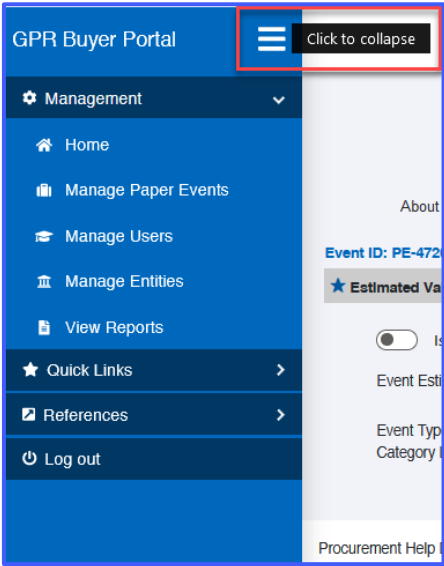
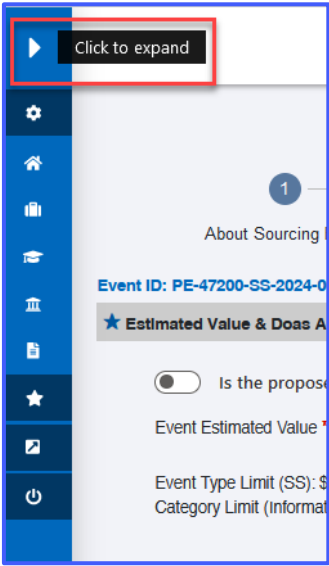


Post Sole Source

Step #	Action
0	<p>Purpose: Post Sole Source.</p> <p>Approval workflow will vary depending on the entity group TCSG (Technical College System of Georgia), BOR (Board of Regents - University System of Georgia), and TGM State entities under SPD purview.</p> <p>TCSG central procurement office approving the state's technical colleges submitted sole sources before SPD approved for over delegated purchasing authority (DPA) amount.</p>
1	Expand / Collapse Main Menu as needed.
	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid blue; padding: 5px;">  </div> <div style="border: 1px solid blue; padding: 5px;">  </div> </div>

2

Login to GPR as an SPD purview State entity Sourcing Buyer to post Sole Source.

GPR Buyer Portal

GEORGIA PROCUREMENT REGISTRY

Georgia DOAS | Team Georgia Marketplace

Login

Username *

Password *

[? Need help with login?](#)

Quick Links

- Bidding Event Search
- Supplier Search
- NIGP Search
- Team Georgia Marketplace - Bidder and Supplier Portal

References

Under Evaluation

Disclaimer: You are attempting to access resources owned by the State of Georgia, Department of Administrative Services. These resources are to be accessed by authorized users only. If you have not been specifically authorized to access these resources, do not proceed further. Unauthorized access could subject you to liability or criminal prosecution. DOAS network communications and interaction are subject to monitoring and audit. By accessing the DOAS network, you are consenting to having your interaction with and use of DOAS network resources monitored, audited, retrieved, copied and disclosed to third parties. Click [here](#) for information regarding use of Mobile & Tablet devices.

Procurement Help Desk: 404-657-6000 procurementhelp@doas.ga.gov [Disclaimer](#) | [Contact Us](#)

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

The screenshot displays the GPR Buyer Portal Dashboard Home page. The page includes a navigation menu on the left with options like Management, Home, Manage Paper Events, Manage Users, Manage Entities, View Reports, Quick Links, References, and Log out. The main content area shows a table of pending actions, a bar chart titled 'Summary - By Event Type', and several action buttons on the right.

Event ID	Event Title	Buyer	Close Dat...	Status	Entity	Created On
PE-55400-SS-20...	UWG - SS VI...	Lesley Donel...		PendingApr...	UNIVERSITY OF WEST GEORGIA	07-20-2023 0...
PE-55400-CON...	UWG - Con F...	Lesley Donel...		PendingApr...	UNIVERSITY OF WEST GEORGIA	07-20-2023 1...

Summary - By Event Type

Event Type	Count
...	9
...	0
...	21
...	32
...	20
...	12
...	18
...	0
...	0

4

Click on **Create New Paper Event** or Click on **Manage Paper Events** menu.

My Pending Action

Event ID	Event Title	Buyer	Close Dat...	Status	Entity	Created On
PE-55400-SS-20...	UWG - SS VI...	Lesley Donel...		PendingAppr...	UNIVERSITY OF WEST GEORGIA	07-20-2023 0...
PE-55400-CON-...	UWG - Con F...	Lesley Donel...		PendingAppr...	UNIVERSITY OF WEST GEORGIA	07-20-2023 1...

