

Statewide Contract Quarterly Sales Report Submission Step-by-Step Guide and Instructional Video

Instructional Video: https://www.youtube.com/watch?v=aCp_XacG0y0

Example of E-Mail Receipt:

- Part 1: The <http://bit.ly/DOASQSR> link will take you to the Georgia Department of Administrative Services Quarterly Sales Report template download site.
- Part 2: USERID for Supplier Portal
- Part 3: Link to Supplier Portal for Quarterly Sales Report submission



Prior Reminder for Contract Compliance. Contract: STATE / 99999-001-SPD0000123-0456 / 1 Agreement: SPD Admin Fees Report notification Step: GA-DOAS Quarterly Sales Report Reminder - FY 2017 Q2

To JaneDoe@GreatOfficeSupplies.com

Prior Reminder for Contract Compliance.

SetId/Contract ID/Version/Description: STATE / 99999-001-SPD0000123-0456 / 1 / Office Supplies Contract
Vendor Contract Ref: SWC
Agreement SetId/Sequence: STATE / 25
Agreement Code/Description: SPD_ADMIN2017_02 / GA-DOAS Quarterly Sales Report Reminder - FY 2017 Q2

Agreement Notification Comments:

This is a reminder that the statewide contract with your business requires you to provide a sales report for the indicated quarter to the GA Department of Administrative Services (DOAS). Download the updated template here: <http://bit.ly/DOASQSR>

Target Date: 2017-01-20
Days until Target Date: 25
Agreement Compliance Status: Not Set - 3; Update OprId:

Agreement Compliance Comments:

An invoice will be generated based on the contractual administrative fee % amount, and emailed to the vendor billing email on record. Unless otherwise notified, please await receipt of the invoice to process the payment of the administrative fee amount.

Verification Step/Description: 10 / GA-DOAS Quarterly Sales Report Reminder - FY 2017 Q2
Agreement Verification Activity Status: Not Started - 4; Update OprId:

Verification Activity Status Comments:

Please click on the link below to upload your Quarterly Sales Report to the Supplier Portal

Due Date: 2017-01-20
Days until Due Date: 25

User ID/Name to notify: JDOE / JDOE
Notify Email Address: JaneDoe@GreatOfficeSupplies.com

