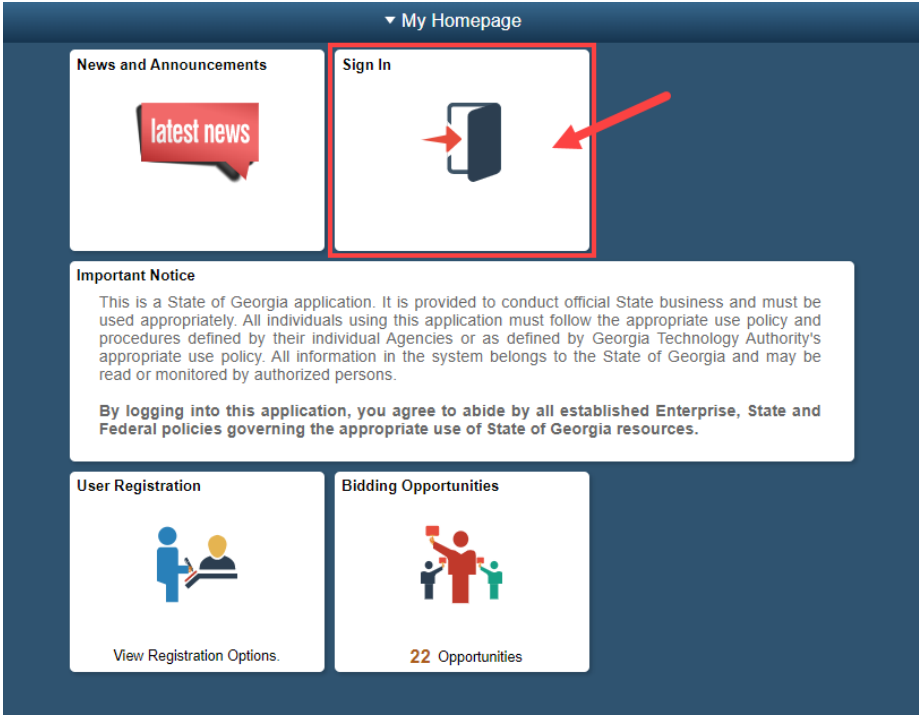
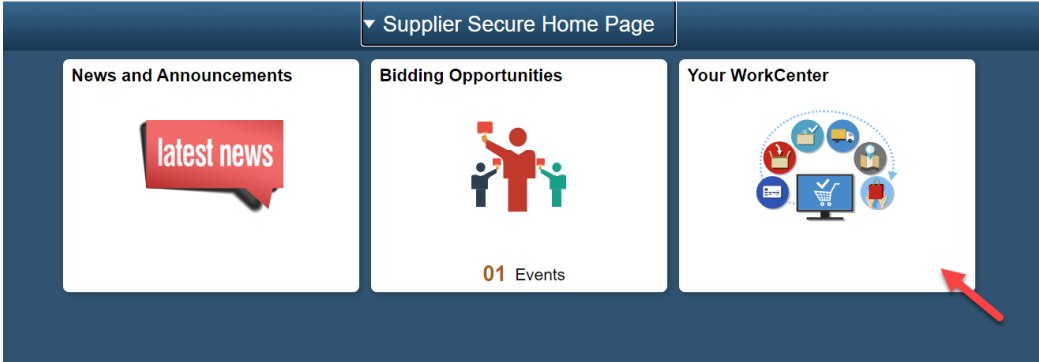




Quick Reference Guide: Supplier Quarterly Sales Report Submission

	<p>This document provides the steps to follow in order to submit your quarterly sales report.</p>
1.	<p>Using your Userid and password, Sign In on the Bidder and Supplier Homepage.</p> <p>Link: https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LA_NDINGPAGE.GBL</p>  <p>The screenshot shows the 'My Homepage' dashboard. It features a 'Sign In' tile with a red box around it and a red arrow pointing to it. Other tiles include 'News and Announcements' with a 'latest news' icon, 'Important Notice' with a paragraph of text, 'User Registration' with a 'View Registration Options' link, and 'Bidding Opportunities' with '22 Opportunities'.</p>
2.	<p>Click on 'Your WorkCenter' tile.</p>  <p>The screenshot shows the 'Supplier Secure Home Page' dashboard. It features a 'Your WorkCenter' tile with a red arrow pointing to it. Other tiles include 'News and Announcements' with a 'latest news' icon and 'Bidding Opportunities' with '01 Events'.</p>



