

## **Purchase Order Tile**

DO NOT REMIT PAYMENT UNTIL YOUR INVOICE IS RECEIVED.

Ste p#	Do This:							
1	Using your password and User ID, sign in on the Bidder and Supplier Registration page.							
	Link:							
	https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAG E.GBL							
	For security reasons, if you have not already changed your password, please click on Change My Password in the main menu options and follow instructions located in Register as a Supplier Quick							
	Reference Guide.							
2	Click on the 'Purchase Order' Tile.							
	Entitiestigner     uit       News and Announcements     Purchase Orders       Receipts     Bidding Opportunities							
	Vew PO Information 0 Rejected Receipt Lines 0.3 Events							
	Your WorkCenter Manage Contract Deliverables							
3	Click on the filter button if no POs are displayed. The page is designed to default in PO activity within							
	the last 90 days.							
	C supplier oecule nume rage 1/1							
	Download PO Information							
	There are no PO(s) to display between 2021-12-17 and 2022-03-17.							
4	Enter new search criteria such as a specific date range, not to exceed 90 days at a							
	Cancel     Filters     Done							
	POs Dispatched Between 00/01/2021							
	To PO ID Q							
	Buyer Q Supplier Location Q							
	Item Category Q							
	Item Description							
	Supplier Item ID Q Contract ID Q							
	Contract Version Release Number							
	Reset							
	• You can also search by PO ID, PO ID range or by Contract ID if applicable.							

Supplier Quarterly sales report upload

## **Quick Reference Guide** Team Georgia Marketplace

Tear	n Georgia Mark	etplace					Team Georgia Marketplace		
5	Click on the Dow	nload PO Inforr	nation butt	on to vier	w results in g	rid form or do	wnload to Excel.		
	Download PO Information Business Unit / Purchase Order S	Aupplier Location PO Date PO Statu	s Last Dispatched Date/Time	Buyer	PO Total Amount / Curren	cy Payment Terms Acknowled	2 rows 12 gement Status Actions PO Details		
	Transportation. Dept of A 00000 South GA Technical College A	CH PRIMARY 09/14/2021 Compl CH PRIMARY 09/08/2021 Compl	09/15/2021 9:42:37AM 09/15/2021 9:58:20AM		13.865.86 USO 20.347.76 USO	Net 30	© > © >		
6	Click on the Grid	Action Menu to	o download PO download to grid fo	results to	) Excel forma	t.	x ap		
	Download Purchase Orders Customize the grid to show the desired columns, then click data into an excel spreadsheet. Purchase Orders	: on the download to grid icon in the grid header to loa	d the			14 4 1-4 of 4 🗸 🕨			
	Grid Action Menu eader Details Header PO Number Line Schedule	Comments Line Details Line Comments Item ID Description VELA SERIES CONFERENCE TABLE	Schedule Details Ship To C Revision Due Date 09/14/2021	PO Qty UOM 1.0000 EA	Price         Merchandise Amount           13885.88000         13885.88	Freight/Tax/Mise. Currency			
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		Retained Functional Statistics Carden J Ty, Retained Statistics Conservation Truck Driving Part No. PETC 2448REFX.Retangle Füed Table, Commercial	09/09/2021	8.0000 EA	552.76000         4422.32           888.16000         2658.48	0.000 USD			
	00000	Truck Driving	09/09/2021	24.0000 EA	552.70000 13288.06	0.000 USD			
	Return								
7	Select Ret	turn when finish	ned	rders Sur	nmary Page				
	Purchase Order List	PO download t	o grid for Supp		New Window   Help   B - Charlet Prope				
	Purchase Order List		3	-1 of 1 🗸   View All					
	Satus Description	Last Dispatched DaterTime Lines The Veer PDF button allows you to generate a printed order. Using the DBAtt Veer FD Change Diotes obto neoring end perfect allows allow used to control the entities veer of the PD.	e version of the purchase hs you can control if the ges. (This same option is						

## Quick Reference Guide Team Georgia Marketplace



8	Click on the	Sort Icon	to sort the	e data acco	ording to yo	ur prefere	ence			
	Supplier Secure Home Page			Purcl	nase Orders			Sort ×	÷	
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								Supplier Location	ws	
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	enable	ed. Please	Ignore!						,	
10	Click View PD	F.								
				View PO Dispatch Do	cument	Mauri	Madau   Hala   Para	×		
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	Purchase Order List									
	PO Details Header De	taile					1-1 of 1 🗸	View All		
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		Compl	09/15/2021 9:42:37AM	1	13,8	165.86 USD	View PDF			
	Select All	Clear All	TT	ne View PDF button allows y	ou to generate a printable version	of the purchase		·		
	order. Using the Default View for Change Orders points you are notholif the report generated shows all lines or only the latest changes. (This same option is also used to control if the online view of the PO.)									
	• The following message pops up, telling you to wait a minute or so before clicking on View PDF									
	button again. This will allow the process enough time to finish.									
			Process in con	orato PO outout filo, is tr	king langer than eveneted	(7028-498)				
	Process to generate PO output file, is taking longer than expected. (7020,180) To allow your session to continue, this job will finish in the background. Please wait a minute or so and then press the button again to bring up the PO for printing.									
	(You must stay within this component, or pressing the button will cause the report to be resubmitted.)									
	ОК									
		-								

08-01-2019 Procurement Helpdesk @ 404-657-6000 or procurementhelp@doas.ga.gov



11	Click on the PO	Details to view	additional	informatio	n on a spe	cific PO.		
	✓ Supplier Secure Home Page			Purchase Orders			<u>ہ</u> :	
							2 rows	
	Download PO Information  Business Unit / Purchase Order	Supplier Location PO Date PO Statu	Last Dispatched Date/Time	Buver	PO Total Amount / Currency	Payment Terms Acknowledgement St	atus Actions PO Details	
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	South GA Technical College	ACH PRIMARY 09/08/2021 Compl	09/16/2021 9:58:20AM		20.347.76 USD	Net 30		
12	Click on any Ir	nvoice display	ed on the	PO Detail	s page to	view additona	al information,	or X
	out of the pag	je once you ar	e done wi	th your re	view.			
				Review Purchase Orders			Hap	
	Purchase Order Details							
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	Payment Terms Net 30		Total Amount	0.00 13,865.86 USD				
	* &Header Comments	Q	14 4 1of1 👽 🕨 🕅 1	View All				
	The following MUST be on your invoice to ensure prompt pr 1. The invoice must include a unique invoice number	processing.						
	<ol> <li>Department contact</li> <li>Purchase order number</li> <li>Please submit your invoice via email to apinvoices@dot.ga.</li> </ol>	a.gov						
	Alternatively you may mail your invoices to: Georgia Department of Transportation							
	View							
	Purchase Order Lines		14 4 1.1 of 1	View All				
	Line Information Extension Line Details	<u>C</u> ontract Info						
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	Pay By:							
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	Return to Purchase Order Details							
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