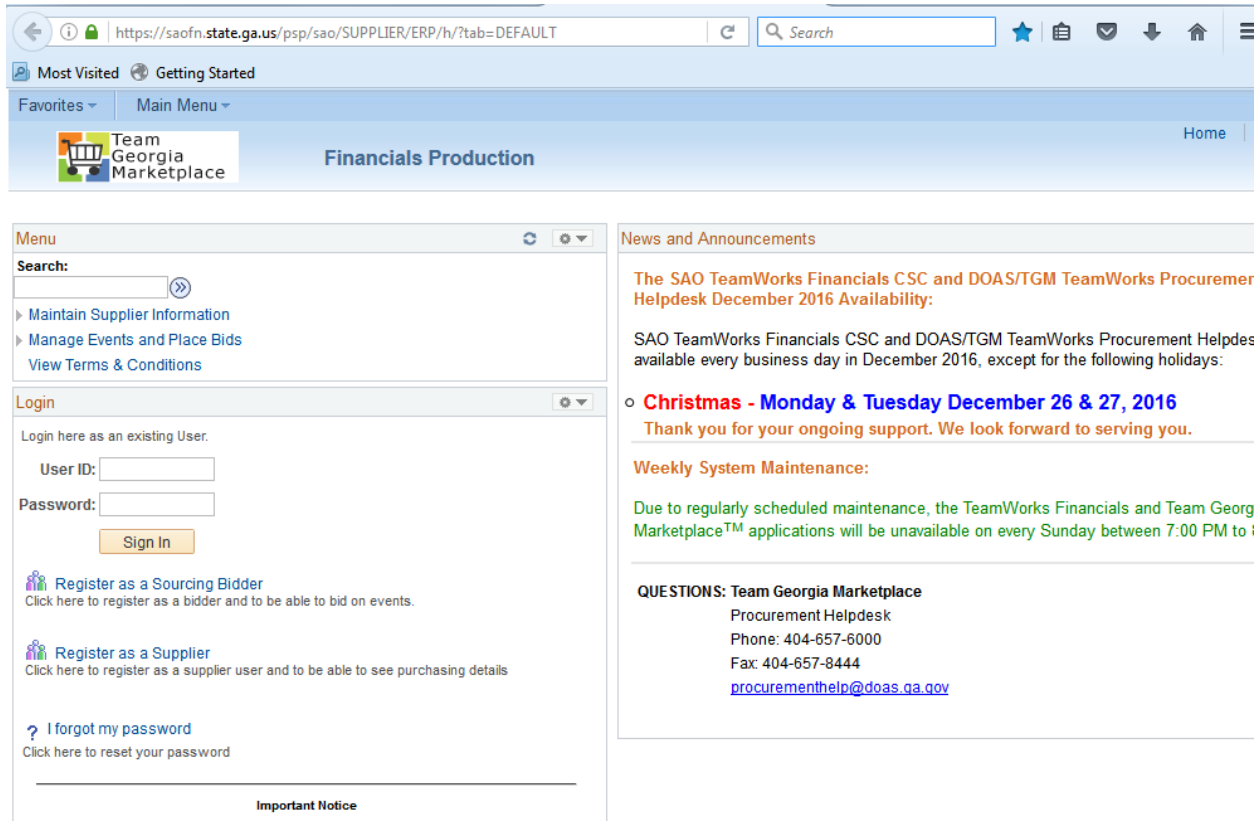
https://saofntst.state.ga.us/psp/fscmtst/SUPPLIER/ERSUPPLIER/ERP/c/CONTRACT_MGMT_SUPPLIER.CS_SS_CNT_VFY.GBL?Action=U&SETID=STATE&CNTRCT_ID=99999-001-SPD0000103-0001&VERSION_NBR=1&CNTRCT_LINE_NBR=0&CAT_LINE_NBR=0&CS_AGREE_SEQ5=20&CS_VERIFY_SEQ=10&CS_AG_ACCESS=SU

Step 1:

Launch Team Georgia Marketplace Bidder and Supplier Portal by clicking on the link below, or on the link from the email you have received (reference Step 3 in the image above):

<https://saofn.state.ga.us/psp/sao/SUPPLIER/ERP/h/?tab=DEFAULT>

If at any time you need help, Contact State Purchasing Procurement Help Desk for technical support by Phone 404-657-6000 or Email procurementhelp@doas.ga.gov. You will be asked for a Federal Employer Identification Number/Tax ID, Business Address, and Email ID of the registered contact for validation.



The screenshot shows the Team Georgia Marketplace Bidder and Supplier Portal. The page layout includes a header with the logo and navigation tabs like 'Most Visited' and 'Getting Started'. Below the header is a 'Menu' section with a search bar and links for 'Maintain Supplier Information', 'Manage Events and Place Bids', and 'View Terms & Conditions'. The 'Login' section contains fields for 'User ID' and 'Password', a 'Sign In' button, and links for 'Register as a Sourcing Bidder', 'Register as a Supplier', and 'I forgot my password'. The main content area features 'News and Announcements' with a notice about the SAO TeamWorks Financials CSC and DOAS/TGM TeamWorks Procurement Helpdesk availability in December 2016, and a 'Weekly System Maintenance' notice. A 'QUESTIONS' section provides contact information for the Procurement Helpdesk.

Menu

Search:

- ▶ Maintain Supplier Information
- ▶ Manage Events and Place Bids
- View Terms & Conditions

Login

Login here as an existing User.

User ID:

Password:

Sign In

Register as a Sourcing Bidder
Click here to register as a bidder and to be able to bid on events.

Register as a Supplier
Click here to register as a supplier user and to be able to see purchasing details

I forgot my password
Click here to reset your password

News and Announcements

The SAO TeamWorks Financials CSC and DOAS/TGM TeamWorks Procurement Helpdesk December 2016 Availability:

SAO TeamWorks Financials CSC and DOAS/TGM TeamWorks Procurement Helpdes available every business day in December 2016, except for the following holidays:

- o **Christmas - Monday & Tuesday December 26 & 27, 2016**
Thank you for your ongoing support. We look forward to serving you.