Summary - By Event Type

Event Type	Count
UWG - SS VI...	9
UWG - Con F...	21
UWG - SS VI...	32
UWG - Con F...	20
UWG - SS VI...	12
UWG - Con F...	16

Manage Paper Events

+ Create New Paper Event Refresh

Status: Select Status Entity: Select Entity Event Type: Select Event Type

Creation Start Date: End Start Date

Search Event Title: Search

My Pending Action (2) My Events (1) All Events (110)

2 records displayed

Event ID	Event Title	Buyer	Close Dat...	Status	Entity	Created On	Updated On	Action
PE-55400-CON-2024-000...	UWG - Con ...	Lesley Donel...		PendingAppr...	UNIVERSITY OF WEST GEORGIA	07-20-2023 1...	07-20-2023 1...	Buyer Reassign
PE-55400-SS-2024-00000...	UWG - SS VI...	Lesley Donel...		PendingAppr...	UNIVERSITY OF WEST GEORGIA	07-20-2023 0...	07-20-2023 0...	Buyer Reassign

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

4

Clicking on **Create New Paper Event** option will launch a train-stop style user interface for event posting.

Step 1 is about Event Header. Event ID is a system-generated number; by default, your event is in **Draft** status.

Enter all critical mandatory data displayed with a red asterisk and click on **Create Sourcing Event**.

5

You are in Step # 2 – Estimated Value.

Your Sourcing Event is now in the **In Progress** status. Review exemption rules and Event Type & Category limit. Enter Event Estimate Value. The estimated value must be equal to or higher than \$25,000.

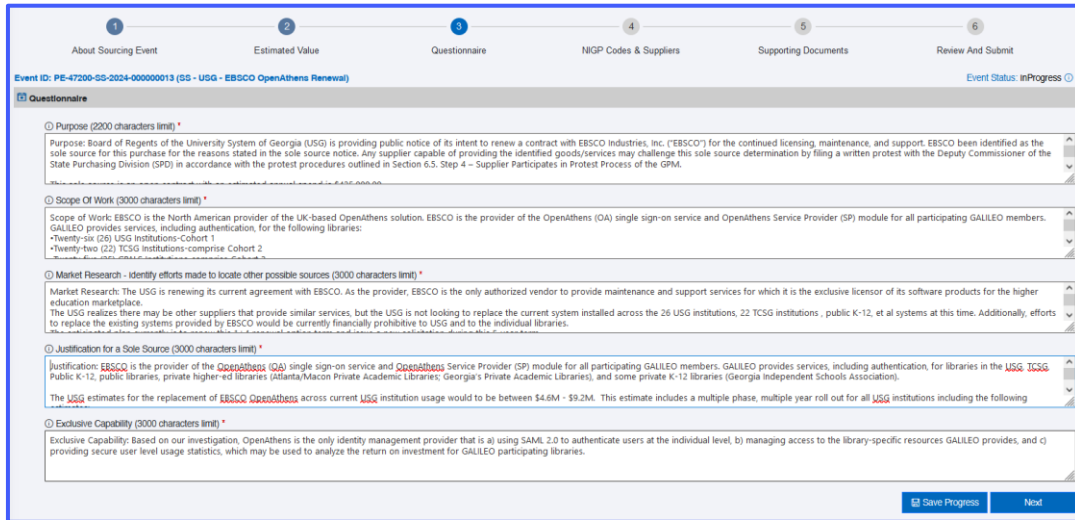
Select **Yes/No** for the “Is the proposed Sole Source (SS) purchase exempt from DOAS authority under the State Purchasing Act?”

For all SPD purview State agencies, Sole Source Event Type Limit (SS) is \$500,000.

Click on Save Progress and/or Next.

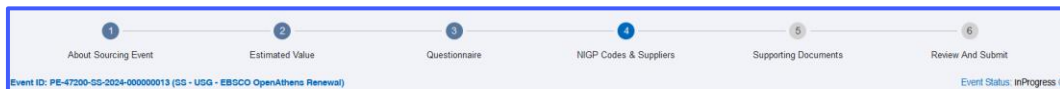
6 You are in Step # 3 – Questionnaire.

Enter all critical mandatory data displayed with a red asterisk.



Click on Save Progress and/or Next.

