Post Sole Source

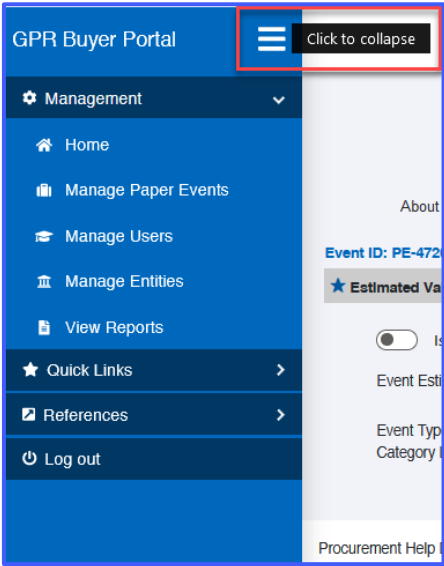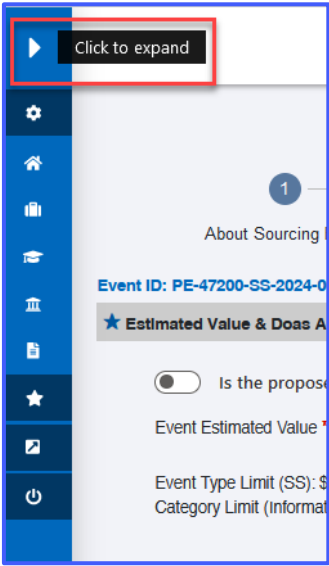| Step #	Action
0	Purpose: Post Sole Source. Approval workflow will vary depending on the entity group TCSG (Technical College System of Georgia), BOR (Board of Regents - University System of Georgia), and TGM State entities under SPD purview. TCSG central procurement office approving the state's technical colleges submitted sole sources before SPD approved for over delegated purchasing authority (DPA) amount.
1	Expand / Collapse Main Menu as needed.

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

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

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

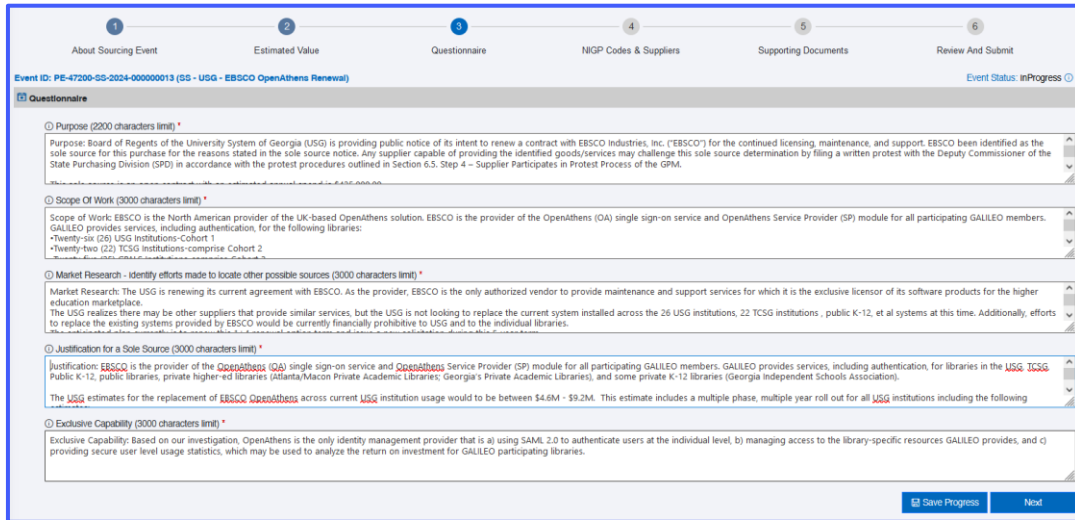| 4	Clicking on **Create New Paper Event** option will launch a train-stop style user interface for event posting. **Step 1** is about Event Header. Event ID is a system-generated number; by default, your event is in **Draft** status. Enter all critical mandatory data displayed with a red asterisk and 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?**"

