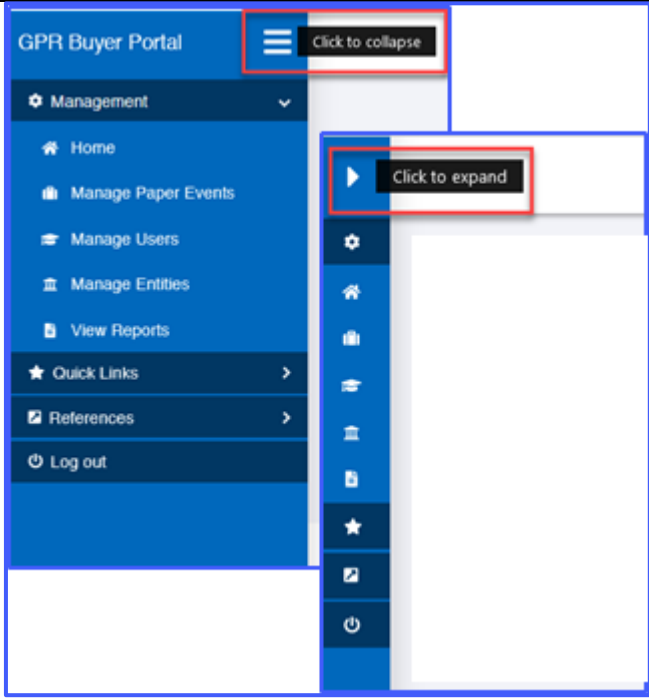
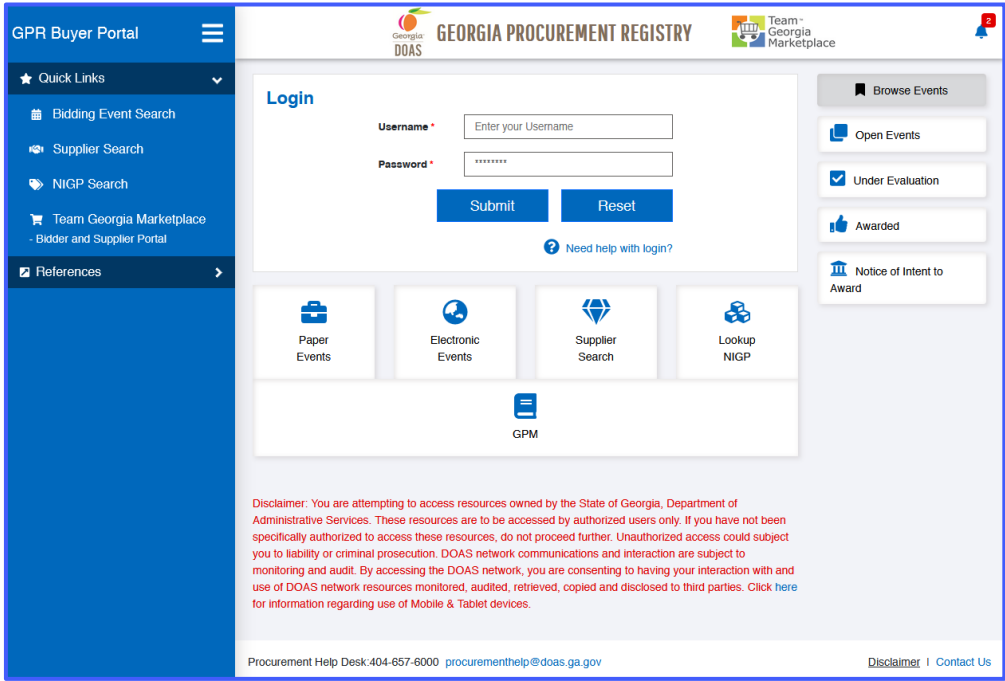