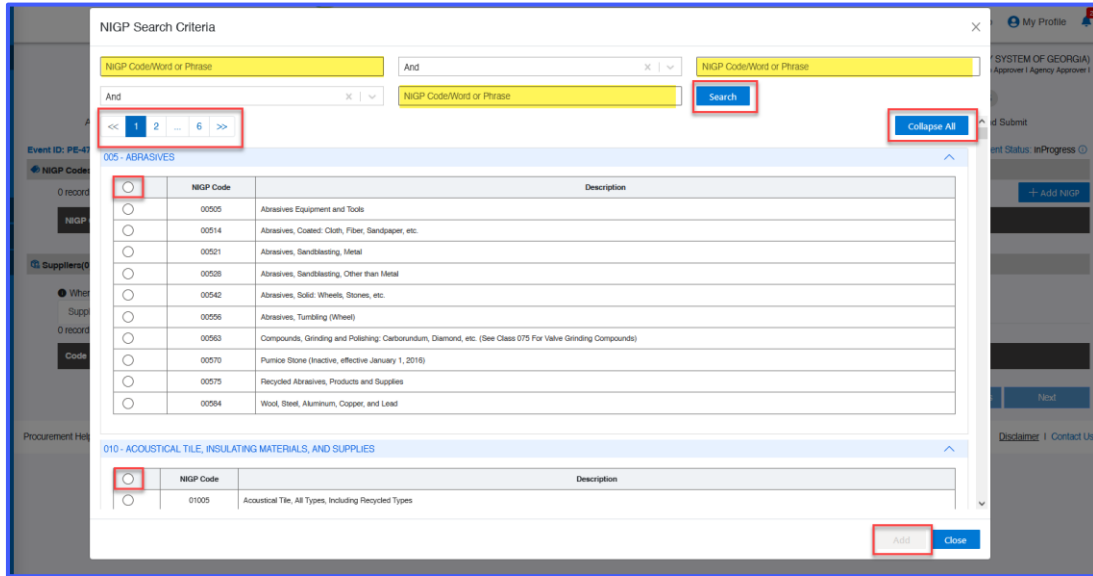
7 You can directly click on any of the completed blue color train stops.



8 You are in Step # 4 – NIGP Codes & Suppliers. The system will only allow the Sourcing Buyer to move forward with selecting NIGP Code(s).

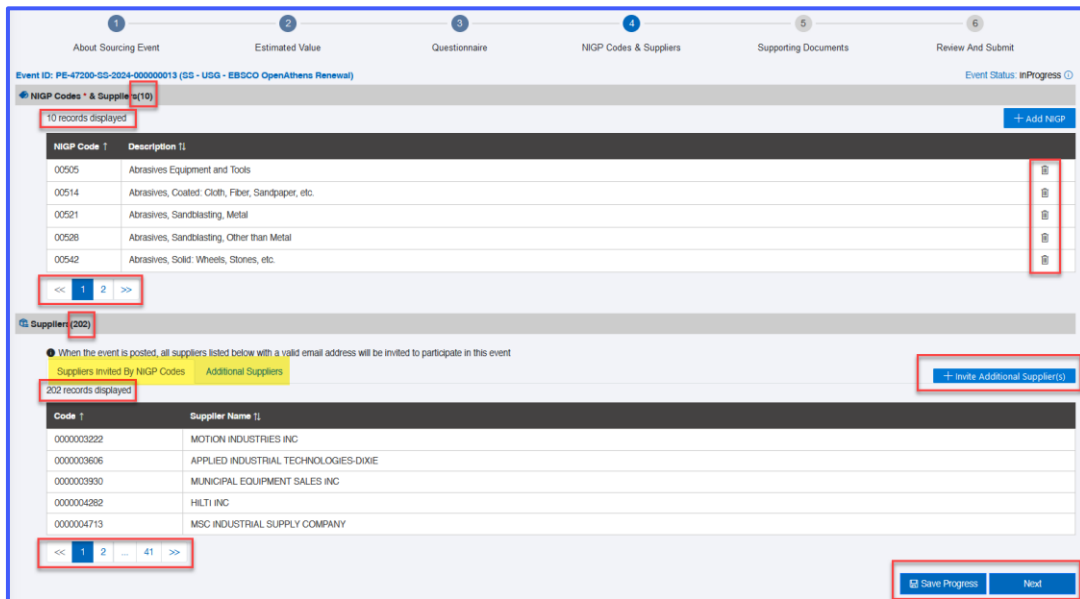


Clicking on Add NIGP Code option will launch the NIGP Search Criteria pop-up with one or more NIGP Code(s) selections at a time.



Select one or more NIGP codes related to your sourcing event and click Add or Submit if no selection is made and the review is completed.

9 Selecting NIGP Codes from the NIGP Search Criteria screen populates NIGP Codes and generates a registered Suppliers list on Step # 4 – NIGP Codes & Suppliers.

