

	<b>Office of Management and Enterprise Services</b>	
	PROCEDURE: # AQ-003	CENTRAL PURCHASING
Statewide Contracts		Effective Date: February 1, 2014

1. Go to the Office of Management and Enterprise website: <http://omes.ok.gov>  
> Central Purchasing > Statewide Contracts
2. Statewide Contracts (SW) are categorized and listed by Information Technology (IT) issued statewide contracts first numerically, followed by the Central Purchasing (CP) issued statewide contracts.
3. Review the contracts to see if the item/service you need is listed.
  - 3.1. If you find the item/service you are needing, proceed to step #4; or
  - 3.2. If you do not find the item/service listed, then
    - 3.2.1. Search the list of contracts by entering the descriptive information in the “Keyword Search” box or by the “Requisition Number” if known, and press the “Search” button; or
    - 3.2.2. If needed, an in depth search is available using the “Advanced Search” feature.
4. Open the Statewide Contract number (*ITSWXXX or CPSWXXX*) by selecting the underlined Solicitation Number or Statewide Contract Number that best describes your need.
  - 4.1. Before proceeding, review the contract contents and information related to the contract on the Solicitation Detail page including contract type, attachments, and categories; and
  - 4.2. Press the “Notify Me” button to be automatically notified of any future communication related to this contract.
5. Open the contract files (including Addendums for updates), and review for “Awarded Vendor” information, pricing, delivery terms, ordering instructions, and minimum quantities (if applicable).
6. Review the contract dates to be sure the item/service is within the dates specified of the contract.
7. Review if the state agency users (entity) of the contract are authorized or allowed to purchase from this contract.
8. Review the “Awarded Vendor Information Page” for acceptance of the State authorized purchase card (P-Card).
9. Review the contract for information needed to complete your order.
10. If you have any questions, contact the applicable Contracting Officer assigned to the specific Statewide Contract.