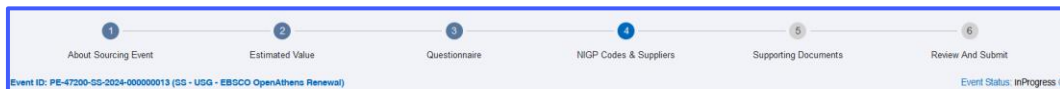|		
		For all SPD purview State agencies, Sole Source Event Type Limit (SS) is $500,000. Click on Save Progress and/or Next.
6		You are in Step # 3 – Questionnaire. Enter all critical mandatory data displayed with a red asterisk. Click on Save Progress and/or Next.
7		You can directly click on any of 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.
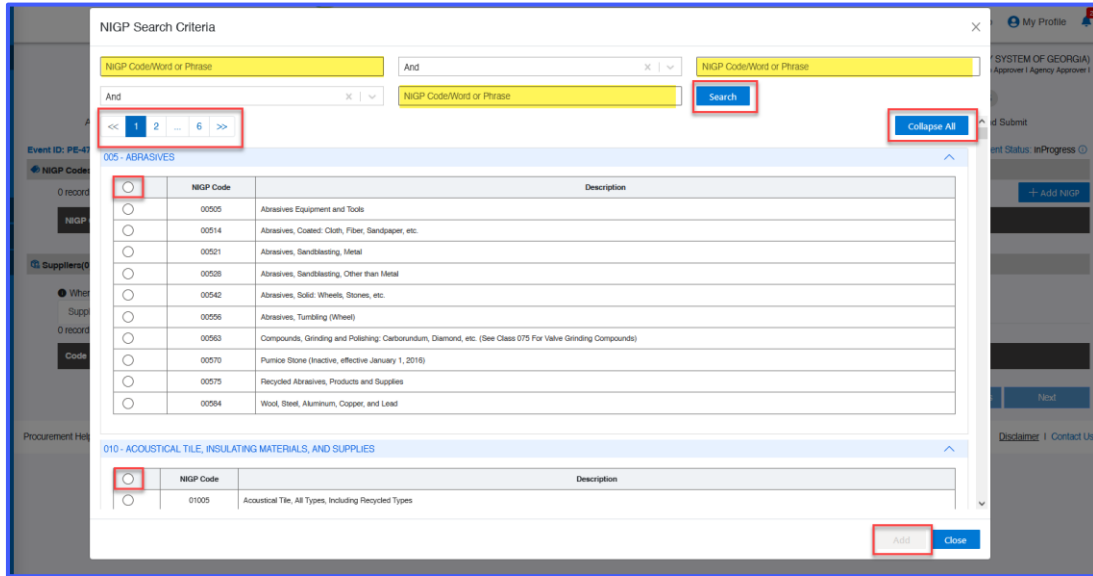
Select one or more NIGP codes related to your sourcing event and click Add or Close if no selection is made and the review is completed.