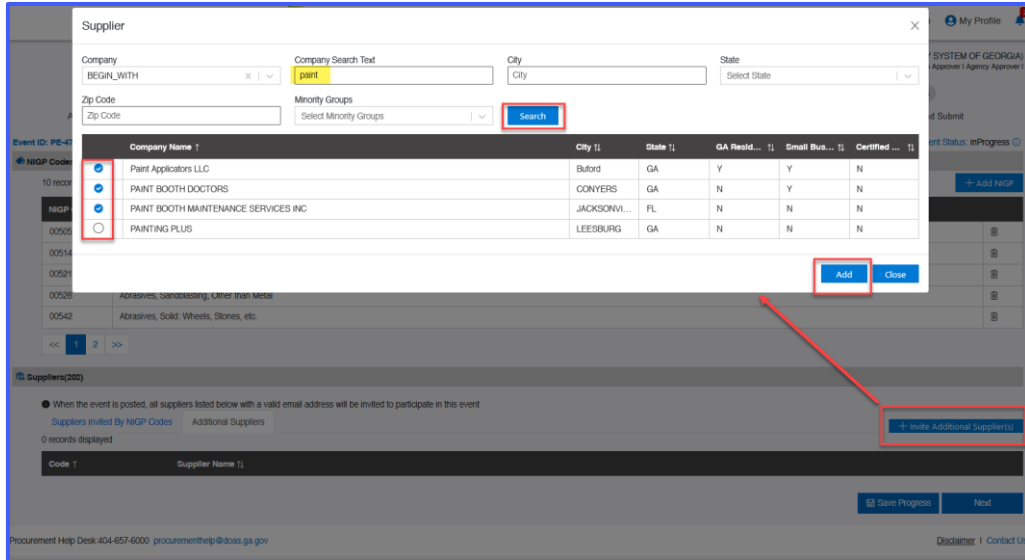


You may select Delete to delete NIGP Code from your selection. Use the Invite Additional Supplier(s) option to invite additional suppliers to your bid competition.

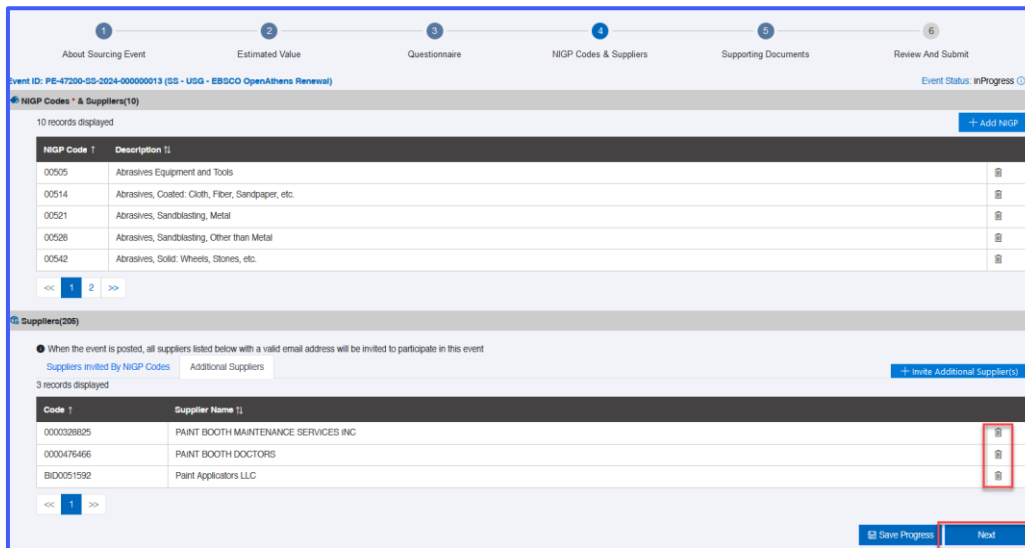
Click on Save Progress or Next.

10

Clicking on Invite Additional Supplier(s), open the Supplier search pop-up window to Search Supplier and Add to your sourcing event.



