

Sole Vendor

Purchasing Setup

^ Purchasing / Payments

^ Approval

^ Inquiry

^ Miscellaneous

Welcome to the Purchasing application.

Sole Vendor: Create an order for items vendor.

Options

- Options
 - Contracted
 - Non-Contracted
 - Commodities
 - 3-Bids
 - No Bids
 - Sole Vendor
 - Exception to Bid
 - Competitive Grant
 - Services
- Change Notice

Click 'Non-Contracted' then click 'Commodities', and select 'Sole Vendor'

Purchasing: Non-Contract

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 [Load Project](#)  [Save Work](#)

 CHANGE NOTICE

 RESTART

Vendor Information

Type in the vendor number
or click the magnifying
glass to look-up by vendor
name

Vendor Number  STA267000 01 >> RETRIEVE VENDOR INFORMATION

Vendor:

Attn: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Toll Free: _____

Discount Terms: _____

Contract #:

Selected Contract Information

Title	District(s)	End Date
n/a	n/a	n/a

Contract Type: n/a

Purchasing: Non-Contract

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 [Load Project](#)

 [Save Work](#)

 CHANGE NOTICE

 RESTART

Vendor Information

Vendor Number: 

 RETRIEVE VENDOR INFORMATION

Vendor: STAPLES

Attn: SERGIO PUENTES

Address: 45 CEDAR LANE

City: ENGLEWOOD

State: NJ

Zip: 076314802

Phone: (800)950-1257

Fax: (888) 222-8615

Toll Free: (888) 212-7217

Discount Terms: 3.0% / 15 DAYS

Contract #:

Selected Contract Information

Title	District(s)	End Date
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n/a	All Districts	n/a
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Contract Type: n/a

 NEXT 

Purchasing: Non-Contract

Purchasing / Payments | Approval

Load Project Save

Vendor Information

BERGIO PUENTES
ENGLEWOOD
Phone: (800)950-1257
Discount Terms: 3.0% / 15

Sole Vendor - Certification Message -- Web Page Dialog

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](#)

https://famislondon.nycenet.edu/PO/SoleVendorMessage Local intranet

In order to process a Sole Vendor PO, you MUST have a sole vendor letter from the vendor on file.

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

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