Weekly System Maintenance:

Due to regularly scheduled maintenance, the TeamWorks Financials and Team Georg Marketplace™ applications will be unavailable on every Sunday between 7:00 PM to :

QUESTIONS: Team Georgia Marketplace
Procurement Helpdesk
Phone: 404-657-6000
Fax: 404-657-8444
procurementhelp@doas.ga.gov

Important Notice

Step 2:

Enter your valid Registered Supplier User ID and Password to access the home page after a successful login.

You will be prompted for a password change if your password has expired. This will include steps to set up 1) Security Questions and Answers and 2) Setup Additional Information.

The screenshot shows a user interface with two main panels. The left panel is titled "Menu" and contains a search bar and a list of navigation options: Maintain Supplier Information, Manage Events and Place Bids, Manage Contracts, Manage Orders, Review Payment Information, Reporting Tools, View Terms & Conditions, Change My Password, and My System Profile. The right panel is titled "News and Announcements" and contains several sections: "The SAO TeamWorks Financials CSC and DOAS/TGM TeamWorks Procurement Helpdesk December 2016 Availability:" followed by a paragraph and a list of holidays including "Christmas - Monday & Tuesday December 26 & 27, 2016"; "Weekly System Maintenance:" followed by a paragraph; and "QUESTIONS: Team Georgia Marketplace" followed by contact information for the Procurement Helpdesk.

Step 3:

Navigate to Main Menu > Manage Contracts

The screenshot shows the user interface with the navigation path "Main Menu > Manage Contracts" highlighted. The "Manage Contracts" section is expanded, showing three sub-sections: "Maintain Contract Documents", "Update Contract Deliverables", and "Review Contract Deliverables".

Step 4:

Navigate to Main Menu > Manage Contracts > Update Contract Deliverables

The screenshot shows the user interface with the navigation path "Main Menu > Manage Contracts > Update Contract Deliverables" highlighted. The "Update Contract Deliverables" sub-section is expanded, showing a list of options: "Maintain Contract Documents", "Update Contract Deliverables", and "Review Contract Deliverables".

Step 5:

Click on the Contract ID magnifying glass to lookup your Statewide Contract ID and select the Contract ID hyperlink to search for contract deliverables. Then you must know your exact Contract ID for your Statewide Contract before uploading your Quarterly Sales Report.

Update Contract Deliverables

Search Deliverables

Contract ID: *Results to Include:

Vendor Contract Ref:

Activity Status:

Exclude Completed Status

Look Up Contract ID

User ID: STAPLES1

Contract ID: begins with

Vendor Contract Ref: begins with

Description: begins with

Basic Lookup

Search Results

View 100 First 1 of 1 Last

Contract ID	Vendor ID	Vendor Contract Ref	Contract Status	Contract Beginning Date	Expire Date	Description
99999-001-SPD0000103-0001	0000426763	SWC	Approved	07/07/2014	07/06/2017	General Office Supplies, Paper

Step 6-A:

Click on Search

Step 6-B:

Click on the Verification Steps link.

Favorites ▾ | Main Menu ▾ > Manage Contracts ▾ > Update Contract Deliverables

Team Georgia Marketplace **FSCMTST**

Update Contract Deliverables

Search Deliverables

Contract ID: *Results to Include:

Vendor Contract Ref:

Activity Status:

Exclude Completed Status

Click on Verification Step link to update deliverables

Agreements Retrieved Personalize | Find | View All | First 1 of 1 Last

Contract	Contract Agreement	Verification Steps	Activity Status
99999-001-SPD0000103-0001 - HEADER	20 - SPD Admin Fees Report notification	10 - Upload 2017 - Qtr 3 Supplier Admin report	Not Started

It will show your activity status as "Not Started"

Favorites ▾ Main Menu ▾ > Manage Contracts ▾ > Update Contract Deliverables

Team Georgia Marketplace **FS91 SAND**

Update Contract Deliverables

Update Verifications

Contract: 99999-001-SPD0000116-0003 - HEADER [View Contract Document](#)