| 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. |
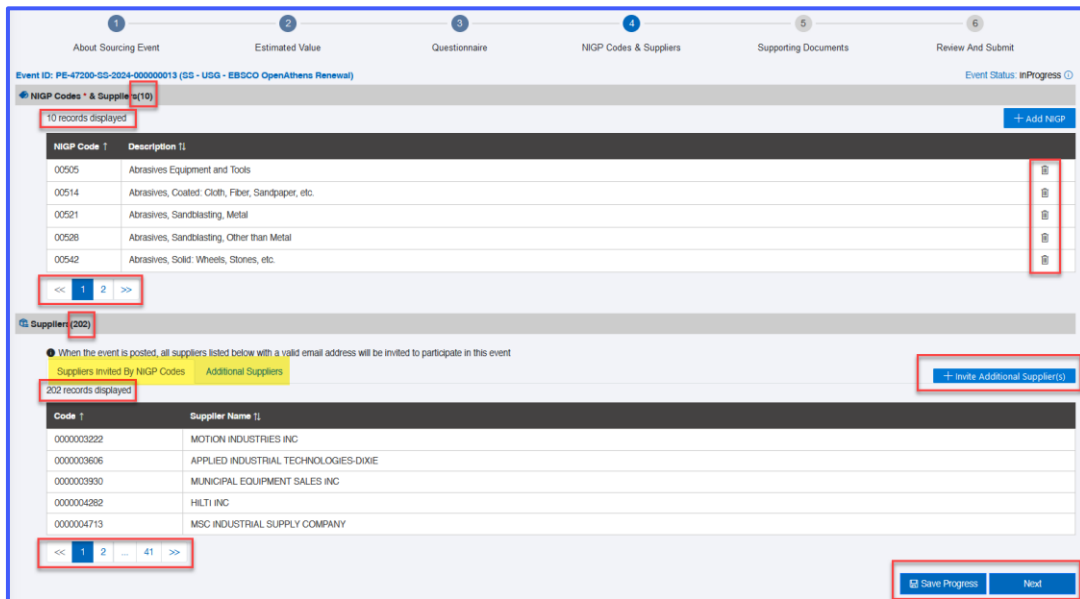
You may select Delete to delete NIGP Code from your selection. Use the Invite Additional Supplier(s) option to invite additional suppliers to your bid competition.
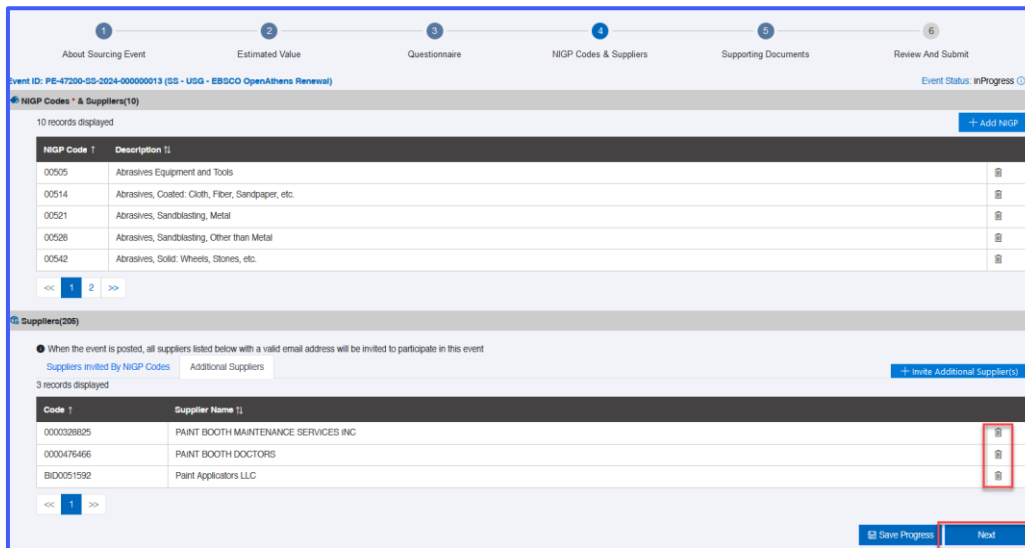
