



How to Submit Your Quarterly Report

Log onto the Supplier Portal

1. Click on the NavBar
2. Click the Navigator
3. Click on Manage Contracts
4. Click the option Update Contract Deliverables

The screenshot shows the 'Supplier Secure Home Page' interface. A 'NavBar: Navigator' is visible on the right side, containing several menu items. Red arrows and text boxes point to specific elements:

- 1. Click the NavBar:** Points to the top right navigation bar.
- 2. Click the Navigator:** Points to the 'Navigator' icon in the sidebar.
- 3. Click on Manage Contracts:** Points to the 'Manage Contracts' menu item in the sidebar.
- 4. Click the option Update Contract Deliverables:** Points to the 'Update Contract Deliverables' menu item in the sidebar.

The main content area shows a search form for 'Update Contract Deliverables' and a table of 'Agreements Retrieved'. The table has columns for 'Contract', 'Contract Agreement', 'Verification Steps', and 'Activity Status'. The last row is highlighted with a red box:

Contract	Contract Agreement	Verification Steps	Activity Status
[REDACTED]	26 - GA-DOAS Quarterly Sales Report Reminder - FY 2017 Q2	10 - Upload 2017 - Qtr 2 Supplier Admin report	Completed
	30 - GA-DOAS Quarterly Sales Report Reminder - FY 2017 Q3	10 - Upload 2017 - Qtr 3 Supplier Admin report	Completed
	40 - GA-DOAS Quarterly Sales Report Reminder - FY 2017 Q4	10 - Upload 2017 - Qtr 4 Supplier Admin report	Completed
	50 - GA-DOAS Quarterly Sales Report Reminder - FY 2018 Q1	10 - Upload 2018 - Qtr 1 Supplier Admin report	Completed
	60 - GA-DOAS Quarterly Sales Report Reminder - FY 2018 Q2	10 - Upload 2018 - Qtr 2 Supplier Admin report	Completed
	70 - GA-DOAS Quarterly Sales Report Reminder - FY 2018 Q3	10 - Upload 2018 - Qtr 3 Supplier Admin report	Completed
	80 - GA-DOAS Quarterly Sales Report Reminder - FY 2018 Q4	10 - Upload 2018 - Qtr 4 Supplier Admin report	Completed
	90 - GA-DOAS Quarterly Sales Report Reminder - FY 2019 Q1	10 - Upload 2019 - Qtr 1 Supplier Admin report	Not Started