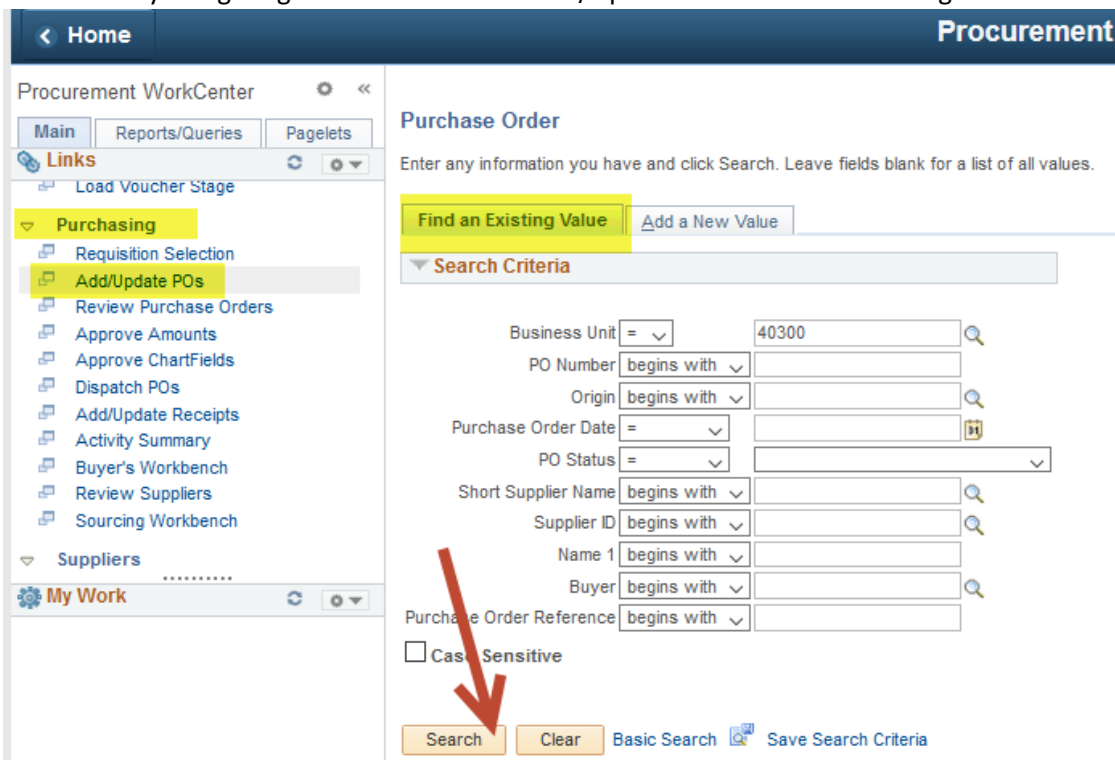


9.2 Linking / Unlinking Statewide or Agency Contract to PO

1. Login to TeamWorks TGM as end user and /or Support agent having Purchase Orders role
<https://fscm.teamworks.georgia.gov>
 Click on the Procurement Tile.



2. Find an existing POs by any search criteria such as Business Unit & PO # or Business Unit & PO Status By navigating Purchase Orders -> Add/Update POs -> Find an Existing Value.



The screenshot shows the "Procurement WorkCenter" interface. The top navigation bar includes a "Home" button and the "Procurement" title. Below this, there are tabs for "Main", "Reports/Queries", and "Pagelets". A "Links" section is visible, with "Load Voucher Stage" and a "Purchasing" dropdown menu. The "Purchasing" menu is expanded, showing options like "Requisition Selection", "Add/Update POs", "Review Purchase Orders", "Approve Amounts", "Approve ChartFields", "Dispatch POs", "Add/Update Receipts", "Activity Summary", "Buyer's Workbench", "Review Suppliers", and "Sourcing Workbench". The "Suppliers" section is also visible. The main content area is titled "Purchase Order" and contains a search form. The form has a "Find an Existing Value" button highlighted in yellow and an "Add a New Value" button. Below these buttons is a "Search Criteria" section with several input fields: "Business Unit" (set to 40300), "PO Number" (begins with), "Origin" (begins with), "Purchase Order Date" (=), "PO Status" (=), "Short Supplier Name" (begins with), "Supplier ID" (begins with), "Name 1" (begins with), "Buyer" (begins with), and "Purchase Order Reference" (begins with). There is also a "Case Sensitive" checkbox. At the bottom of the form are "Search", "Clear", "Basic Search", and "Save Search Criteria" buttons. A red arrow points to the "Search" button.

