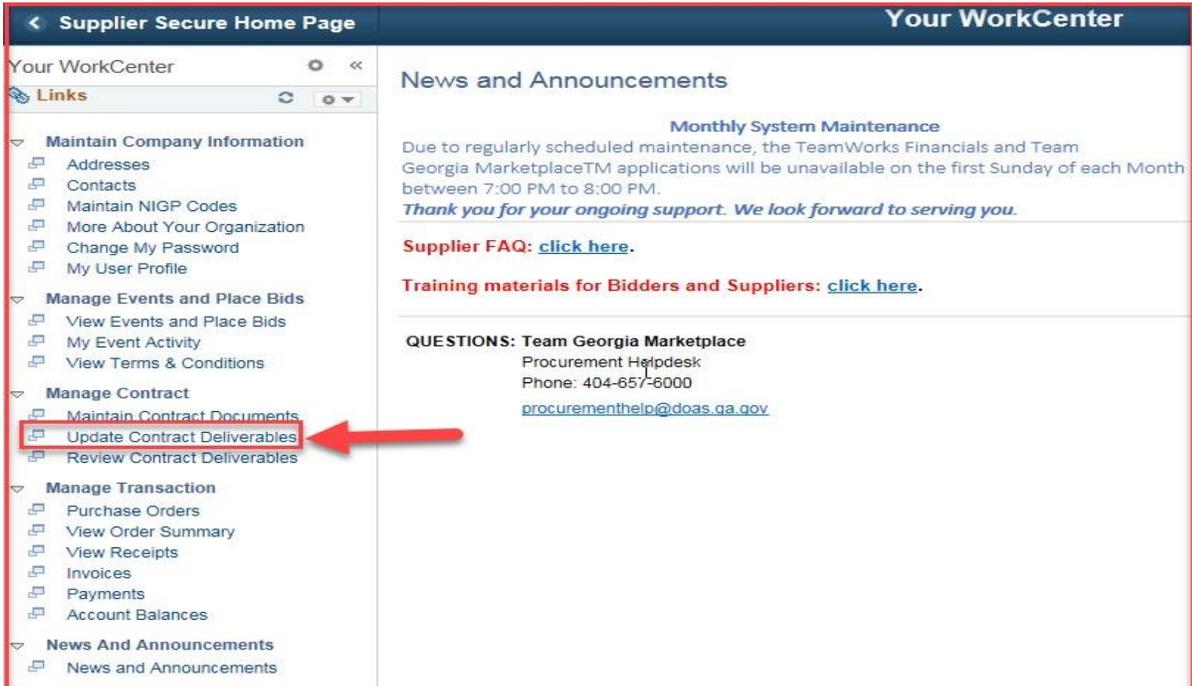


Supplier Quarterly sales report upload

DO NOT REMIT PAYMENT UNTIL YOUR INVOICE IS RECEIVED.

Step #	Do This:
1	<p>Using your password and User ID, sign in on the Bidder and Supplier Registration page.</p> <p>Link: https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL</p> <p>For security reasons, if you have not already changed your password, please click on Change My Password in the main menu options and follow instructions located in Register as a Supplier Quick Reference Guide.</p>
2	<p>Click on 'Your WorkCenter' Tile.</p> 
3	<p>Click the option Update Contract Deliverables under Manage Contracts.</p> 

4 Enter the Contract ID and click on the Search button.

Update Contract Deliverables

Search Deliverables

Contract ID 99999-SPD- [REDACTED]

Supplier Contract Ref

Activity Status

5 Under the Verification Steps column, click on the quarter for which the report will be submitted. ****Pick the correct fiscal year and quarter.**

Update Contract Deliverables

Search Deliverables

Contract ID 99999-SPD- [REDACTED] *Results to Include

Supplier Contract Ref

Activity Status Exclude Completed Status

Choose the Verification Step link to update deliverables

Agreements Retrieved		Personalize Find View All <input type="button" value="🔍"/> <input type="button" value="📄"/>	First	1-10 of 10	Last
Contract	Contract Agreement	Verification Steps			
99999-SPD HEADER	20 - GA-DOAS Quarterly Sales Report Reminder - FY 2017 Q3	10 - Upload 2017 - Qtr 3 Supplier Admin report	Completed		
	30 - GA-DOAS Quarterly Sales Report Reminder - FY 2017 Q4	10 - Upload 2017 - Qtr 4 Supplier Admin report	Completed		
	40 - GA-DOAS Quarterly Sales Report Reminder - FY 2018 Q1	10 - Upload 2018 - Qtr 1 Supplier Admin report	Completed		
	50 - GA-DOAS Quarterly Sales Report Reminder - FY 2018 Q2	10 - Upload 2018 - Qtr 2 Supplier Admin report	Completed		
	60 - GA-DOAS Quarterly Sales Report Reminder - FY 2018 Q3	10 - Upload 2018 - Qtr 3 Supplier Admin report	Completed		
	70 - GA-DOAS Quarterly Sales Report Reminder - FY 2018 Q4	10 - Upload 2018 - Qtr 4 Supplier Admin report	Completed		
	80 - GA-DOAS Quarterly Sales Report Reminder - FY 2019 Q1	10 - Upload 2019 - Qtr 1 Supplier Admin report	Completed		
	90 - GA-DOAS Quarterly Sales Report Reminder - FY 2019 Q2	10 - Upload 2019 - Qtr 2 Supplier Admin report	Completed		
	100 - GA-DOAS Quarterly Sales Report Reminder - FY 2019 Q3	10 - Upload 2019 - Qtr 3 Supplier Admin report	Not Started		
	110 - GA-DOAS Quarterly Sales Report Reminder - FY 2019 Q4	10 - Upload 2019 - Qtr 4 Supplier Admin report	Not Started		