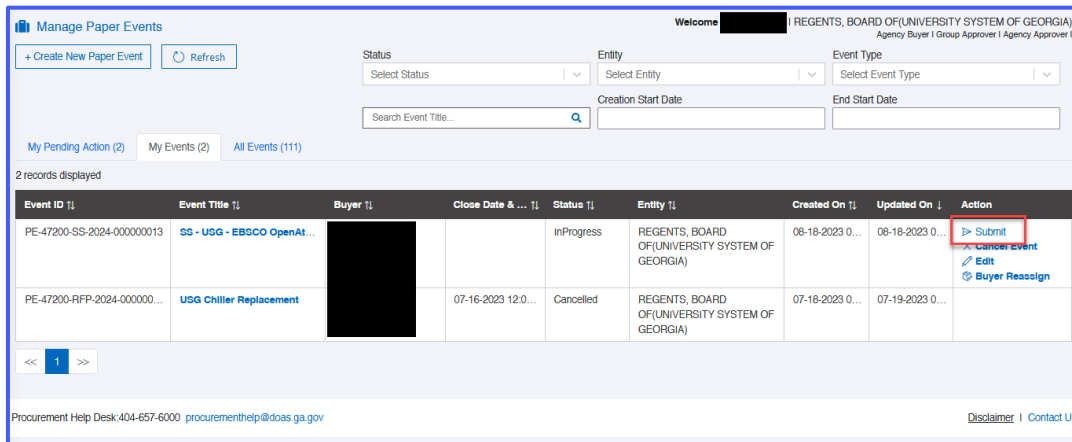
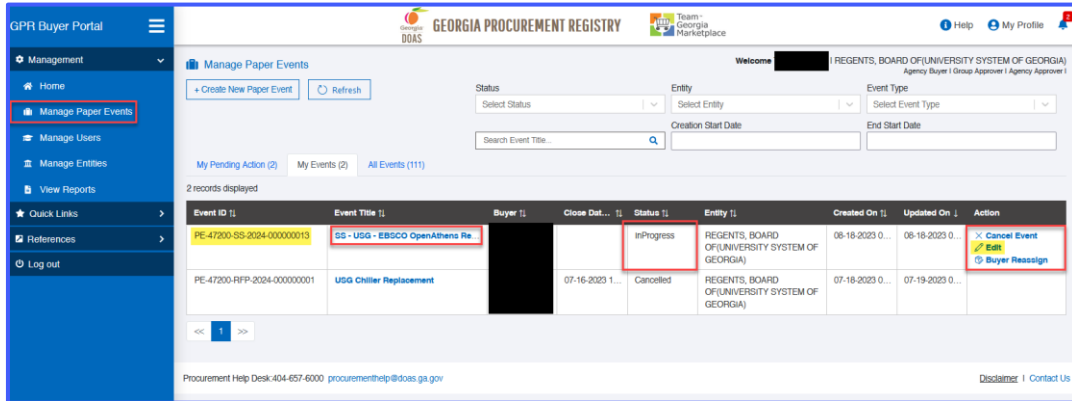
Click Delete under the Additional Supplier(s) Tab to delete additional suppliers from your invitation name list.



Click on Save Progress or Next.

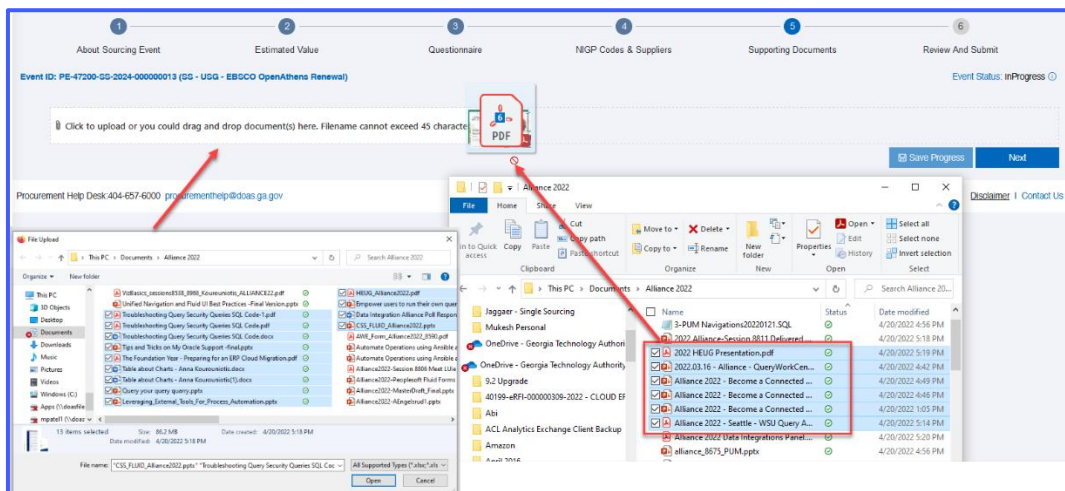
11

Click Manage Paper Events and Search for InProgress Event for editing and release. The action column will keep adding options depending on what stage of the event posting you are in.



