



Training Opportunity

Webinar: State Purchasing New Website Review

Use the link below to register TODAY!

<https://www1.gotomeeting.com/register/128041784>

Purpose of the Webinar: The purpose of this webinar is to provide a tour of the new State Purchasing website and to direct you to the new locations for SPD official forms & other purchasing tools.

Date: April 16, 2009

Time: 2:30 PM

Audience: Purchasing, procurement personnel and anyone who uses the State Purchasing Website.

Location: Webinar

Topics of discussion:

- Review of the Home page
- Where to find contracts?
- Where to find SPD official forms
- Links to SPD tools such as eQuote, Team Georgia Marketplace, etc.
- Where to find training information?
- Miscellaneous information

Presenter:

Mirna Barker

Mirna Barker is SPD's chief learning officer. She has extensive experience in the

design, development and implementation of training and certification programs for internal and external clients. Her diverse background includes the development of documentation and training programs in retail, banking, and healthcare. She also has several years of experience implementing complex health-care IT systems at large hospitals in the United States and abroad. Mirna holds a bachelor's and a master's degree in computer science from Georgia Institute of Technology and a doctorate in education from the University of Georgia.

About the Webinar Technology:

The Webinar has both a visual and an auditory component, and you will need to login to a website to view the presentation and dial in to a conference call number to hear the speaker.

Preparing for the Webinar:

- Register in advance at the the weblink provided above. Once you register, you will receive an email confirmation with instructions about how to log on to the meeting.
- Please enter your first and last name when prompted.

Attending the Webinar:

The day of the Webinar, please enter the session 15 minutes before the start time.

- To do this, select the link in the confirmation you received when you registered and follow the prompts to enter the session.
- It prompt you to download the GoToMeeting software. This may take 5-10 minutes to complete this, so please log into the conference at least 15 minutes before the start time of the Webinar.
- If the Webinar software was successfully downloaded, you will see an orange flower in the tool tray located in the bottom right hand corner of your screen.
- Call this Conference Call number 15 minutes before the meeting begins:
Dial **866-633-3380**, access code ***9767341***. Once you enter your access code, you will be placed on hold until the meeting organizer addresses you at approximately 2:30 p.m.
- If you have technical difficulties logging into the Webinar or accessing the Conference Call number above, please contact Melanie Spencer at 404-656-5339.

DOAS.GA.GOV

Quick Reference Guide

Use this guide to navigate throughout the new DOAS Web site. While not all-inclusive, the outlined pages and sub-pages offer a high-level map of key destinations on the site. You can access key pages by clicking headings and hyperlinks below.



Gain immediate access to staff information through the **Contact** link.

Navigational Tools include the global navigation bar and "scrollers" (arrows), which allow access to content organized by community of interest.

Direct Links quickly access DOAS applications.

About Us

- [Leadership Team](#)
- [Contact Us](#)
- [Careers at DOAS](#)
- [Fleet Management](#)
- [Surplus Property](#)
- [State Purchasing](#)
- [Mail & Document Services](#)
- [Risk Management](#)
- [All News](#)

State & Local Government

State Purchasing

- State Purchasing Help Desk
- [Contracts](#)
- Team Georgia Marketplace
- [Knowledge Management](#)
- Training (Supplier & Agency)
- Georgia Procurement Manual
- [Services](#)
- Statewide Card Programs
- Knowledge Center Contacts
- Strategic Sourcing Contacts
- [Process & Performance](#)
- Process Improvement Audit
- [Policies & Procedures](#)
- Standard Operational Documents
- [Procurement & Sourcing Tools](#)
- eQuote
- Georgia Procurement Registry
- [7 Stages of Procurement](#)

Risk Management

- Property Registry
- Fleet Vehicle Mgmt System
- [Insurance](#)
- Auto Program
- Liability/ Property Insurance
- Workers Compensation
- [Comprehensive Loss Control](#)
- [Additional Resources](#)
- Georgia Indemnification Program
- Resource Library (Policies)

Mail & Document Services

- Inter-Agency Courier List
- [Mail & Courier](#)
- [Postal Services](#)
- [IKON Document Services](#)

Fleet Management

- [Explore Fleet Mgmt](#)
- [Enterprise Car Rental](#)

Surplus Property

- [Explore Surplus Property](#)

Public & Non Profit

- [Surplus Property](#)
- [Surplus Property Bids](#)
- [Report My Driving](#)

Site Questions?
Contact the SPD Customer Service Help Desk at 404-657-6000 or procurementhelp@doas.ga.gov for assistance.

Suppliers

Getting Started

- Team Georgia Marketplace
- Supplier Registration
- Supplier Orientation
- [Bids & Contracts](#)
- Statewide Contract Index
- Agency Contracts Index
- [General Information](#)
- Georgia Supplier Manual
- NIGP Codes
- Supplier Newsletter
- [Legislation/Guidelines](#)
- Open Records Request
- [Minority Business and GDOT Certification](#)
- Certification Process