

## Awarding a Sourcing Event to a Bidder

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## Awarding a Sourcing Event to a Bidder

	Collect the neces	sary forms	from the bio	lder (W9, Vendor Management, e	tc). Have the bidder			
	download and complete the most recent Vendor Management Form located on SAO Vendor							
					he ether requested			
	Payment Manage	ement Page	and submit	the form back to you along with t	ne other requested			
	information.							
6.	Once you receive	the docur	nents from t	he bidder, submit all required doc	uments to your agency			
	contact that is re	contact that is responsible for creating new vendors.						
		sponsible i	or creating r	iew vendors.				
7	Wait 48 hours to confirm that the vendor profile is created and approved. You can ask the agend							
••					i ou cui usk the ugen			
	contact or you ca	in access th	he vendor pr	ofile in PeopleSoft to see if it is ap	proved.			
8.	To search for the	vendor pr	ofile, go to <b>V</b>	'endors $ ightarrow$ Vendor Information $ ightarrow$	Add/Update $\rightarrow$ Vend			
	Perform a search	on the ver	ndor name a	nd select the correct entry from th	ne search results.			
				,				
	Vendor Information	i						
	Enter any information yo	u have and click §	Search. Leave fields	blank for a list of all values.				
	Find an Existing Value	1						
	· Search Chitelia							
	SetID:	= •	STATE					
	Vendor ID:	begins with		~~				
	Persistence:	= •	Regular	<b>•</b>				
		begins with 👻		Q				
	Short Vendor Name:							
	Short Vendor Name: Our Customer Number	begins with 👻		Q				
	Short Vendor Name: Our Customer Number Name 1:	begins with 👻	administrative					
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Summary dentifying	ng Information    <u>A</u> ddress    <u>C</u> ontac	s <u>L</u> ocation <u>Cu</u> stom	
SetID:	STATE		
Vendor ID:	000000061		
Vendor Short Name: Vendor Name:	GADEPTADMI GADEPTAD GA DEPT OF ADMINISTRATIVE SVC	MI-003 S	
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:		Created By:	
Open for Ordering:	Yes	Created Date/time:	
Withholding:	No	Last Activity Date:	07/10/2017
Save 🔍 Return	to Search 🔄 Notify		🖉 Update/Display 🖉 Inc
Summary   Identifying Int	formation   Address   Contacts   Locatio	n I Custom	