



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

Prior to Posting:

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

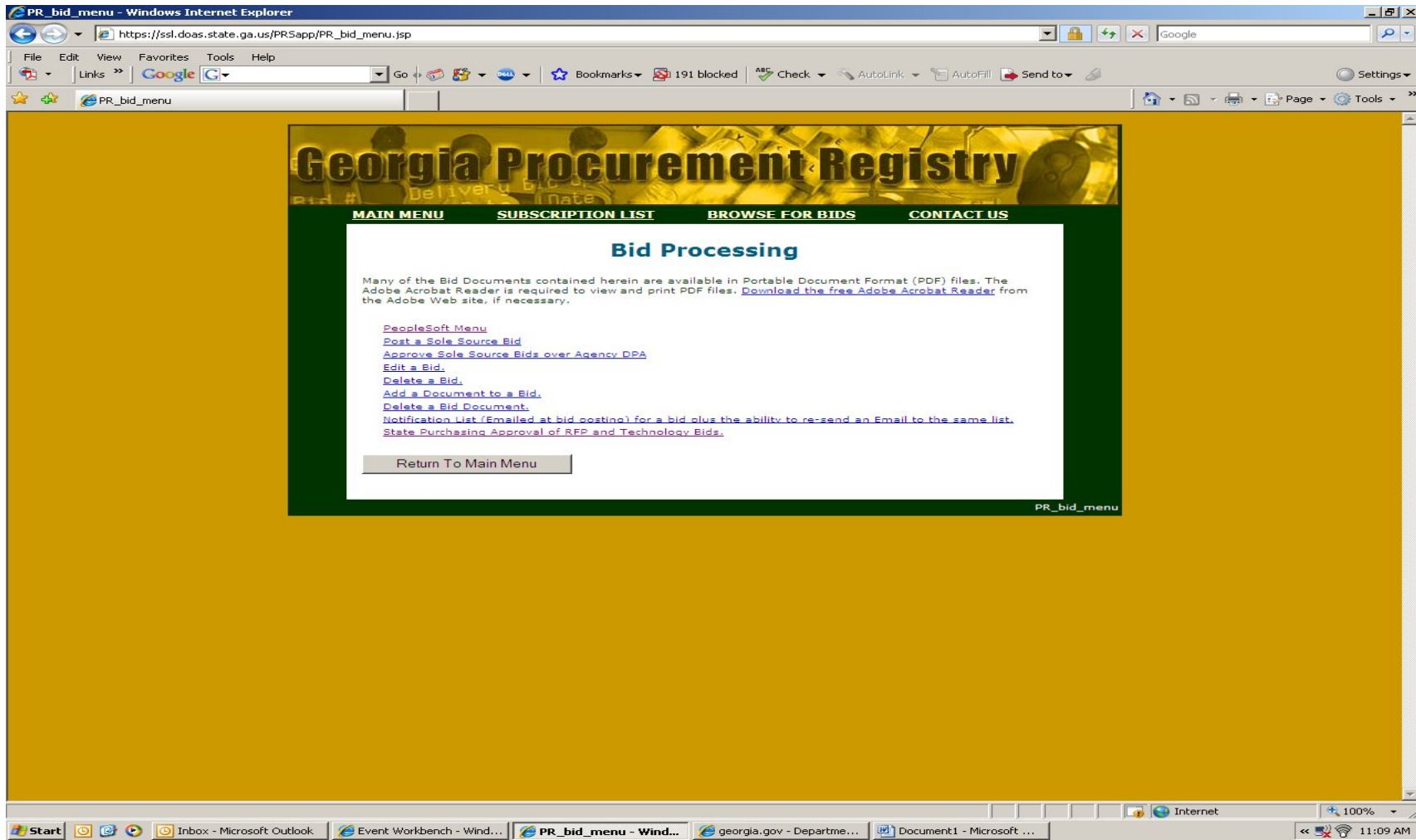
http://doas.ga.gov/StateLocal/SPD/Seven/Docs_SPD_Stages/SPD-SPR004OfferorsConferenceAnnouncement.doc

and complete all fields.

