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	Update Contract Deliverables
	Search Deliverables
	Contract ID Results to Include Header, Item Line, Category Line
	Supplier Contract Ref
	Activity Status
	Search
	Agreements Retrieved
	Contract Contract Agreement Verification Stans
	HEADER - 170 - GA-DOAS Quarterly Sales Report Reminder - FY 2020 Q4 10 - Upload 2020 - Qtr 4 Supplier Admin report Not Started
6.	You will be taken to the Update Verifications page.
	Verify the contract information is correct.
	1. Enter the <b>Total Sales</b> amount. This amount should match the total amount as listed in the
	associated quarterly sales template. **The invoice amount will be calculated and displayed
	once you enter this value.**
	2. If no sales, select the No Sales box.
	<ol><li>Review the email address(es) listed.</li></ol>
	<ul> <li>The email address(es) should be that of the person(s) who needs to receive the</li> </ul>
	invoice.
	<ul> <li>If needed, enter the correct email address(es).</li> </ul>
	• Corrections to email addresses should be reported to the contract administrator so
	that the email address(es) can be updated for future quarters.
	4. Click on the Upload a File link.



Update Ver	lications								
	Contract	99999-SPD-SPE	D000TEST-0001 - H	HEADER		[	View Contrac	ct Document	
	Supplier S	Supplier A							
	Contract Status	Approved			Begin Dat	e 06/03/2019		Expire Date	06/02/2021
	Agreement	50 - GA-DOAS Q	Quarterly Sales Report	rt Reminder - FY	2020 Q3				
Verification Step	3						Find   View A	dl First 🔇	1 of 1 🕑
	Step	10 - Upload 2020	) - Qtr 3 Supplier Adn	nin report			Send E-r	nail	
	Due Date	06/02/2021		_	Step Own	er Registered	dUser		
1	*Activity Status	Not Started	~	]	Meth	od Monetary A	mount		
No	ification Comments	Click on the link b about the templat	below to upload your tes contact contract.r	Quarterly Sales	Report. Set the bas.ga.gov, for t	Activity Status t technical question	o Completed	after file upload rocurementhelp	1. For questio @doas.ga.go
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Update Verifications Contract 99999-SPD000TEST-0001 - HEADER Supplier SUPPLIER A Contract Status Approved Begin Date 08/01/2012 Expire Date 04/30/2021 Agreement 170 - GA-DOAS Quarterly Sales Report Reminder - FY 2020 Q4 Verification Steps Find View All First 1 of 1 Message Warning - You cannot make any more changes after you mark the activity as completed. (10430,381) No Once you leave the page, you can no longer make any changes to the verification step since you have marked it as completed. Upload another File Email D 1 email@doas ga.gov Email D 2  Attachments Files Description File Name Attachment Description View Delete Quarterly_Sales_FY2020Q1 docx FY2020Q1 Sales View Return to Search Deliverables	Update Verifications Contract 99999-SPD000TEST-0001 - HEADER Supplier SUPPLIER A Supplier SUPPLIER A Contract Status Approved Begin Date 08/01/2012 Expire Date 04/30/2021 Agreement 170 - GA-DOAS Quarterly Sales Report Reminder - FY 2020 Q4 Verification Steps Find View All First ● 1 of 1 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. Upload another File Email ID 1 email1@doas.ga.gov Email ID 2  Attachments File Description File Attachment Description View Delete Quarterly_Sales_FY2020Q1 docx FY2020Q1 Sales View Email ID 2	Update Contract Deliverables						
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