*Instructions for*

*Posting a Bidders/Offerors Conference*
*In*
*Team Georgia Marketplace*

Prior to Posting:

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

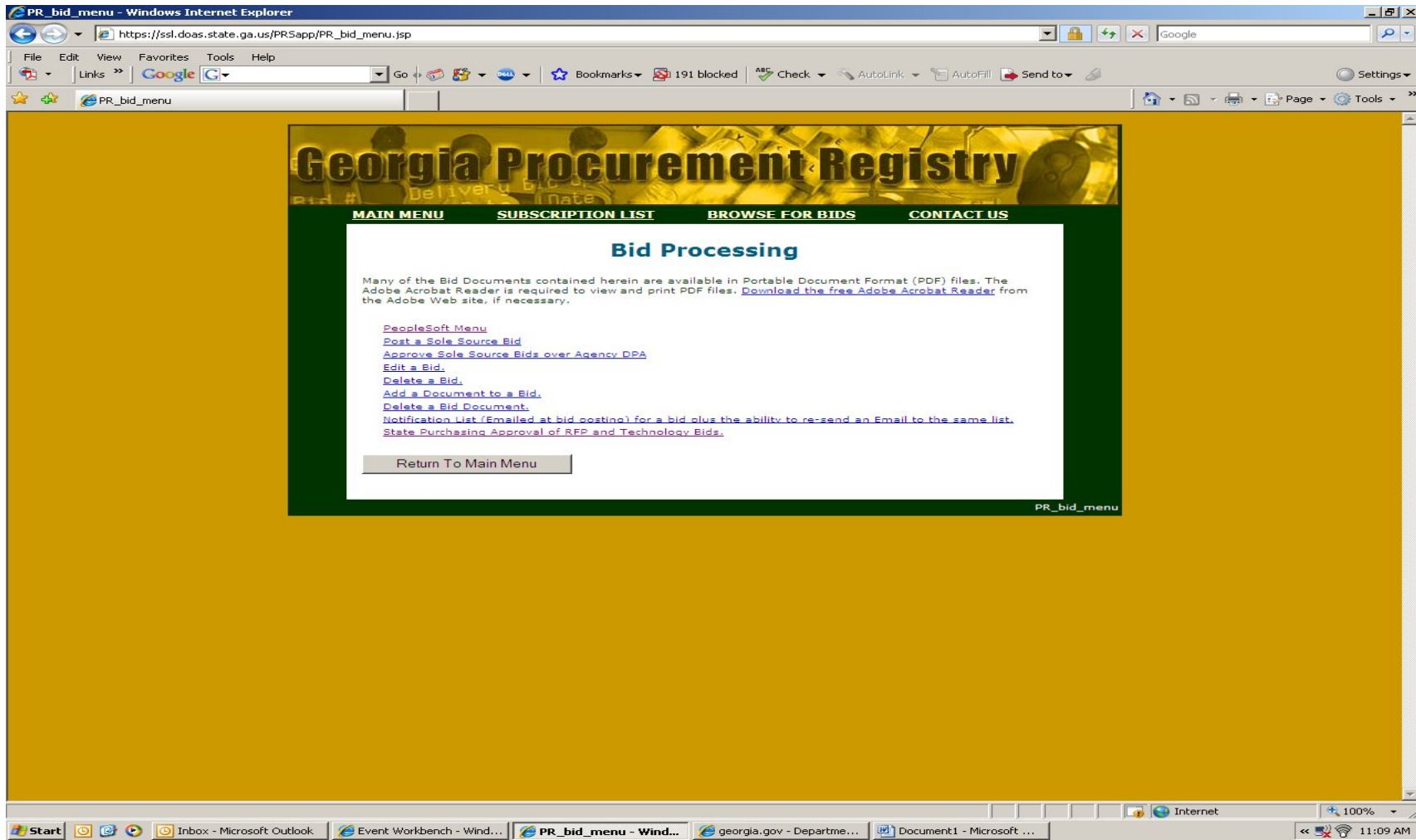  [http://doas.ga.gov/StateLocal/SPD/Seven/Docs_SPD_Stages/SPD-SPR004OfferorsConferenceAnnouncement.doc](http://doas.ga.gov/StateLocal/SPD/Seven/Docs_SPD_Stages/SPD-SPR004OfferorsConferenceAnnouncement.doc)
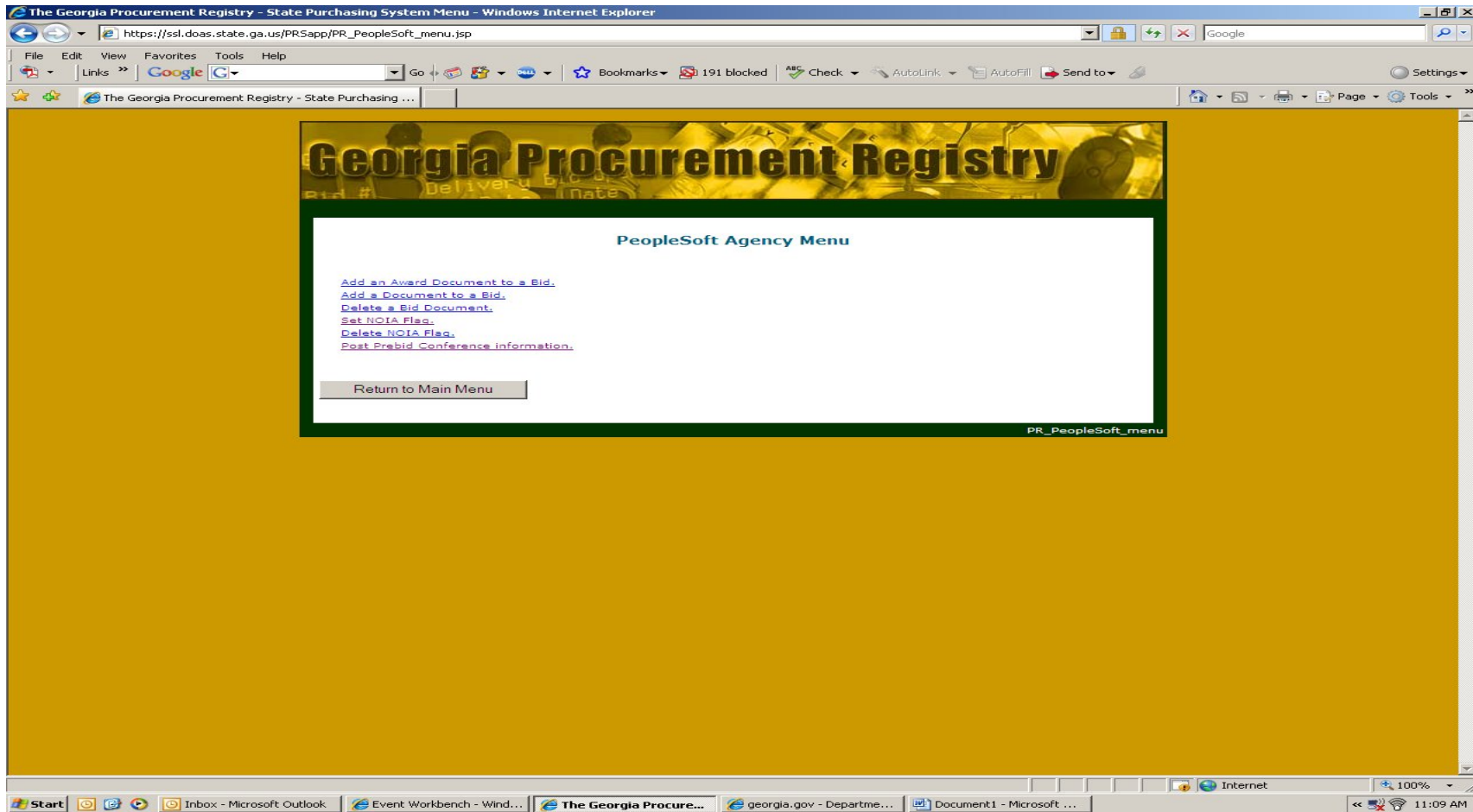
  and complete all fields.

- 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".