Vendor: THE GOODYEAR TIRE & RUBBER COMPANY

Contract Status: Approved **Begin Date:** 04/01/2015 **Expire Date:** 03/31/2017

Agreement: 10 - Have you completed & uploaded SPD Admin Fee Quarterly Report

Verification Steps Find | View All First 1 of 1 Last

Step: 10 - CONTRACT ADMIN FY17Q1 [Send E-mail](#)

Due Date: 10/07/2016 **Step Owner:** CONTRACT ADMIN FY17Q1

*Activity Status: **Method:** Attaching Supporting Document

Notification Comments:

[Upload a File](#)

[Save](#) [Return to Search Deliverables](#)

Step 7-A:

Upload Admin Report File

Favorites ▾ Main Menu ▾ > Manage Contracts ▾ > Update Contract Deliverables

Team Georgia Marketplace **FSCMTST**

Update Contract Deliverables

Update Verifications

Contract: 99999-001-SPD0000103-0001 - HEADER [View Contract Document](#)

Vendor: STAPLES CONTRACT & COMMERCIAL INC

Contract Status: Approved **Begin Date:** 07/07/2014 **Expire Date:** 07/06/2017

Agreement: 20 - SPD Admin Fees Report notification

Verification Steps Find | View All First 1 of 1 Last

Step: 10 - Upload 2017 - Qtr 3 Supplier Admin report [Send E-mail](#)

Due Date: 12/31/2016 **Step Owner:** STAPLES1

*Activity Status: **Method:** Attaching Supporting Document

Notification Comments: Please click on the link below to upload your Quarterly Sales Report to the Supplier Portal

[Upload a File](#)

[Save](#) [Return to](#)

Upload Verification Attachment File [Help](#)


[Browse...](#) gpr sourcing events.xls

[Upload](#) [Cancel](#)

Step 7-B:

Set activity status to Completed

Favorites ▾ Main Menu ▾ > Manage Contracts ▾ > Update Contract Deliverables

 **FSCMTST**

Update Contract Deliverables

Update Verifications

Contract: 99999-001-SPD0000103-0001 - HEADER [View Contract Document](#)

Vendor: STAPLES CONTRACT & COMMERCIAL INC

Contract Status: Approved **Begin Date:** 07/07/2014 **Expire Date:** 07/06/2017

Agreement: 20 - SPD Admin Fees Report notification

Verification Steps [Find](#) | [View All](#) First 1 of 1 Last

Step: 10 - Upload 2017 - Qtr 3 Supplier Admin report [Send E-mail](#)

Due Date: 12/31/2016 **Step Owner:** STAPLES1

***Activity Status:** **Method:** Attaching Supporting Document

Notification Comments: Upload your Quarterly Sales Report to the Supplier Portal

[Upload another File](#)

Attachments [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Calendar](#) First 1 of 1 Last

File Name	Attachment Description	View	Delete
gpr_sourcing_events.xls	Admin Report for F2017Q3	View	-

[Save](#) [Return to Search Deliverables](#)

Step 8:

Click on Save and click OK.

Update Contract Deliverables

Update Verifications

Contract: 99999-001-SPD0000103-0001 - HEADER [View Contract Document](#)

Vendor: STAPLES CONTRACT & COMMERCIAL INC

Contract Status: Approved Begin Date: 07/07/2014 Expire Date: 07/06/2017

Agreement: 20 - SPD Admin Fees Report notification

Verification Steps Find | View All First 1 of 1 Last

Step: 10 - Upload 2017 - Qtr 3 Supplier Admin report [Send E-mail](#)

Due Date: 12/31/2016 Step Owner: STAPLES1

*Activity Status: Completed Method: Attaching Supporting Document

Notification Comments: Please click on the link below to upload your Quarterly Sales Report to the Supplier Portal

Upload another File

Attachments Personalize | Find | View All | First 1 of 1 Last

File Name	Attachment Description	View	Delete
gpr_sourcing_events.xls	Admin Report for F2017Q3	View	-

[Save](#) [Return to Search Deliverables](#)

Message

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.

[OK](#)

Please contact the State Purchasing Procurement Help Desk for Technical Support:

Phone: 404-657-6000

Email: procurementhelp@doas.ga.gov