3. "Maintain Purchase Order" page will open. Click on "Contract" tab under Lines

Maintain Purchase Order

Purchase Order

Business Unit: 48400 PO Status: Approved
 PO ID: 0000151071 Budget Status: Not Chk'd

Copy From: [Dropdown] Hold From Further Processing

Header

*PO Date: 12/31/2014 Vendor Search
 *Vendor: STERLINGIN-004 Vendor Details
 *Vendor ID: 0000527787 STERLING INDUSTRIAL SALES & SERVICE LLC
 *Buyer: SUMNERS Shirley S Summer 478-552-4649
 PO Reference: Online Src From Req 0000025564
 Header Details Activity Summary Use Procurement Card
 PO Defaults Document Status *Service PO No
 Requisitions Add Comments
 PO Activities Add ShipTo Comments E Verify

Doc Tol Status: Error
 PO Type: OMP Open Market Purchase
 Receipt Status: Not Recvd
 *Dispatch Method: Print Dispatch

Amount Summary

Merchandise: 4,405.00
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 4,405.00 USD
 Encumbrance Balance:

Add Items From Purchasing Kit Catalog

Select Lines To Display
 Line: [] To: [] Retrieve

Lines

| Line | Description | PO Qty | *UOM | Category | Price | Merchandise Amount | Status |
|------|--------------------|-----------|------|----------|---------|--------------------|--------|
| 1 | 5/16x3 Bolts | 6000.0000 | EA | 32020 | 0.55000 | 3,300.00 | Active |
| 2 | 5/16 Flat Washers | 6000.0000 | EA | 32091 | 0.05000 | 300.00 | Active |
| 3 | 5/16 Hex Nuts | 6000.0000 | EA | 32043 | 0.06000 | 360.00 | Active |
| 4 | 10 24x3 Phil Rd HD | 3000.0000 | EA | 32073 | 0.05000 | 150.00 | Active |

4. Click on magnifying glass to search for the contract or enter the contract id in the "Contract ID" field for any/or all given lines.

Maintain Purchase Order

Purchase Order

Business Unit: 48400 PO Status: Approved
 PO ID: 0000151071 Budget Status: Not Chk'd

Copy From: [Dropdown] Hold From Further Processing

Header

*PO Date: 12/31/2014 Vendor Search
 *Vendor: STERLINGIN-004 Vendor Details
 *Vendor ID: 0000527787 STERLING INDUSTRIAL SALES & SERVICE LLC
 *Buyer: SUMNERS Shirley S Summer 478-552-4649
 PO Reference: Online Src From Req 0000025564
 Header Details Activity Summary Use Procurement Card
 PO Defaults Document Status *Service PO No
 Requisitions Add Comments
 PO Activities Add ShipTo Comments E Verify

Doc Tol Status: Error
 PO Type: OMP Open Market Purchase
 Receipt Status: Not Recvd
 *Dispatch Method: Print

Amount Summary

Merchandise: 4,405.00
 Freight/Tax/Misc.: 0.00
 Total Amount: 4,405.00 USD
 Encumbrance Balance:

Add Items From Purchasing Kit Catalog

Select Lines To Display
 Line: [] To: [] Retrieve

Lines

| Line | Description | SetID | Contract ID | Contract Version | Contract Line | Category Line |
|------|-------------------|-------|--------------------|------------------|---------------|---------------|
| 1 | 5/16x3 Bolts | STATE | [Magnifying Glass] | | | |
| 2 | 5/16 Flat Washers | STATE | [Magnifying Glass] | | | |
| 3 | 5/16 Hex Nuts | STATE | [Magnifying Glass] | | | |