Approve or Reject Sole Source

Step #	Action
0	Purpose: Approve or Reject Sole Source.
1	<p>Target audience:</p> <ul style="list-style-type: none"> The Agency Procurement Officer (APO) College/University Procurement Officer (CUPO) Central TCSG (Technical College System of Georgia) Procurement Office SPD Agency Sourcing Division.
2	<p>Depending on the approval setup, the approval authority will receive an email alert that requires an action to approve or authorize an event posting above the delegated purchasing authority set amount. Record your Event number to search or validate into GPR for review and approval or rejection actions.</p> <div style="border: 1px solid blue; padding: 10px; margin: 10px 0;"> <p style="text-align: center; color: gray;">Action required to approve/authorize an Event - PE-47200-SS-2024-000000013</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; align-items: center;"> <div style="background-color: #e91e63; color: white; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">B</div> <div> <p>bidnotice.donotreply@doas.ga.gov</p> <p>To ● Test, GPR</p> </div> </div> <div style="text-align: right;"> <div style="display: flex; gap: 5px;"> ↶ ↷ → Ti ⋮ </div> <p>6:29 AM</p> </div> </div> <p style="font-size: small; color: gray;">Retention Policy 30 Day Delete_Recoverable (30 days) Expires 10/3/2023</p> <p style="font-size: x-small; color: gray;">ⓘ This item will expire in 30 days. To keep this item longer apply a different Retention Policy.</p> <p>Action required for Authorization/Approval of Event PE-47200-SS-2024-000000013</p> <p>agency sourcing agency.sourcing@doas.ga.gov</p> <p>You have an action request in waiting for event PE-47200-SS-2024-000000013, from REGENTS, BOARD OF(UNIVERSITY SYSTEM OF GEORGIA), of 47200-</p> <p>GPR Admin.</p> </div>
2	<p>Launch GPR Buyer Portal.</p> <p>Click on Expand / Collapse Main Menu as needed.</p>

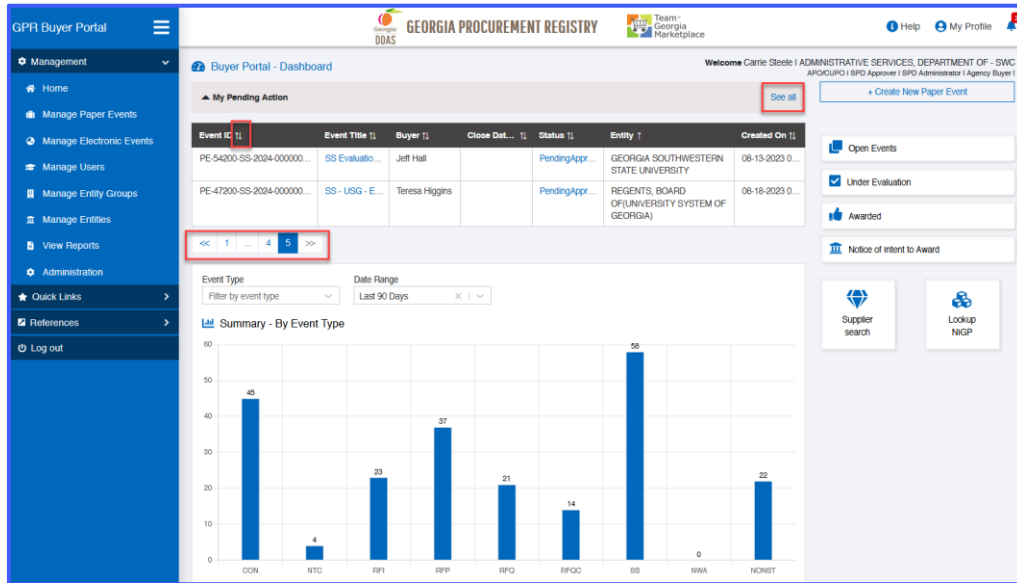


Login to GPR as Sole Source approver to approve or reject the Sole Source.



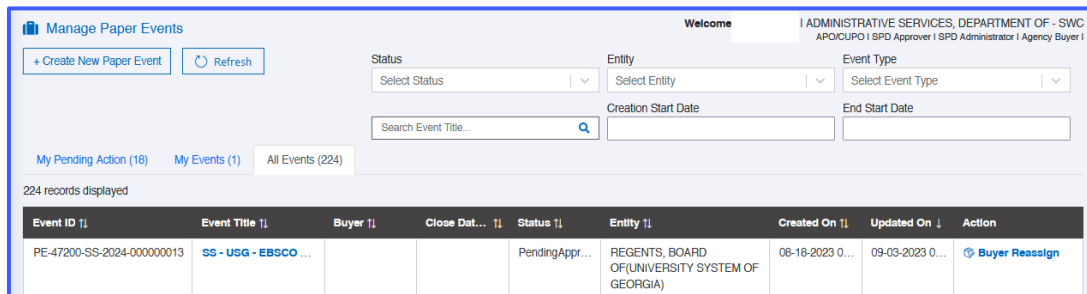
3 A successful login will launch the Buyer Portal – Dashboard Home page.

My Pending Action area will show you any bids awaiting your review and related actions. My Pending Action area will show you only four bids per view, and you would need to click on See All or 1, 2, 3, 4-page view to see more bids awaiting your actions.



