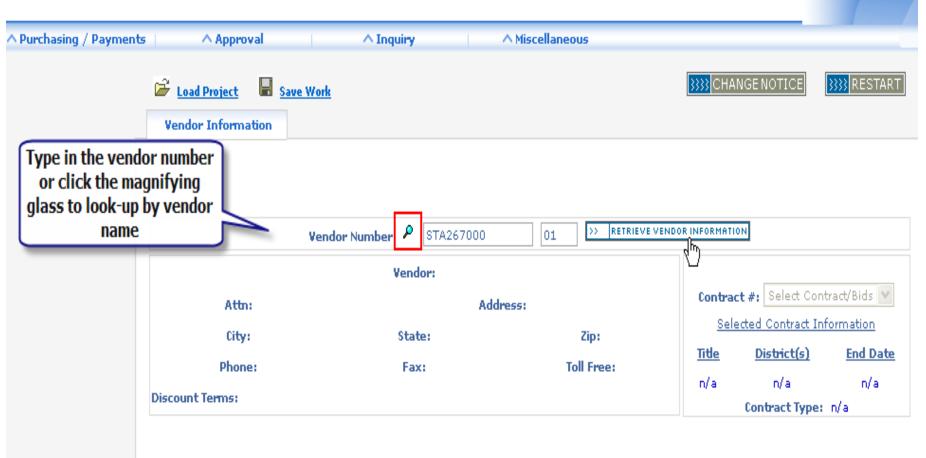


Purchasing Setup

A Purchasing / Payments	∧ Approval ∧ Inquiry ∧ Miscellaneous	
Options	Welcome to the Purchasing application. Sole Vendor: Create an order for items vendor.	
 Contracted Non-Contracted Commodities 3-Bids No Bids 	Click 'Non-Contracted' then click 'Commodities', and select 'Sole Vendor'	
Sole Vendor Excey on to Bid Competitive Grant ⊡-Services Change Notice		



Purchasing: Non-Contract





Purchasing: Non-Contract

A Durch seize / Deursee		A Termine	A Mineller and			
Purchasing / Payment	is Approval	~ Inquiry	~ Pliscellaneous		ī	
	Load Project Save Work Vendor Information			<pre> CHANGE NOTICE </pre>	<pre>}</pre> RESTART	
	Vend	lor Number: 📍 STA26700		DORINFORMATION		
		Vendor Number: STA267000 O1 RETRIEVE VENDOR INFORMATION Vendor: STAPLES SERGIO PUENTES Address: 45 CEDAR LANE y: ENGLEWOOD State: NJ Zip: 076314802 e: (800)950-1257 Fax: (888) 222-8615 Toll Free: (888) 212-7217				
Attn: SERGIO PUENTES		Address: 45 CEDAR LANE				
	City: ENGLEWOOD	State: NJ	Zip: 076314802	Selected Contract In	formation	
	Phone: (800)950-1257	Fax: (888) 222-8615	Toll Free: (888) 212-7217	<u>Title</u> <u>District(s)</u>	End Date	
	Discount Terms: 3.0% / 15 DAYS					
			NEXT >>>			



Purchasing: Non-Contract

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-	🐔 Sole Vendor - Certification Message Web Page Dialog 🛛 🔹 👔 🔀	
Vendor Information	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	TIC
In order to process a Sole	I Certify that I have a Sole Vendor Letter on file Cancel	
Vendor PO, you MUST have a sole vendor letter from the vendor on file. (800)950-1257		ole N ontra rict(
Discount Terms: 3.0% / 15		istri act T



Accessibility Report

Filename: famis-how-to-use-sole-vendor_ADA.pdf

Report created by: [Enter personal and organization information through the Preferences > Identity dialog.]

Organization:

Summary

The checker found no problems in this document.

- Needs manual check: 2
- Passed manually: 0
- Failed manually: 0
- Skipped: 1
- Passed: 29
- Failed: 0