Maintain Purchase Order

Purchase Order

Business Unit: 48400
 PO ID: 0000151071

PO Status: Approved
 Budget Status: Not Chkd

Copy From:

Hold From Further Processing

Header

*PO Date: 12/31/2014 [Vendor Search](#)
 *Vendor: STERLINGIN-004 [Vendor Details](#)
 *Vendor ID: 0000527787 [STERLING INDUSTRIAL SALES & SERVICE LLC](#)
 *Buyer: SUMNERS [Shirley S Sumner 478-552-4649](#)

PO Reference: Online Src From Req 0000025564
[Header Details](#) [Activity Summary](#) [Use Procurement Card](#)
[PO Defaults](#) [Document Status](#) *Service PO No
[Requisitions](#) [Add Comments](#) [E Verify](#)
[PO Activities](#) [Add ShipTo Comments](#)

Doc Tol Status: [Error](#)
 PO Type: OMP Open M
 Receipt Status: Not Recvd
 *Dispatch Method: Print

Amount Summary

Merchandise: 4,405.00
 Freight/Tax/Misc.: 0.00
 Total Amount: 4,405.00
 Encumbrance Balance:

Add Items From [Purchasing Kit](#) [Catalog](#)

Select Lines To Display
 Line: To: [Retrieve](#)

Lines

[Details](#) [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [RFQ](#) **Contract** [Receiving](#) [SER](#)

| Line | Description | SetID | Contract ID | Contract Version | Contract Line | Cate Line |
|------|-------------------|-------|----------------------|------------------|---------------|-----------|
| 1 | 5/16x3 Bolts | STATE | <input type="text"/> | | | |
| 2 | 5/16 Flat Washers | STATE | <input type="text"/> | | | |
| 3 | 5/16 Hex Nuts | STATE | <input type="text"/> | | | |

5. "Look up Contract ID" page will open to search the contract. Select appropriate contract id.

Look Up Contract ID

Contract ID: begins with

Short Vendor Name: begins with

Description: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View 100

| Vendor Set ID | Vendor ID | SetID | Contract ID | Short Vendor Name | Contract Status | Desc |
|-----------------------|----------------------------|-----------------------|-------------------------------------------|--------------------------------|--------------------------|-----------------------|
| STATE | 0000005119 | STATE | SWC30747-5 | FISHERSCIE-001 | Approved | Biolo |
| STATE | 0000005119 | STATE | 99999-SPD-SPD0000088-0008 | FISHERSCIE-001 | Approved | Biolo |

6. Click "Save" to link the contract id with PO.

| Lines | | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------|---------------------------|---------------|--|--|
| Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving | | | | | | |
| Line | Description | SetID | Contract ID | Contract Vers | | |
| 1 | 5/16x3 Bolts | STATE | 99999-001-SPD0000103-0001 | | | |
| 2 | 5/16 Flat Washers | STATE | | | | |
| 3 | 5/16 Hex Nuts | STATE | | | | |
| 4 | 10 24x3 Phil Rd HD | STATE | | | | |
| 5 | 10x24 Hex Nut | STATE | | | | |
| 6 | #10 Flat Washer | STATE | | | | |
| 7 | #10 inch 1/2 Hex Screw | STATE | | | | |
| 8 | 3/8 Stainless Steel Nuts | | | | | |

[View Printable Version](#)

*Go to: ... More

7. To unlink the contract id – select the contract value- delete it and save the changes.

| Lines | | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------|---------------------------|---------------|--|--|
| Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving | | | | | | |
| Line | Description | SetID | Contract ID | Contract Vers | | |
| 1 | ULTSNSE PF NTRL SZ | STATE | 99999-SPD-SPD0000088-0008 | | | |
| 2 | GLV NITRL TRANQL | STATE | 99999-SPD-SPD0000088-0008 | | | |

[View Printable Version](#)

Delete the selected value