	Click on Save Progress or Next.
10	Clicking on Invite Additional Supplier(s), open the Supplier search pop-up window to Search Supplier and Add to your sourcing event.
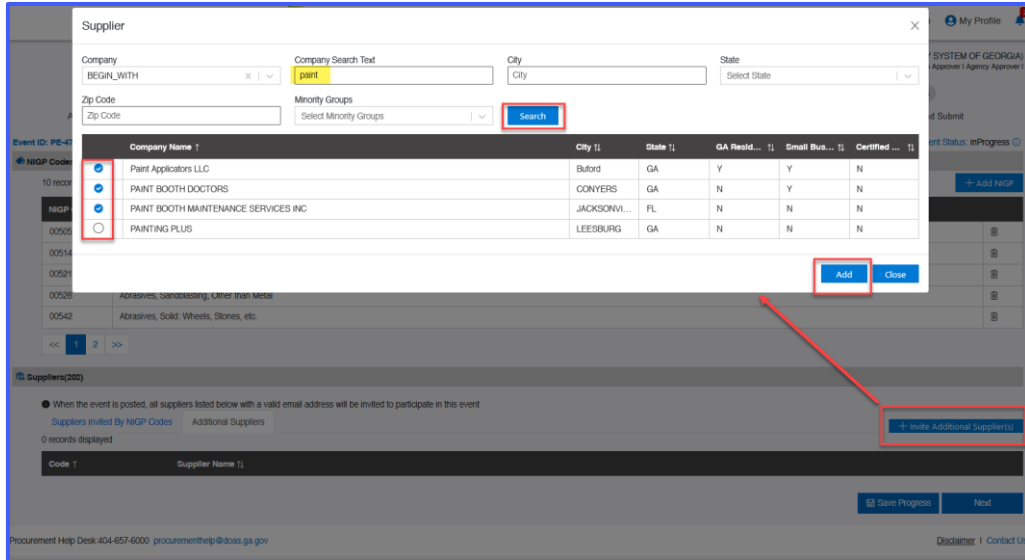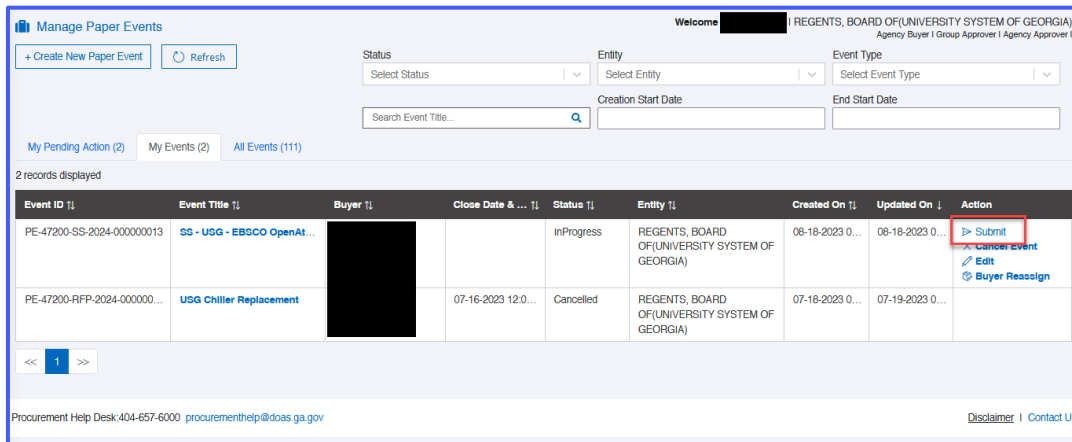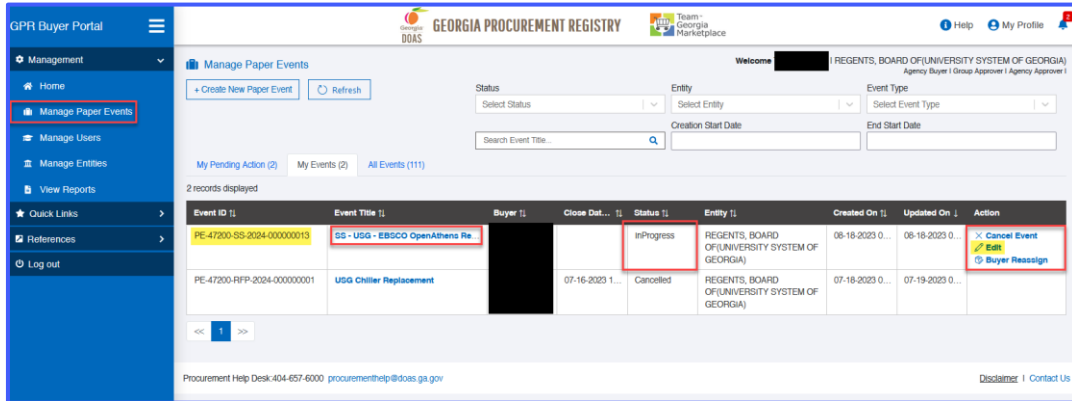

