9.2 Linking / Unlinking Statewide or Agency Contract to PO
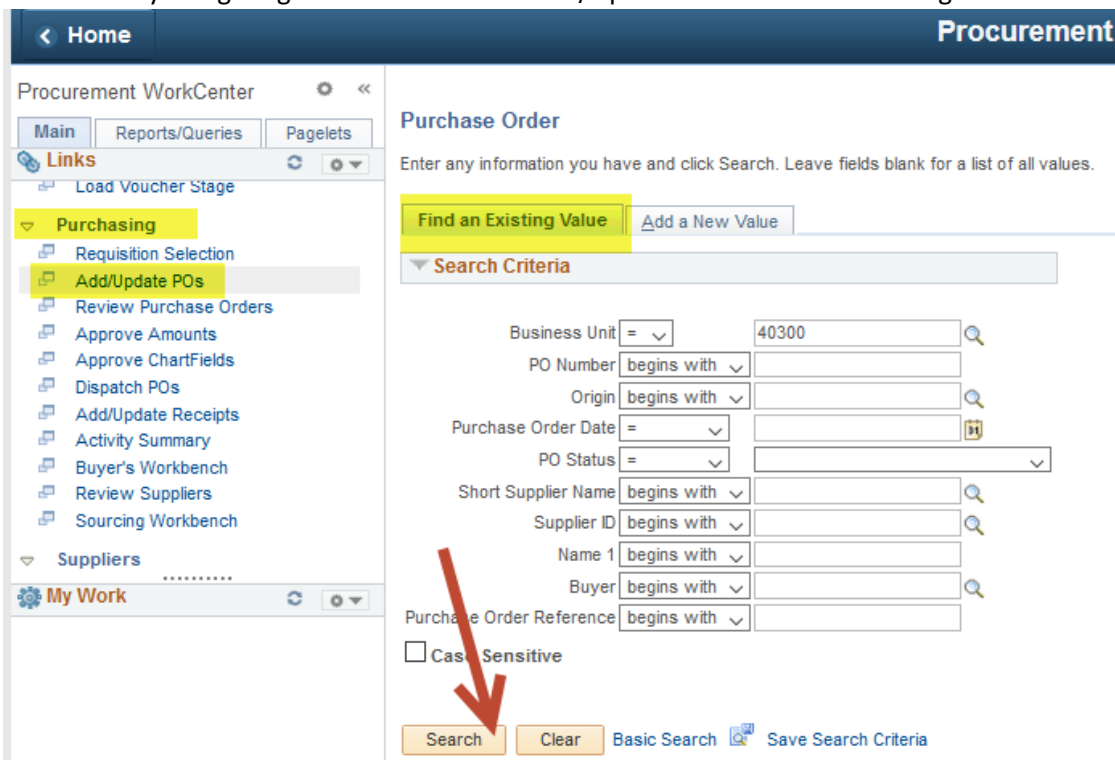
1. Login to TeamWorks TGM as end user and /or Support agent having Purchase Orders role
   https://fscm.teamworks.georgia.gov
   Click on the Procurement Tile.

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.

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

Purchase Order

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

Copy From: [_____]   ☐ Hold From Further Processing

▼ Header

*PO Date:	12/31/2014 📅	Vendor Search	Doc Tol Status:	Error
*Vendor:	STERLINGIN-004 🔍	Vendor Details	PO Type:	OMP Open Market Purchase
*Vendor ID:	0000527787 🔍	STERLING INDUSTRIAL SALES & SERVICE LLC	Receipt Status:	Not Recvd
*Buyer:	SUMNERS 🔍	Shirley S Sumner 478-552-4649	*Dispatch Method:	Print ▼ Dispatch
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

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   Customize | Find | View All | 🔲 | 🎞   First ◀ 1-8 of 8 ▶ Last

| Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving | ▦ |

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: [▼]   ☐ Hold From Further Processing

▼ Header

*PO Date:	12/31/2014 🛗 Vendor Search	Doc Tol Status:	Error
*Vendor:	STERLINGIN-004 🔍 Vendor Details	PO Type:	OMP Open M
*Vendor ID:	0000527787 🔍 STERLING INDUSTRIAL SALES & SERVICE LLC	Receipt Status:	Not Recvd
*Buyer:	SUMNERS 🔍 Shirley S Sumner 478-552-4649	*Dispatch Method:	Print
PO Reference:	Online Src From Req 0000025564	**Amount Summary**	

Header Details   Activity Summary   Use Procurement Card
PO Defaults   Document Status
Requisitions   Add Comments   *Service PO [No]
PO Activities   Add ShipTo Comments   E Verify

Amount Summary	
Merchandise:	4,405.0
Freight/Tax/Misc.:	0.0
Total Amount:	4,405.0
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 | |

Line	Description		SetID	Contract ID	Contract Version	Contract Line	Cate Line
1	5/16x3 Bolts	🔍	STATE	[ ] 🔍		[ ] 🔍	[ ]
2	5/16 Flat Washers	🔍	STATE	[ ] 🔍		[ ] 🔍	[ ]
3	5/16 Hex Nuts	🔍	STATE	[ ] 🔍		[ ] 🔍	[ ]

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.

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

Delete the selected value