12

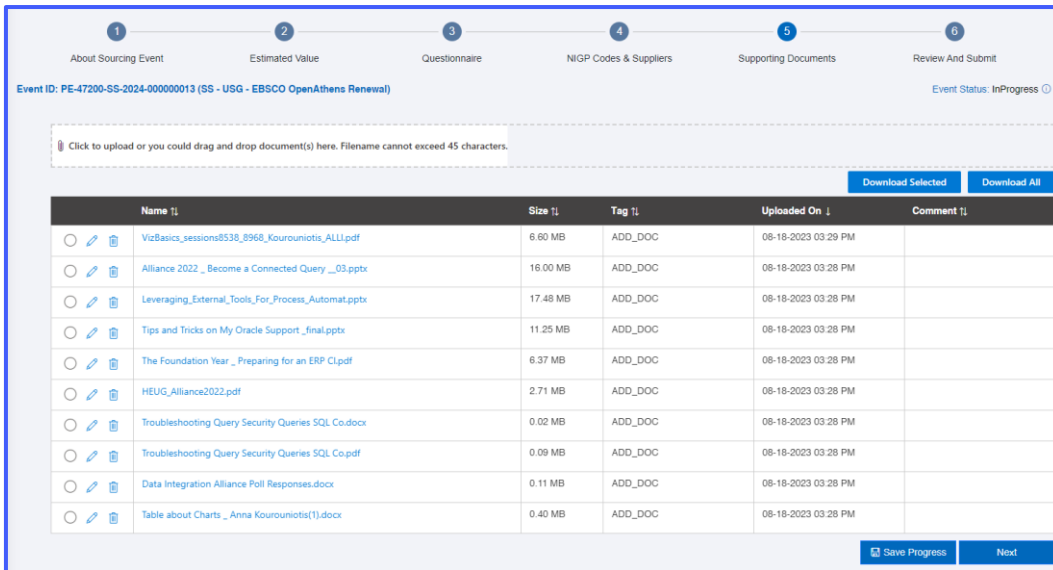
Edit your bid or continue to the next steps in line. Click on Step # 5 – Supporting Documents.



You may see one of the processing icons on your screen when files are uploaded or saved on the file server.



13 Successfully uploaded files will be displayed for file name edit, delete, or view.



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

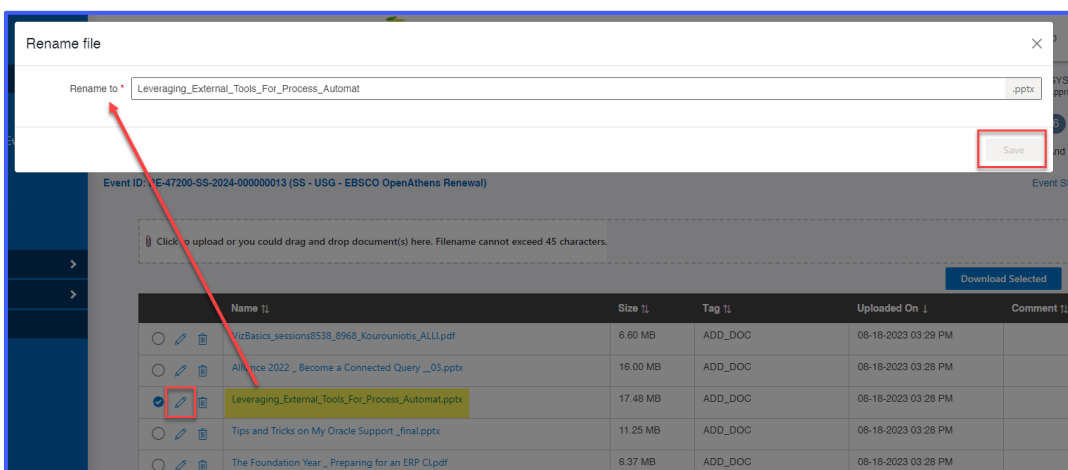
Click to upload or you could drag and drop document(s) here. Filename cannot exceed 45 characters.

Name	Size	Tag	Uploaded On	Comment
VizBasics_sessions8538_8968_Kourouniotis_ALLI.pdf	6.60 MB	ADD_DOC	08-18-2023 03:29 PM	
Alliance 2022 _ Become a Connected Query _03.pptx	16.00 MB	ADD_DOC	08-18-2023 03:28 PM	
Leveraging_External_Tools_For_Process_Automat.pptx	17.48 MB	ADD_DOC	08-18-2023 03:28 PM	
Tips and Tricks on My Oracle Support _final.pptx	11.25 MB	ADD_DOC	08-18-2023 03:28 PM	
The Foundation Year _ Preparing for an ERP Cl.pdf	6.37 MB	ADD_DOC	08-18-2023 03:28 PM	
HEUG_Alliance2022.pdf	2.71 MB	ADD_DOC	08-18-2023 03:28 PM	
Troubleshooting Query Security Queries SQL Co.docx	0.02 MB	ADD_DOC	08-18-2023 03:28 PM	
Troubleshooting Query Security Queries SQL Co.pdf	0.09 MB	ADD_DOC	08-18-2023 03:28 PM	
Data Integration Alliance Poll Responses.docx	0.11 MB	ADD_DOC	08-18-2023 03:28 PM	
Table about Charts _Anna Kourouniotis(1).docx	0.40 MB	ADD_DOC	08-18-2023 03:28 PM	

Buttons: Download Selected, Download All, Save Progress, Next

End users can perform Download Selected, Download All, Save Progress, and Next. Click Save Progress to save the file on the file server.

14 Select File to rename with different meaning file name for suppliers and public users.



Rename file dialog box showing 'Rename to' field with text 'Leveraging_External_Tools_For_Process_Automat.pptx' and a 'Save' button.

