Quick Reference Guide:
Awarding a Sourcing Event to a Bidder

	This document provides the steps to follow when awarding a sourcing event to a bidder.
1.	Once you have analyzed the event and determined a winner(s), run public query **OS004_BIDDER_RESP_TO_EVENT** to see if the company you plan to award to is a bidder.
2.	Review list and see if company is listed.
3.	If company is not listed, then the company is an existing vendor in the system and you can proceed with awarding the event (after the NOIA period is over).
4.	If the company is listed, then the company is a bidder and will need to have a vendor profile created.

5.	Collect the necessary forms from the bidder (W9, Vendor Management, etc). Have the bidder download and complete the most recent Vendor Management Form located on SAO Vendor Payment Management Page and submit the form back to you along with the other requested information.
6.	Once you receive the documents from the bidder, submit all required documents to your agency contact that is responsible for creating new vendors.
7.	Wait 48 hours to confirm that the vendor profile is created and approved. You can ask the agency contact or you can access the vendor profile in PeopleSoft to see if it is approved.
8.	To search for the vendor profile, go to **Vendors → Vendor Information → Add/Update → Vendor** Perform a search on the vendor name and select the correct entry from the search results.

9.	Open the vendor profile and look at the status. It should say Approved and the persistence should be Regular.
10.	Once the vendor is approved, proceed with awarding the sourcing event.