Click on Pending Approval or Event Title to walk through the approval process.

4 Clicking on See All from My Pending Action area of the Buyer Portal – Dashboard will show logged users all events from Manage Paper Events.



5a Clicking on the **Event Title** specific to your reference of the **event number** listed in the approval request email from the **My Pending Action** area of the **Buyer Portal – Dashboard** will launch the **Event Details** Review and Submit page to review all the event-related steps in detail before your approval or rejection action.

Buyer Portal - Dashboard

My Pending Action

Event ID	Event Title	Buyer	Close Date & Time	Status	Entity	Created On
PE-61305-RFP-2024-00000061	Test Rp	Lenna Augusta Buyer	09-29-2023 12:00 PM	PendingApproval	AUGUSTA UNIVERSITY	08-31-2023 03:34 PM
PE-47200-SS-2024-00000013	SS - USG - EBSCO OpenAthens Renewal			PendingApproval	REGENTS, BOARD OF(UNIVERSITY SYSTEM OF GEORGIA)	06-18-2023 02:02 PM

Event ID: PE-47200-SS-2024-00000013 (SS - USG - EBSCO OpenAthens Renewal)

Event Summary

- About the Sourcing Event
- Delegated Purchasing Authority (DPA) Exemption & Estimated Value (\$)
- Questionnaire
- NIGP Codes & Suppliers
- Supporting Documents

Approval Process

Event Status: PendingApproval

Procurement Help Desk: 404-657-6000 procurementhelp@doas.ga.gov

6 Click on **Approve/Reject DPA** action button. **Comments** are mandatory before completing the approval process with any of the Approve/Reject action.

Event ID: PE-47200-SS-2024-00000013 (SS - USG - EBSCO OpenAthens Renewal)

Event Status: PendingApproval

Event Summary

Event ID: PE-47200-SS-2024-00000013

Event Title: SS - USG - EBSCO OpenAthens Renewal

Entity: 47200 - REGENTS, BOARD OF(UNIVERSITY SYSTEM OF GEORGIA)

Event Type: SS - Sole Source

Purchasing Ty: Approve/Reject Event: PE-47200-SS-2024-00000013 (SS - USG - EBSCO OpenAthens Renewal)

Category Ty: (Renewal)

Event Descriptio

Entity: 47200 - REGENTS, BOARD OF(UNIVERSIT... Buyer: [Redacted]

Estimated \$ Value: \$ 750,000 Government type: state

Event Status: PendingApproval

Approve/Reject *

Approve

Reject

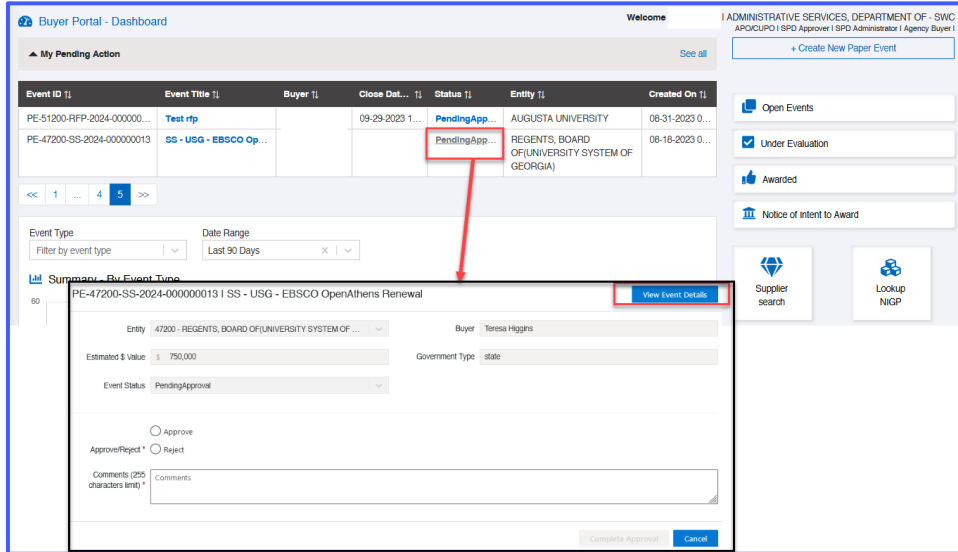
Comments (255 characters limit)

