



**State of Oklahoma  
Department of Central Services  
Central Purchasing**

**CPO Announcement**

DATE: 04/19/2011  
TO: All CPOs  
FROM: DCS Central Purchasing  
SUBJECT: Mandatory Vendor Registration prior to award  
CONTACT: [cp\\_registration@dcs.state.ok.us](mailto:cp_registration@dcs.state.ok.us)

**Mandatory Vendor Registration prior to award:**

January 1<sup>st</sup>, 2011 acquisitions issued by agencies under the authority of Title 74 require vendors to register with Central Purchasing prior to award. Vendors will not be required to register to *submit a bid response* but will be required to register prior to being awarded a contact *and* prior to each renewal of an award.

The intent in this activity is to increase competition for state business and position the state to take full advantage of the electronic commerce capabilities available within PeopleSoft. All registered vendors will be given log-in access to PeopleSoft as an additional benefit of registration. Although vendors will only be able to view information within PeopleSoft that is specific to their company, they will be able *and required* to maintain contact information for their organization. Vendors maintaining their own contact information will eliminate the potential for data entry errors and will eventually eliminate the need to verify receipt notifications. More importantly, by virtue of a vendor's presence within PeopleSoft, they will be notified electronically of business within their category of interest.

The registration process with Central Purchasing will also provide the added benefit of checking vendor records and verifying good standing with or an exemption from the Secretary of State.

Some categories of acquisitions will not require vendors to register. Below are the exceptions to the vendor registration requirement.

- Fair and Reasonable acquisitions – less than \$5,000

- Fixed Rate acquisitions
- Professional Service acquisitions
- Interagency or other Governmental entity acquisitions

Sole source vendors are required to register with Central Purchasing.

If there are questions regarding this guidance please send questions to:  
[cp\\_registration@dcs.state.ok.us](mailto:cp_registration@dcs.state.ok.us)