Quick Reference Guide: Supplier Quarterly Sales Report Submission

3. Click the option **Update Contract Deliverables** under **Manage Contract**

Your WorkCenter

Links

- ▼ Maintain Company Information
 - Addresses
 - Contacts
 - Maintain NIGP Codes
 - More About Your Organization
 - Change My Password
 - My User Profile
- ▼ Manage Events and Place Bids
 - View Events and Place Bids
 - My Event Activity
 - View Terms & Conditions
- ▼ Manage Contract
 - Maintain Contract Documents
 - Update Contract Deliverables**
 - Review Contract Deliverables
- ▼ Manage Transaction
 - Purchase Orders
 - View Order Summary
 - View Receipts
 - Invoices
 - Payments
 - Account Balances

News and Announcements

SAO TeamWorks Financials CSC and DOAS/TGM TeamWorks Procurement Helpdesk will be available every business day in September 2020, except for the following holiday:

★ Labor Day - Monday September 7, 2020

Thank you for your ongoing support. We look forward to serving you.

Monthly System Maintenance

Due to regularly scheduled maintenance, the TeamWorks Financials and Team Georgia Marketplace™ applications will be unavailable on the first Sunday of each Month between 7:00 PM to 8:00 PM.

Thank you for your ongoing support. We look forward to serving you.

Supplier FAQ: [click here](#).

Training materials for Bidders and Suppliers: [click here](#).

QUESTIONS: Team Georgia Marketplace
Procurement Helpdesk
Phone: 404-657-6000
procurementhelp@doas.ga.gov

4. Results will be returned in the Search Results section. A list of all the verification steps that are not yet completed will be displayed.

Under the **Verification Steps** column, click on the quarter for which the report will be submitted.

**Pick the correct fiscal year and quarter.



Quick Reference Guide: Supplier Quarterly Sales Report Submission

5.	<p>Update Contract Deliverables New Window Help Personalize F</p> <p>Search Deliverables</p> <p>Contract ID <input type="text"/> <input type="button" value="Search"/> *Results to Include <input type="text" value="Header,Item Line,Category Line"/></p> <p>Supplier Contract Ref <input type="text"/></p> <p>Activity Status <input type="text"/> <input checked="" type="checkbox"/> Exclude Completed Status</p> <p><input type="button" value="Search"/></p> <p>Agreements Retrieved Personalize Find View All <input type="button" value="Print"/> <input type="button" value="Refresh"/> First 1 of 1 Last</p> <table border="1"><thead><tr><th>Contract</th><th>Contract Agreement</th><th>Verification Steps</th><th>Activity Status</th></tr></thead><tbody><tr><td>99999-SPD-HEADER</td><td>170 - GA-DOAS Quarterly Sales Report Reminder - FY 2020 Q4</td><td>10 - Upload 2020 - Qtr 4 Supplier Admin report</td><td>Not Started</td></tr></tbody></table>	Contract	Contract Agreement	Verification Steps	Activity Status	99999-SPD-HEADER	170 - GA-DOAS Quarterly Sales Report Reminder - FY 2020 Q4	10 - Upload 2020 - Qtr 4 Supplier Admin report	Not Started
Contract	Contract Agreement	Verification Steps	Activity Status						
99999-SPD-HEADER	170 - GA-DOAS Quarterly Sales Report Reminder - FY 2020 Q4	10 - Upload 2020 - Qtr 4 Supplier Admin report	Not Started						
6.	<p>You will be taken to the Update Verifications page.</p> <p>Verify the contract information is correct.</p> <ol style="list-style-type: none">1. Enter the Total Sales amount. This amount should match the total amount as listed in the associated quarterly sales template. **The invoice amount will be calculated and displayed once you enter this value.**2. If no sales, select the No Sales box.3. Review the email address(es) listed.<ul style="list-style-type: none">• The email address(es) should be that of the person(s) who needs to receive the invoice.• If needed, enter the correct email address(es).• Corrections to email addresses should be reported to the contract administrator so that the email address(es) can be updated for future quarters.4. Click on the Upload a File link.								