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

Click to upload or you could drag and drop document(s) here. Filename cannot exceed 45 characters.

Name	Size	Tag	Uploaded On	Comment
VizBasics_sessions8538_8968_Kourouniotis_ALLI.pdf	6.60 MB	ADD_DOC	08-18-2023 03:29 PM	
Alliance 2022 _ Become a Connected Query _03.pptx	16.00 MB	ADD_DOC	08-18-2023 03:28 PM	
Leveraging_External_Tools_For_Process_Automat.pptx	17.48 MB	ADD_DOC	08-18-2023 03:28 PM	
Tips and Tricks on My Oracle Support _final.pptx	11.25 MB	ADD_DOC	08-18-2023 03:28 PM	
The Foundation Year _ Preparing for an ERP Cl.pdf	6.37 MB	ADD_DOC	08-18-2023 03:28 PM	

Buttons: Download Selected, Save

Edit or enter a new file name and click Save.

The screenshot shows the Georgia Procurement Registry interface. At the top, there are logos for Georgia DOAS and Team Georgia Marketplace. A notification in the top right corner states "Filename updated successfully". Below the logos, a progress bar shows six steps: 1. About Sourcing Event, 2. Estimated Value, 3. Questionnaire, 4. NIGP Codes & Suppliers, 5. Supporting Documents, and 6. Review And Submit. The current step is 5. The event ID is PE-47200-SS-2024-000000013 (SS - USG - EBSCO OpenAthens Renewal) and the event status is InProgress. A text box prompts the user to click to upload or drag and drop documents, with a note that filenames cannot exceed 45 characters. Below this is a table of uploaded files:

Name	Size	Tag	Uploaded On	Comment
VizBasics_sessions8538_8968_Kourouniotis_ALLI.pdf	6.60 MB	ADD_DOC	08-18-2023 03:29 PM	
Alliance 2022 _ Become a Connected Query _03.pptx	16.00 MB	ADD_DOC	08-18-2023 03:28 PM	
Leveraging_External_Tools_4_Process_Automation.pptx	17.48 MB	ADD_DOC	08-18-2023 03:28 PM	

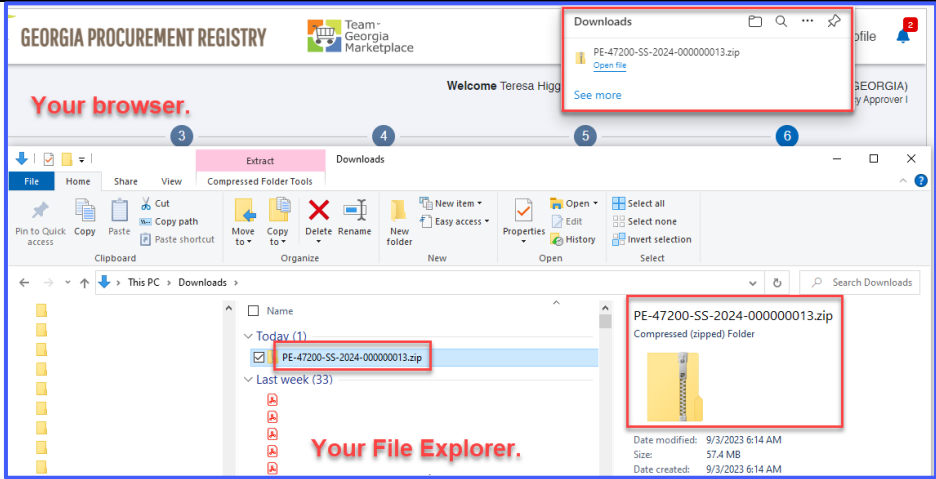
The end user will get an error message in the top right corner if uploading the same file again.

The screenshot shows the Georgia Procurement Registry interface. A notification in the top right corner states "Requested file already exist. Please rename file or choose new one. Supplier Contract Types and Use Cases.pdf". The progress bar and event details are the same as in the previous screenshot. The table of uploaded files now includes a new entry:

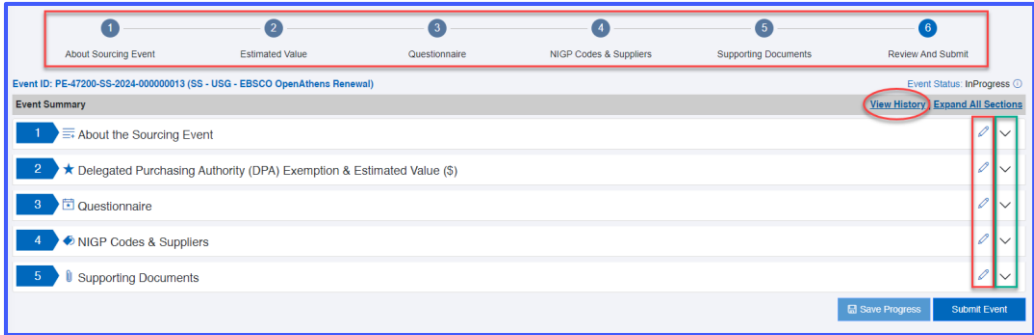
Name	Size	Tag	Uploaded On	Comment
Supplier Contract Types and ...	0.06 MB	ADD_DOC	09-03-2023 06:11 AM	
VizBasics_sessions8538_8968...	6.60 MB	ADD_DOC	08-18-2023 03:29 PM	
Alliance 2022 _ Become a Co...	16.00 MB	ADD_DOC	08-18-2023 03:28 PM	