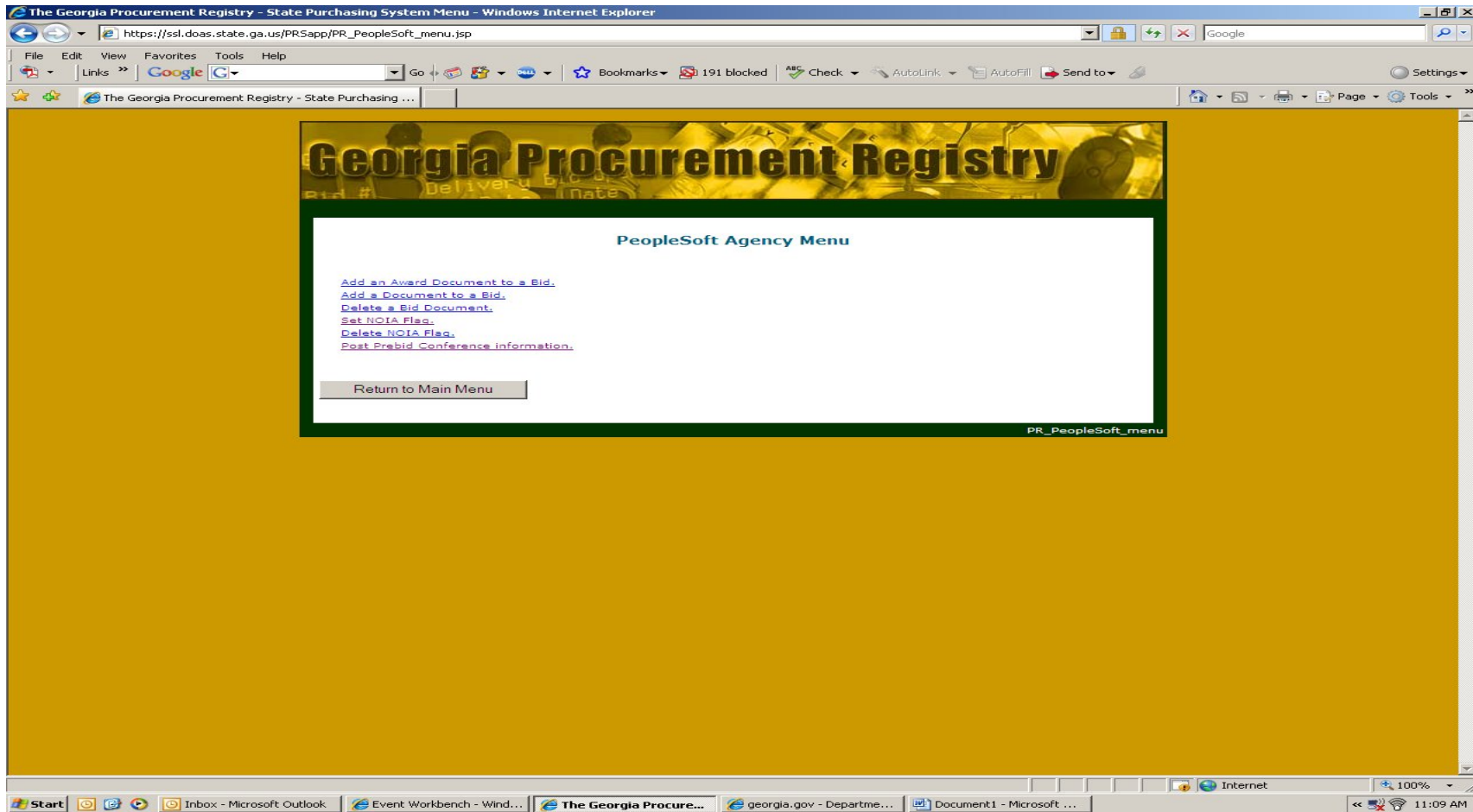
- ✚ Make sure you've annotated "Mandatory" or "Optional".
- ✚ Scan the document and save as .PDF file (so that it may not be altered)
- ✚ Name the file using the following standard: Solicitation Name/ Conference/Date
(i.e. GITWasteManagementConference32509.pdf)



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".

The Georgia Procurement Registry - State Purchasing System Menu - Windows Internet Explorer

https://ssl.doas.state.ga.us/PRsapp/PR_PeopleSoft_bid_display.jsp?opp=conference

RETURN TO MENU

Bid List to post Prebid Conference information

PeopleSoft Posted Bids

BID NUMBER	BID TITLE	POSTING DATE	AGENCY CODE	BID STATUS
41400-DC0000001	Georgia Alternate Assessment	03/18/2009 04:30 PM	EDUCATION,DEPARTMENT OF	Open
40300-DAS000004	VEHICLE AUCTIONEER SERVICES	03/18/2009 10:00 AM	ADMINISTRATIVE,SERVICES AGENCY	Open
9999-SP0000011	Tire Retreading and Repair Services	03/17/2009 05:00 PM	ADMINISTRATIVE,SERVICES SWC	Open
46700-GDC000013	HVAC Security Soffit	03/16/2009 04:35 PM	CORRECTIONS, DEPARTMENT OF	Open
9999-SP0000009	Type III Green Pressboard	03/16/2009 04:00 PM	LABOR,DEPARTMENT OF	Open
9999-SP0000010	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-GDC000009	Relocation of existing fire sprinkler system	03/12/2009 03:27 PM	CORRECTIONS, DEPARTMENT OF	Open
46700-GDC000013	Emergency Generator, Hays SP	03/11/2009 05:03 PM	CORRECTIONS, DEPARTMENT OF	Open
46700-GDC000011	A/C Unit Purchase and Installation	03/11/2009 02:18 PM	CORRECTIONS, DEPARTMENT OF	Open
46700-GDC000020	CHILLER REMOVAL, DISPOSAL & REPLACEMENT	03/11/2009 11:30 AM	CORRECTIONS, DEPARTMENT OF	Open
48400-DCT000002	Glass Beads Used for Luminous Traffic Lines	03/09/2009 04:00 PM	TRANSPORTATION,DEPARTMENT OF	Open
46700-GDC000017	HVAC Security Soffit	03/09/2009 10:29 AM	CORRECTIONS, DEPARTMENT OF	Open
46700-GDC000016	GDC FLOOR REPLACEMENT	03/09/2009 10:09 AM	CORRECTIONS, DEPARTMENT OF	Open
48400-DCT000001	Waterborne Traffic Paint	03/06/2009 05:19 PM	TRANSPORTATION,DEPARTMENT OF	Open
46700-GDC000007	HVAC Security Soffit	03/06/2009 10:30 AM	CORRECTIONS, DEPARTMENT OF	Open
40300-DAS000001	Preparation of 2008/2009 Annual Report	03/04/2009 04:00 PM	ADMINISTRATIVE,SERVICES AGENCY	Open