Click Delete under the Additional Supplier(s) Tab to delete additional suppliers from your invitation list.

Click on Save Progress or Next. |

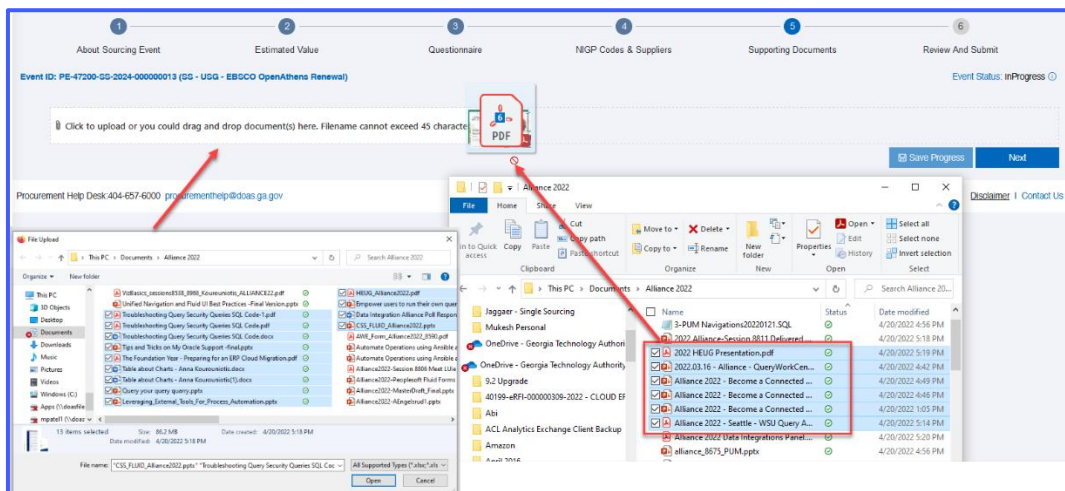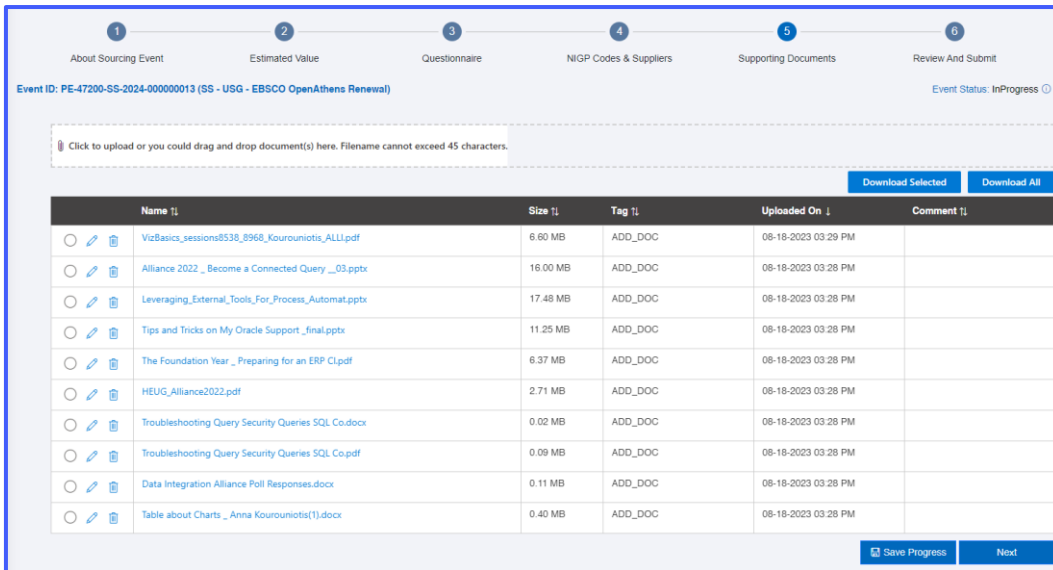| 11	Click Manage Paper Events and Search for InProgress Event for editing and release. The action column will keep adding options depending on what stage of the event posting you are in.
12	Edit your bid or continue to the next steps in line. Click on Step # 5 – Supporting Documents.

