



OKLAHOMA
Office of Management
& Enterprise Services

CPO Announcement

State of Oklahoma
Office of Management and Enterprise Services

DATE: March 8, 2024.

TO: All CPOs.

FROM: Office of Management and Enterprise Services.

SUBJECT: Awarding a bidder.

CONTACT: Amanda Means, Registration Specialist, 405-521-6596; [Email](#).

PURPOSE: For use by state agencies and other affiliates for the purposes of awarding an event in PeopleSoft Strategic Sourcing when the proposed awardee is registered as a bidder instead of as a supplier.

1. If an awardee submitted their registration as a bidder, check to see if there is an existing supplier ID for that supplier through either a TIN match or a name search.
2. If there is no existing supplier ID, please forward to the Supplier Registration (SR) team with the bidder ID (BID000XXX). Also include contact information for the supplier so the SR team can reach out.
3. The SR team will complete a conversion from bidder to supplier and have the supplier complete their registration. The supplier file will not be marked as *Open for Ordering* until the supplier completes registration.
4. The conversion will carry over to your event.
5. After registration is complete, the SR team will notify you to complete the award.

At this time, we are still working on a resolution for awarding a bidder that has an existing supplier ID and will let you know once we have that completed. At this time, to the best of our knowledge, here are the steps to follow:

1. Award to the bidder.
2. Notify SR team that a new supplier file was created.
3. Move your contract/PO to the correct supplier ID.
4. Cancel original that was created from the award.
5. The SR team will inactivate the new supplier ID generated by PeopleSoft at award.