Clicking Download All, download the entire bid package into a zip compressed file format.

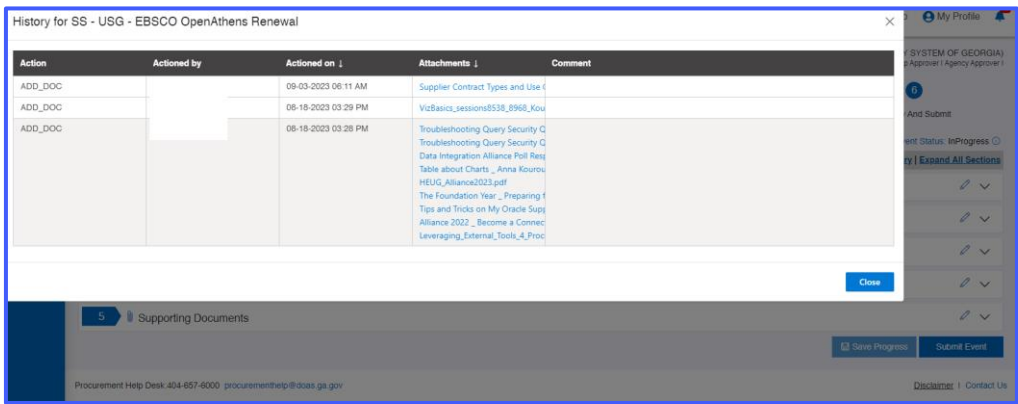
Click on Save Progress or Next for Step 6 – Review and Submit.



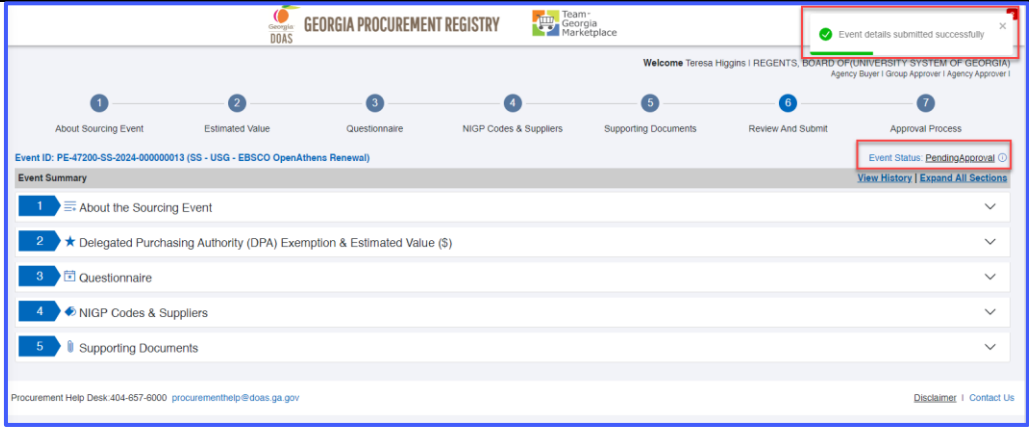
15 The end user is now in Step 6 – Review and Submit. The end user can click on any completed steps or the pencil icon to edit specific steps to make any changes.



16 Click View History to see the bid posting/editing steps history.



17 Click Submit Event for approval. Successful submission will change the event status to Pending Approval.




18 Click on the Event Status **Pending Approval** hyperlink.



Your Sole Source will be posted as NOIA once an approval authority approves or if SPD Sourcing Buyers are posting Sole Source.

19 The Agency Sourcing team will receive a service ticket automatically and GPR email alert for the State Purchasing Division review and related actions.

	<p>Action required to approve/authorize an Event - PE-47200-SS-2024-000000013</p> <p>  bidnotice.donotreply@doas.ga.gov To ● Test, GPR </p> <p>Retention Policy 30 Day Delete_Recoverable (30 days) Expires 10/3/2023</p> <p><i>This item will expire in 30 days. To keep this item longer apply a different Retention Policy.</i></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>
20	The buyer will see sole sources with InProgress status for editing and resubmitting or cancel if rejected by any approval authority.