

Instructions for Posting a Bidders/Offerors Conference In Team Georgia Marketplace

Prior to Posting:

Use the Bidders/Offeror's Conference Announcement found at:

http://doas.ga.gov/StateLocal/SPD/Seven/Docs_SPD_Stag es/SPD-SPR004OfferorsConferenceAnnouncement.doc

and complete all fields.

Make sure you've annotated "Mandatory" or "Optional".

Scan the document and save as .PDF file (so that it may not be altered)

Name the file using the following standard: Solicitation Name/ Conference/Date (i.e. GITWasteManagementConference32509.pdf)



- 1. Login to the Georgia Procurement Registry and Select "Main Menu".
- 2. Select "Bid Processing" under "Posting Bid Notices and Documents".



3. Select "PeopleSoft Menu".



4. Select "Post Prebid Conference Information".

Georgia Procurement Registry - State Purchasing Syster	n Menu - Windows Internet Explorer					-
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BID NUMBER	BID TITLE	POSTING DATE	AGENCY CODE	BID		
41400-	Georgia Alternate Assessment	03/18/2009	EDUCATION, DEPARTMENT OF	Open		
DOE0000001 40300-	VEHICLE AUCTIONEER SERVICES	04:30 PM	ADMINISTRATIVE SERVICES AGENCY	Open		
DAS0000004	Tite Retreading and Repair	10:00 AM	ADMINISTRATIVE SERVICES SWC	Open		
<u>SPD0000011</u>	Services	05:00 PM	ADMINISTRATIVE, SERVICES SWC			
46700- GDC0000019	HVAC Security Soffit	03/16/2009 04:35 PM	CORRECTIONS, DEPARTMENT OF	Open		
99999- SPD000009	Type III Green Pressboard	03/16/2009 04:00 PM	LABOR, DEPARTMENT OF	Open		
<u>99999-</u> <u>SPD0000010</u>	Solid Waste Management and Recycling Services	03/13/2009 05:30 PM	GEORGIA INSTITUTE OF TECHNOLOGY	Open		
46700- GDC000008	EMERGENCY GENERATOR	03/12/2009 03:30 PM	CORRECTIONS, DEPARTMENT OF	Open		
46700- GDC0000009	Relocation of existing fire sprinkler	03/12/2009 03:27 PM	CORRECTIONS, DEPARTMENT OF	Open		
46700- GDC0000013	Emergency Generator, Hays SP	03/11/2009 05:03 PM	CORRECTIONS, DEPARTMENT OF	Open		
46700- GDC0000011	A/C Unit Purchase and Installation	03/11/2009 02:18 PM	CORRECTIONS, DEPARTMENT OF	Open		
46700- 60.0000020	CHILLER REMOVAL, DISPOSAL &	03/11/2009 11:30 AM	CORRECTIONS, DEPARTMENT OF	Open		
<u>48400-</u>	Glass Beads Used for Luminous	03/09/2009	TRANSPORTATION, DEPARTMENT OF	Open		
<u>46700-</u>	HVAC Security Soffit	03/09/2009	CORRECTIONS, DEPARTMENT OF	Open		
46700-	GDC FLOOR REPLACEMENT	03/09/2009	CORRECTIONS, DEPARTMENT OF	Open		
GDC0000016 48400-	Waterborne Traffic Paint	10:09 AM 03/06/2009	TRANSPORTATION, DEPARTMENT OF	Open		
DOT0000001	HVAC Security Soffit	05:15 PM 03/06/2009	CORRECTIONS, DEPARTMENT OF	Open		
46700-		10.20 414		C. C. C. C. S.		
45700- GDC0000007 40300-	Preparation of 2008/2009 Appual	03/04/2009	ADMINISTRATIVE SERVICES AGENCY	Open		
46700- GDC0000007 40300- DAS0000001	Preparation of 2008/2009 Annual Report	03/04/2009 04:00 PM	ADMINISTRATIVE, SERVICES AGENCY	Open		

- 5. Locate your solicitation number on the menu.
- 6. Double click to access

🖉 The Georgia Procurement Registry - State Purchasing System Menu - Windows Internet Explorer	
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- 7. Browse to locate the Conference Announcement you've saved
- 8. Select "Process"
- 9. The document is automatically titled in the system as Prebid Conference Notice.