



Quick Facts

LENGTH

1 day

CONTACT HOURS

8

START TIME

9:00am

END TIME

5:00pm

TGM60L Supplier Contracts Management

Course Description:

The purpose of this training session is to review the Team Georgia Marketplace Supplier Contracts Management application to manage the contract lifecycle including; creating, editing, approving, negotiating, executing, status tracking, and amending

Audience:

- Buyers, Contract Administrators, Legal personnel

Objectives:

At the completion of this training course, you will be able to do the following:

- Create an Agency Contract from a Requisition, from a Sourcing Event and from an Imported (Legacy) Contract
- Use the Contract Document Wizard to Generate MS Word Documents
- Create a Statewide Contract
- Create an Agency Contract from a Statewide Master Contract
- Associate Agreements with Contracts
- Create Threshold Notifications--such as expiration date
- Add and edit Attachments and Comments—including a Signature Page
- Edit Contracts
- Create Ad Hoc Documents
- Monitor Agreement Compliance
- Create, Maintain, and Approve Amendments
- View and Update Clauses (Librarian only)
- View and Update Sections (Librarian only)

Prerequisites:

*Note these may be adjusted for legal personnel or other Contract Administration personnel if a request to do so is approved

- Introduction to State Purchasing Part A & Part B
- Fundamentals of State Purchasing
- Basics of Writing Specifications
- eProcurement for Requestors
- eProcurement for Approvers
- Strategic Sourcing
- RFP/RFQC Development Process