



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.	<p>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.</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td>0SS003_EVENT_INVITATIONS</td> <td>EVENT EMAIL NOTIFICATIONS</td> <td>Public</td> <td>Edit</td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> </tr> <tr> <td><input type="checkbox"/></td> <td>0SS004_BIDDERS_EVENT_STATUS</td> <td>Check Status of Bidders Resp</td> <td>Public</td> <td>Edit</td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> </tr> <tr style="border: 2px solid red;"> <td><input type="checkbox"/></td> <td>0SS004_BIDDER_RESP_TO_EVENT</td> <td>Check Bidders Resp to Event</td> <td>Public</td> <td>Edit</td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> </tr> <tr> <td><input type="checkbox"/></td> <td>0SS005_EVENT_AWD_LN_DETAILS</td> <td>Details of Contract</td> <td>Public</td> <td>Edit</td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> </tr> <tr> <td><input type="checkbox"/></td> <td>0SS006_ACTIVE_EVENTS_BY_BU</td> <td>ACTIVE SOURCING EVENTS BY BU</td> <td>Public</td> <td>Edit</td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> </tr> </table>	<input type="checkbox"/>	0SS003_EVENT_INVITATIONS	EVENT EMAIL NOTIFICATIONS	Public	Edit	HTML	Excel	XML	Schedule	<input type="checkbox"/>	0SS004_BIDDERS_EVENT_STATUS	Check Status of Bidders Resp	Public	Edit	HTML	Excel	XML	Schedule	<input type="checkbox"/>	0SS004_BIDDER_RESP_TO_EVENT	Check Bidders Resp to Event	Public	Edit	HTML	Excel	XML	Schedule	<input type="checkbox"/>	0SS005_EVENT_AWD_LN_DETAILS	Details of Contract	Public	Edit	HTML	Excel	XML	Schedule	<input type="checkbox"/>	0SS006_ACTIVE_EVENTS_BY_BU	ACTIVE SOURCING EVENTS BY BU	Public	Edit	HTML	Excel	XML	Schedule																																																																																													
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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.																																																																																																																																										



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9. Open the vendor profile and look at the status. It should say Approved and the persistence should be Regular.

Summary	Identifying Information	Address	Contacts	Location	Custom
SetID:	STATE				
Vendor ID:	0000000061				
Vendor Short Name:	GADEPTADMI		GADEPTADMI-003		
Vendor Name:	GA DEPT OF ADMINISTRATIVE SVCS				
Order:	GADEPTADMI-003		Remit To:	GADEPTADMI-003	
	SUPPORT SERVICES			SUPPORT SERVICES	
	ATLANTA, GA 30334			ATLANTA, GA 30334	
Status:	Approved		Last Modified By:	CFAULK	
Persistence:	Regular			Carla J. Faulk	
Classification:	State Agency - PeopleSoft		Last modified date:	07/10/2017 12:27PM	
HCM Class:					
Open for Ordering:	Yes				
Withholding:	No				
			Created By:		
			Created Date/time:		
			Last Activity Date:	07/10/2017	
Summary Identifying Information Address Contacts Location Custom					

10. Once the vendor is approved, proceed with awarding the sourcing event.