Quick Reference Guide: Supplier Quarterly Sales Report Submission

Update Contract Deliverables

Update Verifications

Contract 99999-SPD-SPD000TEST-0001 - HEADER View Contract Document

Supplier Supplier A

Contract Status Approved Begin Date 06/03/2019 Expire Date 06/02/2021

Agreement 50 - GA-DOAS Quarterly Sales Report Reminder - FY 2020 Q3

Verification Steps Find | View All First 1 of 1 Last

Step 10 - Upload 2020 - Qtr 3 Supplier Admin report Send E-mail

Due Date 06/02/2021 Step Owner Registered User

Activity Status Not Started Method Monetary Amount

Notification Comments Click on the link below to upload your Quarterly Sales Report. Set the Activity Status to Completed after file upload. For questions about the templates contact contract.management@doas.ga.gov. for technical questions contact procurementhelp@doas.ga.gov

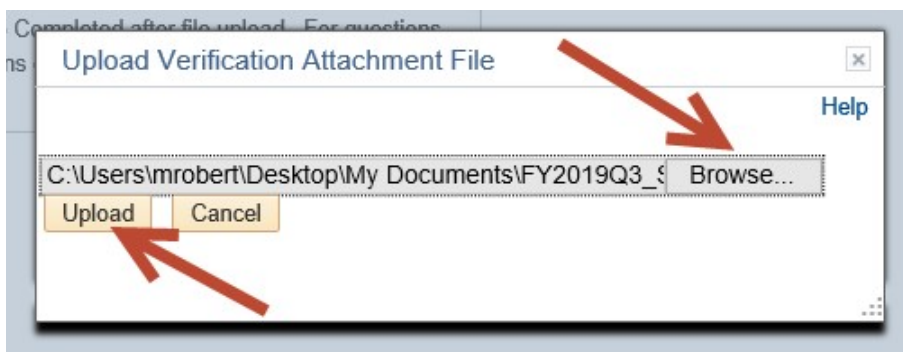
Sales Period From 01/01/2020 To 03/31/2020

Upload a File No Sales Admin Fee % 1.50 Total Sales Invoice Amount

Email ID 1 Email ID 2

Save Return to Search Deliverables

7. Click on the Browse button and select the report to be uploaded and then click on the Upload button.
- ** Please get the latest template from <http://doas.ga.gov/state-purchasing/suppliers/quarterly-sales-reports> and upload only one file. DO NOT REMIT PAYMENT UNTIL YOUR INVOICE IS RECEIVED.**



8. On the **Update Verifications** page, confirm the report has been uploaded in the Attachments section. If this report was submitted in error, click on the delete button to delete the current



Quick Reference Guide: Supplier Quarterly Sales Report Submission

submission. This will allow another report to be submitted. When you have uploaded the report, change the **Activity Status** to **Completed**.

A message will be displayed to confirm the invoice amount. Click OK.

** If you need to save the changes and come back later and finish them, then set the status to In Progress and save the changes. You will be able to come back later and complete the changes.

Update Contract Deliverables
Update Verifications

Contract 99999-...-HEADER View Contract Document

Supplier ...

Contract Status Approved

Agreement 170 - GA...

Verification Steps

Step 10 - Upload

Due Date 07/20/2020

Last User to Update ...

*Activity Status **Completed**

Method Monetary Amount

Notification Comments Click on the link below to upload your Quarterly Sales Report. Set the Activity Status to Completed after file upload. For questions about the templates contact contract.management@doas.ga.gov, for other questions contact procurementhelp@doas.ga.gov

Sales Period From : 04/01/2020 To : 06/30/2020

No Sales Admin Fee % 2.00 Total Sales 245000.000 Invoice Amount 4900.000

Upload another File

Email ID 1 email1@doas.ga.gov Email ID 2

Attachments Personalize | Find | View All | First 1 of 1 Last

File Name	Attachment Description	View	Delete
Quarterly_Sales_FY2020Q1.docx	FY2020Q1 Sales	View	Delete

Save Return to Search Deliverables

9. A warning message will be displayed to let you know that you cannot make changes once you set the status to COMPLETED and leave the page.

Click OK.



Quick Reference Guide: Supplier Quarterly Sales Report Submission

10.	An e-mail containing a copy of the invoice and instructions on how to pay the invoice will be sent to the address(es) provided within an hour.
11.	End Process