6 Verify the correct contract information. Click on the Upload a File blue link.

Update Contract Deliverables

Update Verifications

Contract 99999-SPD- [REDACTED]

Supplier [REDACTED]

Contract Status Approved Begin Date 08/15/2013 Expire Date 01/31/2020

Agreement 100 - GA-DOAS Quarterly Sales Report Reminder - FY 2019 Q3

Verification Steps | | First 1 of 1 Last

Step 10 - Upload 2019 - Qtr 3 Supplier Admin report

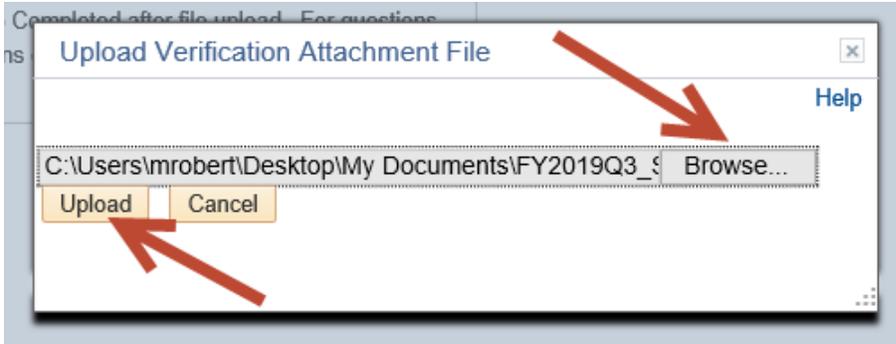
Due Date 04/20/2019 Step Owner [REDACTED]

Last User to Update [REDACTED] Last Update 07/18/2019 12:14PM

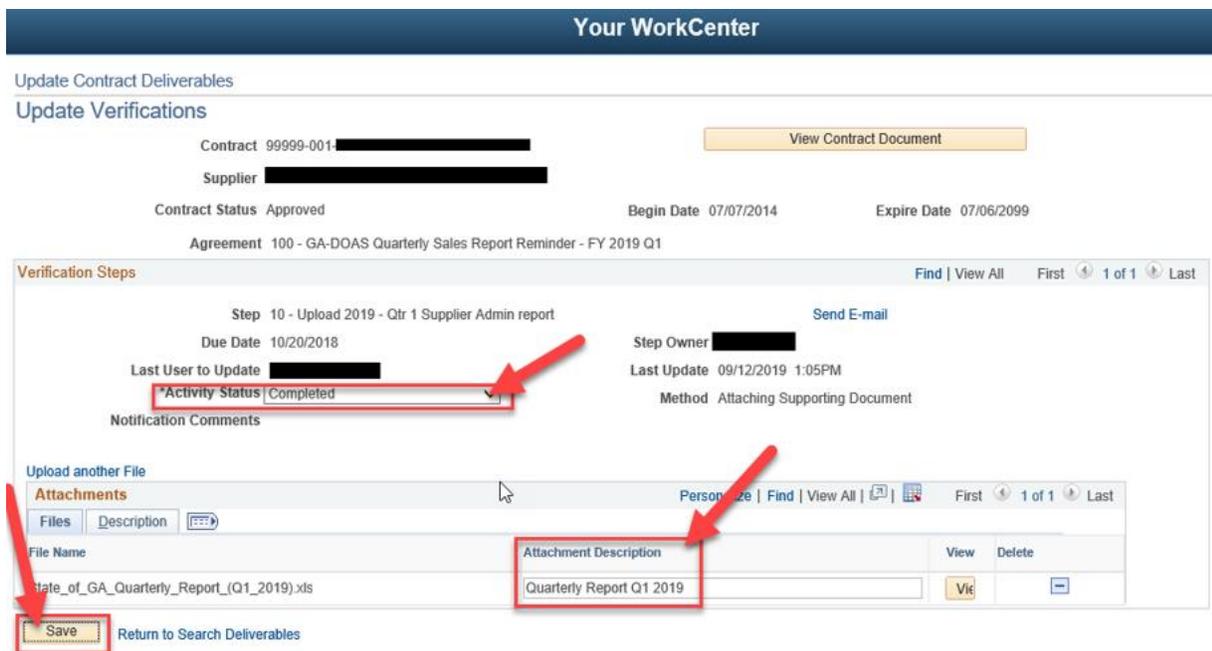
*Activity Status Method Attaching Supporting Document

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

- 7 1. 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, approx. 15 days from the day you upload your file.**



- 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 submission. This will allow another report to be submitted. When the report is submitted, changed the Activity Status to **Completed**. Click **Save**.





9

The WARNIGN MESSAGE will pop up. Click OK.

The screenshot shows the 'Your WorkCenter' interface. At the top, there's a header 'Your WorkCenter'. Below it, there are sections for 'Update Contract Deliverables' and 'Update Verifications'. The 'Update Verifications' section shows contract details like 'Contract', 'Supplier', 'Contract Status: Approved', 'Begin Date: 07/07/2014', and 'Expire Date: 07/06/2099'. The 'Verification Steps' section shows a step '10 - Upload 2019 - Ctr 1 Supplier Admin report' with a due date of '10/20/2018' and an activity status of 'Completed'. A 'Message' dialog box is overlaid on the interface, displaying a warning: 'Warning -- You cannot make any more changes after you mark the activity as completed. (10430,381). Once you leave the page, you can no longer make any changes to the verification step since you have marked it as completed.' An 'OK' button is at the bottom of the dialog box.

End process.