Step 1 - Shopper
Complete Sole Source form on BearBuy home page, and select "Add to Cart" from dropdown menu

Step 2 - Requisition Creator
• Complete required fields, including org node & chartstring
• Attach required backup documents
• Submit for approval

Step 3 - Requisition Approver
(org node approver)
Review and approve requisition

Step 4 - Review Sole Source form justification and attachments

Step 5 - Enter a comment explaining additional information required for justification
Justification complete and valid?
Yes
Step 7 -
• Conduct cost containment research
• Contact supplier to negotiate improved pricing

No
Step 8 - Provide best and final offer

Step 6 - Requisition Creator
Add additional requested information to form and resubmit

Step 9 -
• Document notes and comments in BearBuy
• Complete Basis for Award form
• Finalize pricing and submit order

BearBuy routes to Buyer by org node and $ amount
BearBuy dispatches PO to supplier