



## Quick Reference Guide: Process Automation Statewide Contract Waiver

When goods or services are available on a Mandatory Statewide Contract, the purchase must be made from one of the Suppliers on that contract unless a Waiver from Statewide Contract has been requested and approved prior to the purchase.

The submission of a Statewide Contract Waiver request is available online. The user will go through an 'interview' process and submit their request. Once submitted, a Service Request is created and escalated to the appropriate person for review.

The Statewide Contract Waiver Request is available at this link:

[https://service.doas.ga.gov/app/answers/detailopa/a\\_id/1290](https://service.doas.ga.gov/app/answers/detailopa/a_id/1290)

Clicking on the above link will bring up the Statewide Contract Waiver Request page.

Click on the Log in button to log in or register for the first time.

🏠 > State Purchasing > Suppliers > FAQ's

### STATEWIDE CONTRACT WAIVER REQUEST

This interview can be used only by logged in Contacts or Agents.

#### CONTACT

**Supplier Relations**  
Procurement Help Desk

Phone  
404-657-6000

Email  
procurementhelp@doas.ga.gov

View All Division Contacts

f t in g+

Log in for Help

Enter your log in credentials or click on Create an Account. Your user id is your email address.

PLEASE LOG IN TO CONTINUE

Log In or Create an Account

Password

Forgot your username or password?

Log In Cancel



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When you log in, your information is automatically populated. If the information is incorrect, please check No and click Next. Please check the box if you are the APO/CUPO for your organization. Click Next.

### STATEWIDE CONTRACT WAIVER REQUEST

**Organization Name:** Administrative Services, Department of

**First Name:** Margaret

**Last Name:** Robert

**Primary Phone:** 1 (404) 656-2831

**Mobile Phone:** Uncertain

Is the above information correct? \*

Yes  No

I am the APO/CUPO for my Organization

Next

Checking No to the question brings up an area to correct your Organization Name, Primary Phone, and Mobile Phone. When complete, click Next.



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### STATEWIDE CONTRACT WAIVER REQUEST

**Organization Name:** Administrative Services, Department of

**First Name:** Margaret

**Last Name:** Robert

**Primary Phone:** 1 (404) 656-2831

**Mobile Phone:**

Is the above information correct? \*

Yes  No

Provide corrections below:

**Organization Name:**

**Primary Phone:**

**Mobile Phone:**

I am the APO/CUPO for my Organization

Next

Click on the Contract dropdown to select the contract you are requesting the waiver against. If you cannot locate the contract, check the box indicating you are unable to locate the contract.

### STATEWIDE CONTRACT WAIVER REQUEST

Lookup Contract By Name or Number: \*

Click [Statewide Contract Index](#) and log in using the **guest ID:** tgmguest and **password:** tgmguest to navigate to the "Contracts" tab to search or browse available statewide contracts.

I am unable to locate my Contract

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Next

Select the SWC from the dropdown. Click Next.



## Quick Reference Guide: Process Automation Statewide Contract Waiver

### STATEWIDE CONTRACT WAIVER REQUEST

Lookup Contract By Name or Number: \*

ADMINISTRATIVE VEHICLES	▼
ALL TERRAIN VEHICLES, UTILITY	▲
APPLE COMPUTER HARDWARE	
AUTO MFG IN GA (AMIGI)	
<b>AUTOMOBILE PARTS</b>	
BACKGROUND INVESTIGATIVE REPORTS	
BIOLOGICAL SUPPLIES AND LAB EQUIPMENT	▼

est and  
browse

available statewide contracts.

I am unable to locate my Contract

[Back](#) [Next](#)

The system will display information about the selected contract such as the Contract Number, Type, and whether the contract is mandatory or convenience. Click Next.



## Quick Reference Guide: Process Automation Statewide Contract Waiver

### STATEWIDE CONTRACT WAIVER REQUEST

Lookup Contract By Name or Number: \*

 x ▼

**Contract Number:** 99999-SPD-SPD0000127

**Type of Contract:** IT

**Contract Mandatory:** No

**Contract Convenience:** Yes

Click [Statewide Contract Index](#) and log in using the **guest ID:** tgmguest and **password:** tgmguest to navigate to the "Contracts" tab to search or browse available statewide contracts.

I am unable to locate my Contract

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If the contract is not mandatory, but convenience, the system will display the message below.

### STATEWIDE CONTRACT WAIVER REQUEST

**Convenience Contracts do not require a Contract Waiver to be completed.**

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Mandatory Statewide Contracts require a waiver to be completed. Click Next.



## Quick Reference Guide: Process Automation Statewide Contract Waiver

### STATEWIDE CONTRACT WAIVER REQUEST

Lookup Contract By Name or Number: \*

CERTIFIED AUDIO VISUAL PRODUCT

**Contract Number:** 99999-SPD-SPD0000048

**Type of Contract:** IT

**Contract Mandatory:** Yes

**Contract Convenience:** No

Click [Statewide Contract Index](#) and log in using the **guest ID:** tgmguest and **password:** tgmguest to navigate to the "Contracts" tab to search or browse available statewide contracts.


I am unable to locate my Contract

Back

Next

Provide the goods/services being purchased and the reason the SWC does not meet your needs. Mark whether the request is for one time or repeat purchases. Enter the dollar amount and a date range for when the purchase is going to be made. Click Next.

### STATEWIDE CONTRACT WAIVER REQUEST

Describe in detail the goods or services being procured: 

State reason the existing SWC does not meet your needs: \*

**Request is for: \***

- One Time Purchase  
 Reptitive Purchase

**Estimated Dollar Amount: \***

**What is Estimated Time From? \***

**What is Estimated Time To? \***

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Next

The system will display this message. If your request is ready to be submitted, click Submit. If there are any changes that need to be made, click the Back button.



## Quick Reference Guide: Process Automation Statewide Contract Waiver

### STATEWIDE CONTRACT WAIVER REQUEST

Upon receipt of all required information to the Statewide Contract Management Team, your request will be processed for a determination within five (5) business days. APO/CUPO will be notified promptly of the decision.

[Back](#) [Submit](#)

The system will display the message below informing you that your request has been submitted. You will be given a reference number and the option to print your submission.

### STATEWIDE CONTRACT WAIVER REQUEST

Your Statewide Contract Waiver Request has been submitted.

Reference number **171115-000243** assigned to the submission.

[Please select this link to print your submission](#)

[Department of Administrative Services Home Page](#)