Complete Approval Cancel

Buyer Reassign Approve/Reject DPA

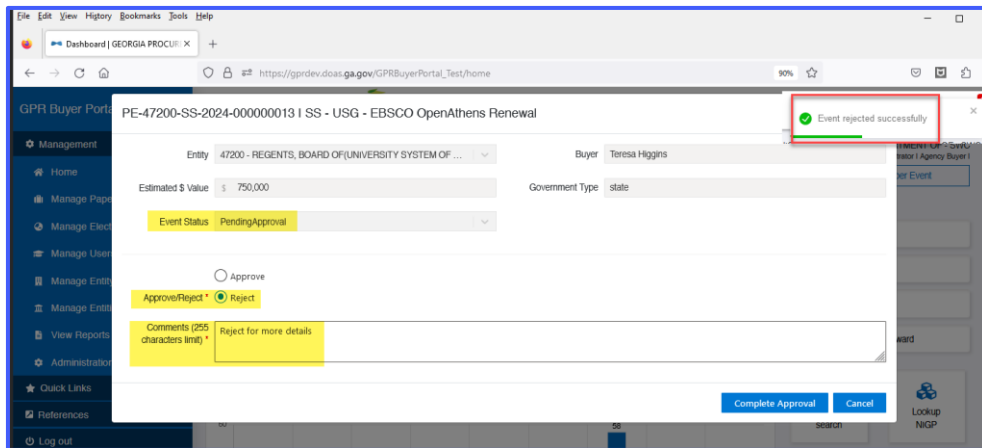
5b

Clicking on the **Pending Approval** - specific to your reference of the **event number** listed in the approval request email from **My Pending Action** area of the Buyer Portal – Dashboard that will launch the **Approval/Reject Event** page. Click on **View Event Details** to review all the event-related steps before your approval or rejection action.



7

Enter **Comments** as rejection comments and then Click on **Complete Approval** to Reject Event.



8

The buyer will receive a rejected bid email alert. Event status will change from **Pending Approval** to **InProgress** and available to the buyer for editing.

Request rejected for the Event - PE-47200-SS-2024-000000013



bidnotice.donotreply@doas.ga.gov

To ● Test, GPR
Cc ● Test, GPR



11:19 AM

Retention Policy 30 Day Delete_Recoverable (30 days)

Expires 10/3/2023

This item will expire in 30 days. To keep this item longer apply a different Retention Policy.

Request rejected for the Event PE-47200-SS-2024-000000013

! ;@usg.edu
47200-REGENTS, BOARD OF(UNIVERSITY SYSTEM OF GEORGIA)

Your request for the approval of the event PE-47200-SS-2024-000000013 is rejected by SPD, Your Approver is

The following comments are provided by the approver.
Reject for more details

GPR Admin.

9

The Buyer can click on the Event Title or Edit specific to the Event that is rejected for a valid reason and take appropriate steps to re-submit for approval or Cancel the Event.

Event ID	Event Title	Buyer	Close Date & Time	Status	Entity	Created On	Updated On	Action
PE-47200-SS-2024-000000013	SS - USG - EBSCO OpenAthens Renewal			In Progress	REGENTS, BOARD OF UNIVERSITY SYSTEM OF GEORGIA	08-18-2023 10:00:00	09-03-2023 10:00:00	Submit Cancel Event Edit Buyer Reassign

View History from Step 6 – Review and Submit provides a detail of the rejection before Buyer resubmit for the approval.

Welcome REGENTS, BOARD OF(UNIVERSITY SYSTEM OF GEORGIA)
Agency Buyer | Group Approver | Agency Approver |

1 About Sourcing Event 2 Estimated Value 3 Questionnaire 4 NIGP Codes & Suppliers 5 Supporting Documents 6 Review And Submit

Event ID: PE-47200-SS-2024-000000013 (SS - USG - EBSCO OpenAthens Renewal) Event Status: InProgress

Event Summary [View History](#) [Expand All Sections](#)

1 About the Sourcing Event

2 ★ Delegated Purchasing Authority (DPA) Exemption & Estimated Value (\$)

3 Questionnaire

4 History for SS - USG - EBSCO OpenAthens Renewal

5

Action	Actioned by	Actioned on ↓	Attachments ↓	Comment
REJECT_DPA		09-03-2023 11:19 AM		Reject for more details
DPA_VALIDATE_AND_RELE.	s	09-03-2023 06:29 AM		
ADD_DOC	s	09-03-2023 06:11 AM	Supplier Contract Types and Us	
ADD_DOC	s	08-18-2023 03:29 PM	VizBasics_sessions8538_8968_Kc	
ADD_DOC	s	08-18-2023 03:28 PM	Troubleshooting Query Security Troubleshooting Query Security Data Integration Alliance Poll Re Table about Charts _ Anna Kour HEUG_Alliance2023.pdf The Foundation Year _ Preparing Tips and Tricks on My Oracle Su Alliance 2022 _ Become a Conne Leveraging_External_Tools_4.Prc	

Submit Event

Close

10

Successfully approved over DPA Sole Sources will be posted as NOIA and visible for public view.