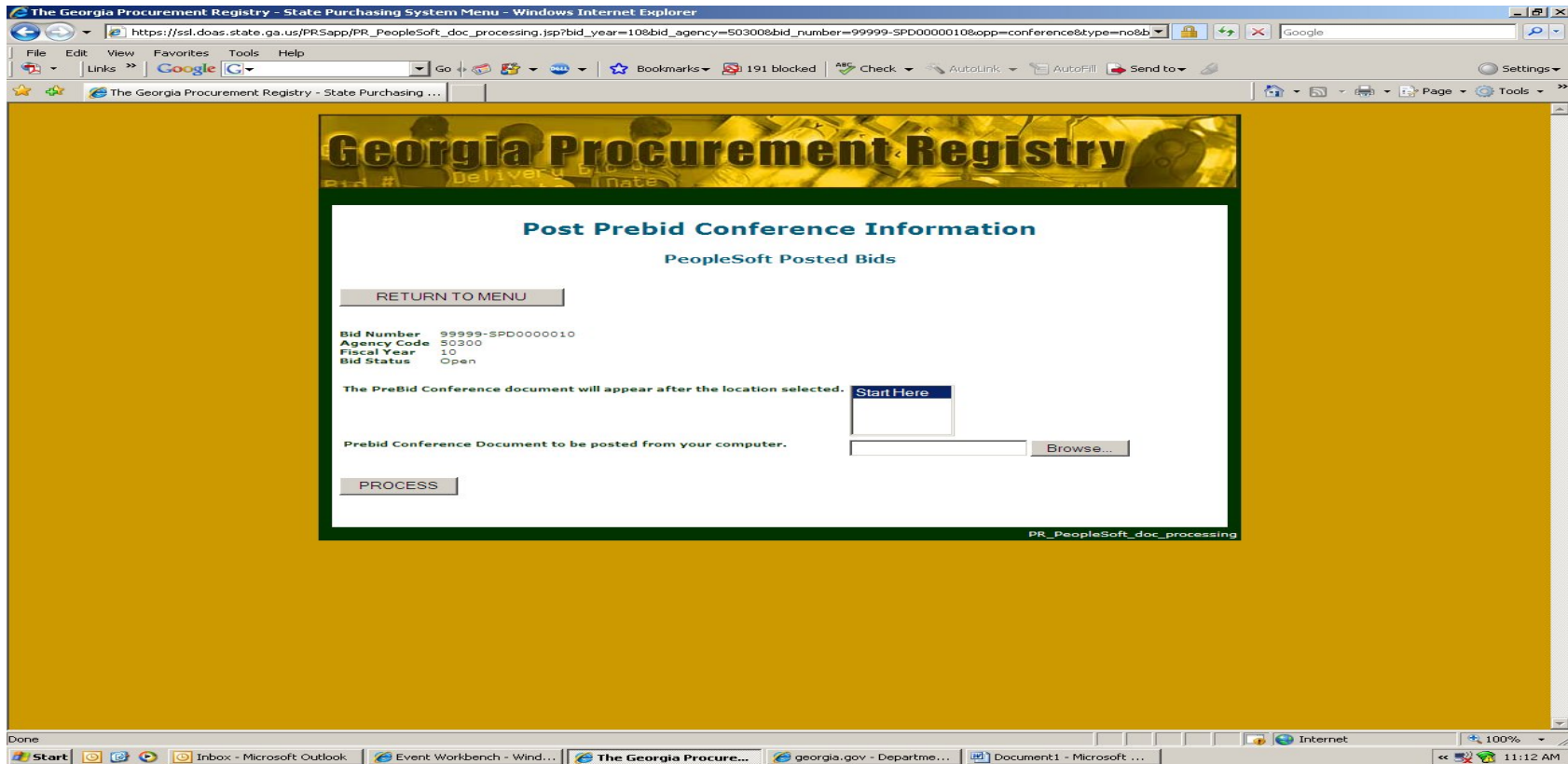
Done

Start | Internet | 100%

Inbox - Microsoft Outlook | Event Workbench - Wind... | The Georgia Procure... | georgia.gov - Departme... | Document1 - Microsoft ...

11:11 AM

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.