5. Locate your solicitation number on the menu.
6. Double click to access
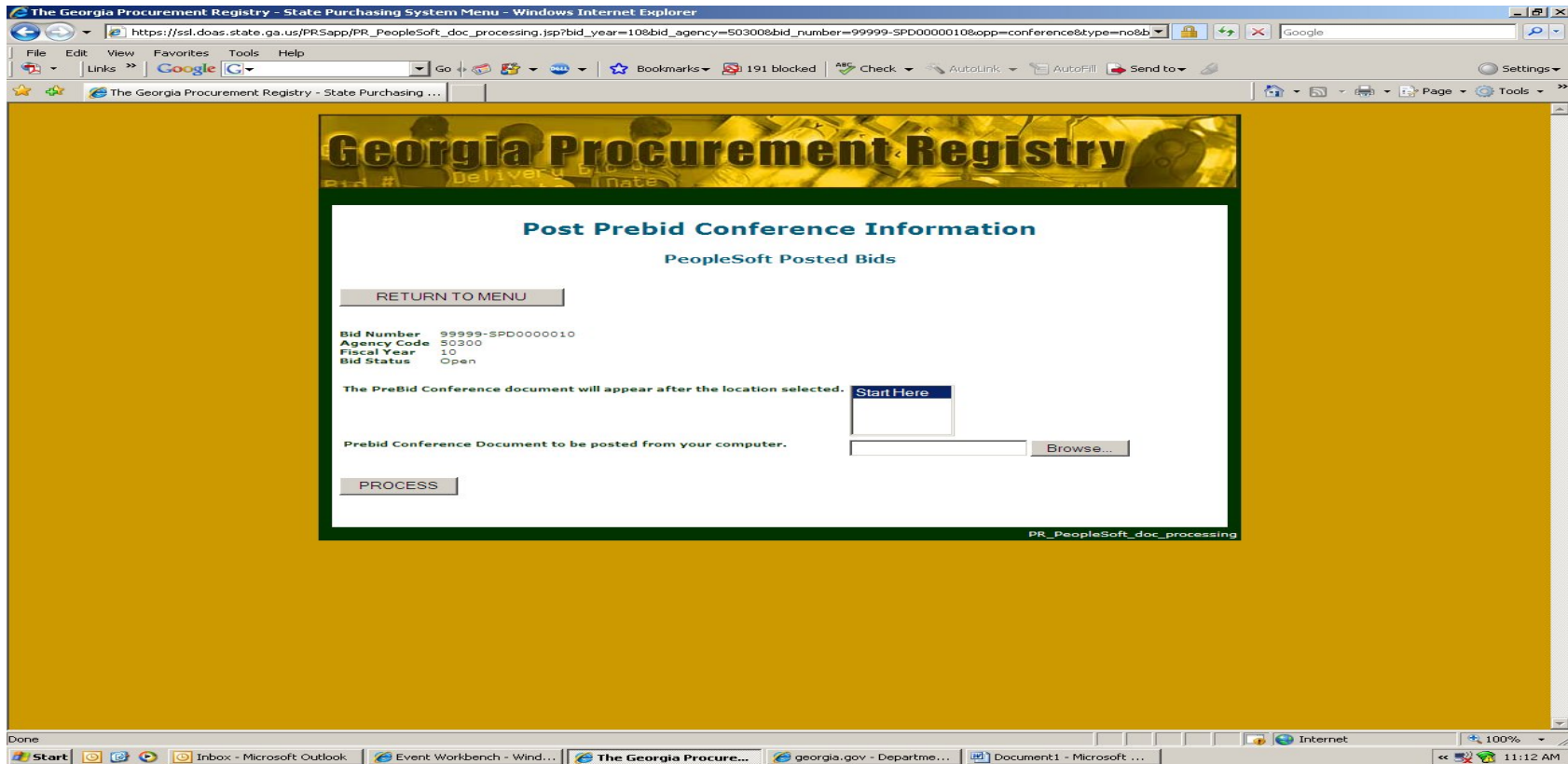
7. Browse to locate the Conference Announcement you've saved
8. Select "Process"
9. The document is automatically titled in the system as Prebid Conference Notice.