Click Approve and Enter Comments before clicking on Complete Approval.

PE-40199-SS-2024-000000006 | ATC SS- Elevators [View Event Details](#)

Entity 40199 - ADMINISTRATIVE SERVICES... Buyer

Estimated \$ Value \$ 500,000 Government Type state

Event Status PendingApproval

Approve Reject

Comments (255 characters limit) Approved and meets the requirement of Sole Source.

Complete Approval Cancel




The Buyer will receive an approval email.



The supplier will receive an email alert for the Sourcing event.

Request your response for the Sourcing Event - PE-47200-SS-2024-000000013

 bidnotice.donotreply@doas.ga.gov
 To: Test, GPR
 Retention Policy: 30 Day Delete_Recoverable (30 days) Expires: 10/3/2023
 11:42 AM
 ⓘ This item will expire in 30 days. To keep this item longer apply a different Retention Policy.

Dear MOTION INDUSTRIES INC,
FSCMTST@sao.ga.gov

47200-REGENTS, BOARD OF(UNIVERSITY SYSTEM OF GEORGIA), a Georgia government entity, has posted a Sourcing Event which is available for your company's response. Your company may have been selected based on NIGP code(s) listed in your registration profile. The Sourcing Event details are summarized below.

Issuing Entity: 47200-REGENTS, BOARD OF(UNIVERSITY SYSTEM OF GEORGIA)
 Event Number: PE-47200-SS-2024-000000013
 Event Title: SS - USG - EBSCO OpenAthens Renewal
 Event Type: Sole Source
 Notice of Intent to award date: 09/03/2023 11:42 AM

The sourcing event can be reviewed at: <https://gprdev.doas.ga.gov/gprtest/eventDetails?eSourceNumber=PE-47200-SS-2024-000000013&sourceSystemType=gpr20>

If your company does not provide this commodity or service, and you do not want to receive further notices about this commodity or service, please revise your NIGP Product Item Code selections on our website at Team Georgia Marketplace Bidder and Supplier Portal. Follow the above link to the Team Georgia Marketplace registration system 'Login' to maintain your Bidder and Supplier Information and follow the instruction to update the information using Supplier Training resources. For technical assistance, suppliers can contact DOAS via the Procurement Help Desk at 404-657-6000 or procurementhelp@doas.ga.gov. Thank you for your interest in opportunities with the Georgia government.

Thank You,

09/03/2023 11:42:14 AM

11 The Buyer portal shows you the remaining days for successfully approved and posted Sole Source.

Manage Paper Events

Welcome | ADMINISTRATIVE SERVICES, DEPARTMENT OF - SWC
 APOICUPO | SPD Approver | SPD Administrator | Agency Buyer |

+ Create New Paper Event Refresh

Status: NOIA Entity: Select Entity Event Type: SS

Search Event Title... Creation Start Date End Start Date

My Pending Action (16) My Events (1) All Events (224)

32 / 224 records displayed

Event ID ↑	Event Title ↑	Buyer ↑	Close Date & Time ↑	Status ↑	Entity ↑	Created On ↑
PE-40199-SS-2...	ATC SS- Ele...		09-18-2023 16 days remaining)	NOIA	ADMINISTRATIVE SERVICES, DEPARTMENT OF - SWC	07-20-2023 0...
PE-47200-SS-2...	SS - USG - E...		09-18-2023 16 days remaining)	NOIA	REGENTS, BOARD OF(UNIVERSITY SYSTEM OF GEORGIA)	08-18-2023 0...
PE-83000-SS-2...	GPTC SS- R...		09-15-2023 13 days remaining)	NOIA	GEORGIA PIEDMONT TECHNICAL COLLEGE	07-20-2023 0...
PE-82200-SS-2...	SS test at At...		09-13-2023 11 days remaining)	NOIA	ATHENS TECHNICAL COLLEGE	08-29-2023 0...
PE-82200-SS-2...	SS NEW MA...		09-13-2023 11 days remaining)	NOIA	ATHENS TECHNICAL COLLEGE	08-29-2023 0...