	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. 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.

Edit or enter a new file name and click Save.

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

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.
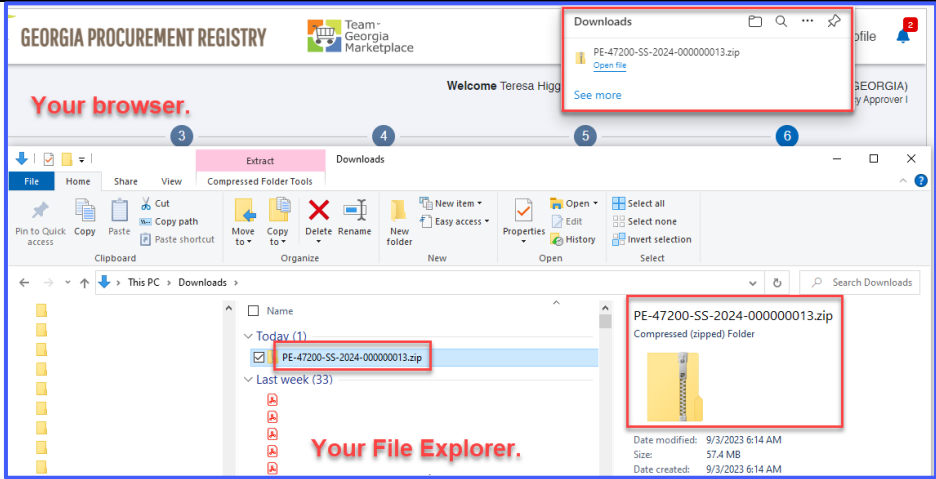
15	The end user is now in Step 6 – Review and Submit. The end user can click on any completed steps or the pencil icon to edit specific steps to make any changes.
16	Click View History to see the bid posting/editing steps history.
17	Click Submit Event for approval. Successful submission will change the event status to Pending Approval.
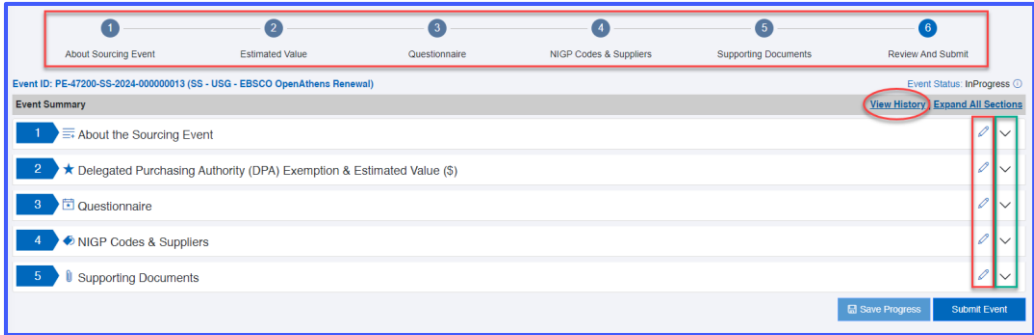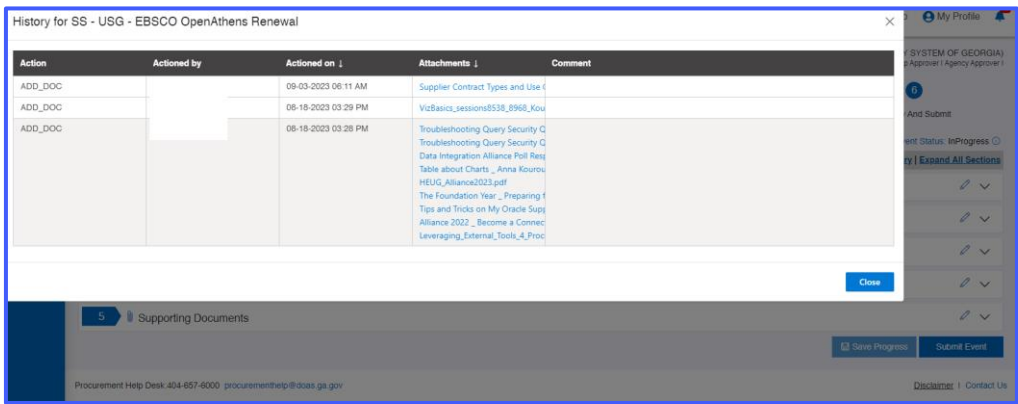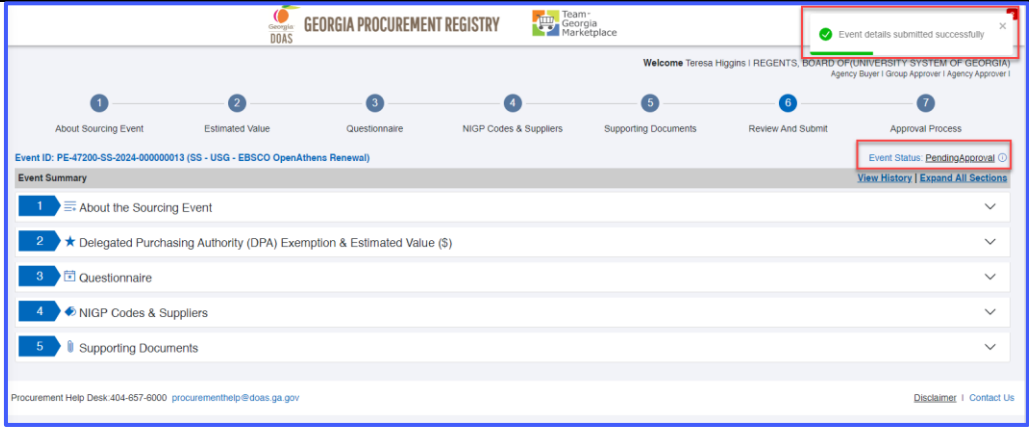
18	Click on the Event Status **Pending Approval** hyperlink. Your Sole Source will be posted as NOIA once an approval authority approves or if SPD Sourcing Buyers are posting Sole Source.
19	The Agency Sourcing team will receive a service ticket automatically and GPR email alert for the State Purchasing Division review and related actions.

		Action required to approve/authorize an Event - PE-47200-SS-2024-000000013
		B bidnotice.donotreply@doas.ga.gov To ● Test, GPR 6:29 AM Retention Policy 30 Day Delete_Recoverable (30 days) Expires 10/3/2023 (i) This item will expire in 30 days. To keep this item longer apply a different Retention Policy. Action required for Authorization/Approval of Event PE-47200-SS-2024-000000013 agency sourcing agency.sourcing@doas.ga.gov You have an action request in waiting for event PE-47200-SS-2024-000000013, from of 47200- REGENTS, BOARD OF(UNIVERSITY SYSTEM OF GEORGIA). GPR Admin.
20		The buyer will see sole sources with InProgress status for editing and resubmitting or cancel if rejected by any approval authority.