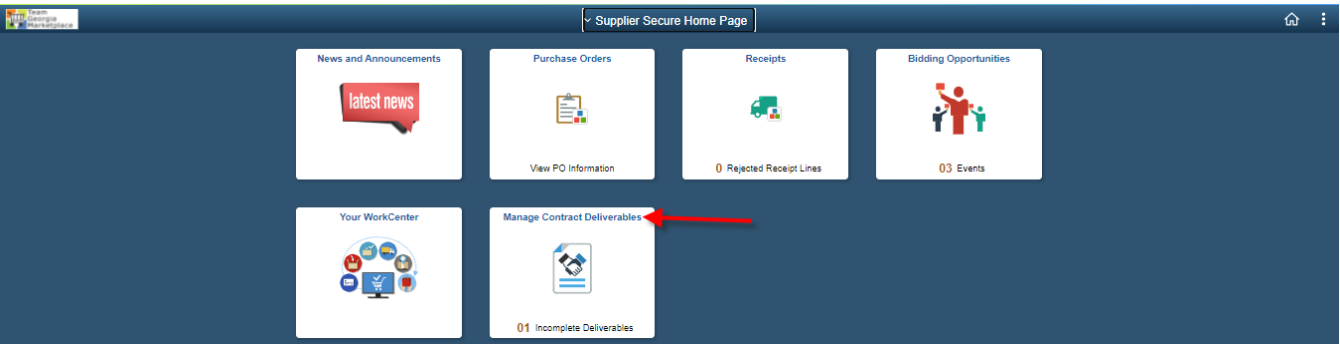
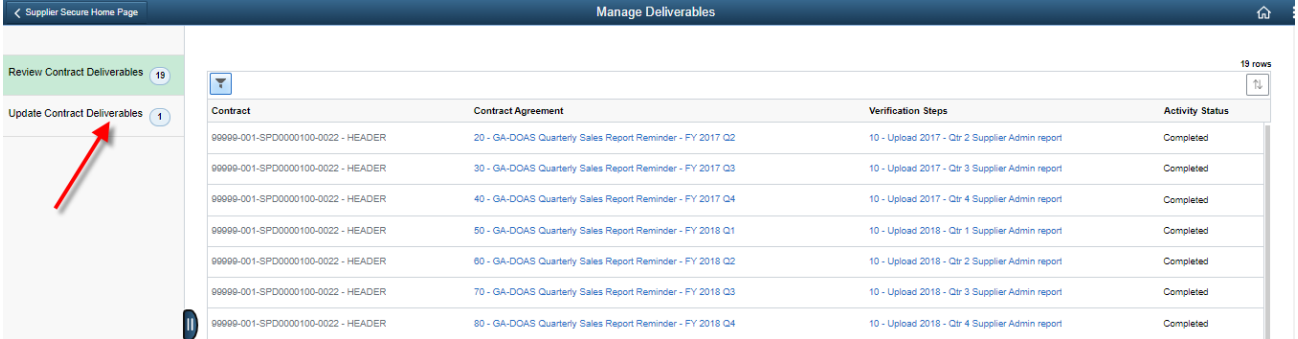


9.2.38 Supplier Quarterly sales report upload

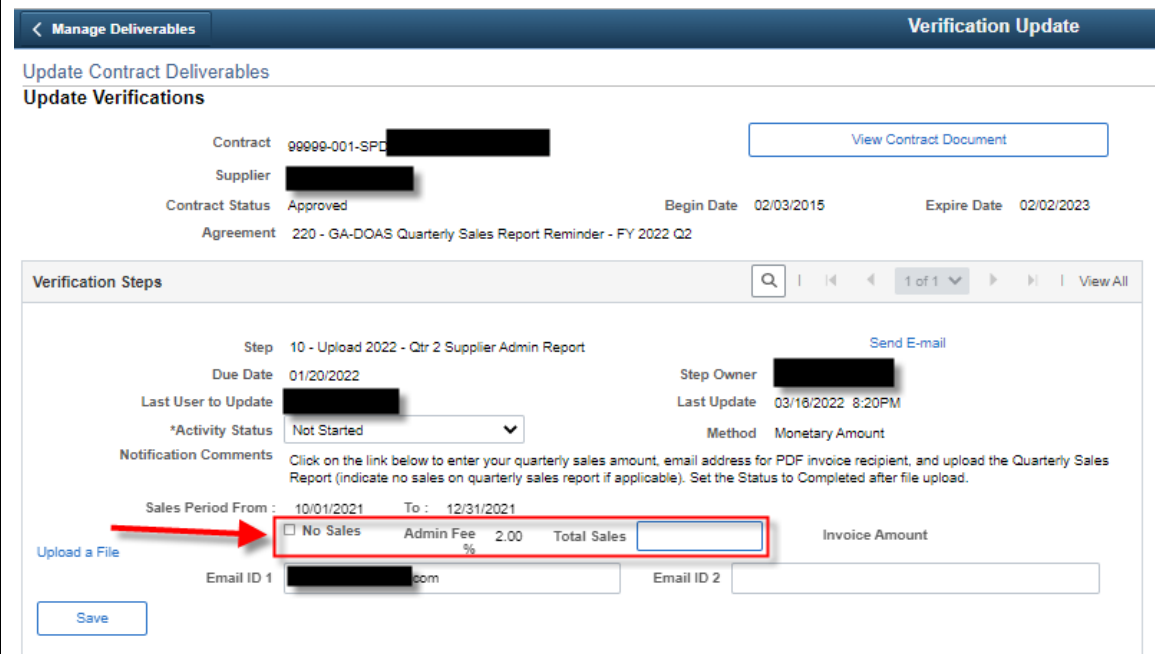
DO NOT REMIT PAYMENT UNTIL YOUR INVOICE IS RECEIVED.

Step #	Do This:																																
1	<p>Using your password and User ID, sign in on the Bidder and Supplier Registration page.</p> <p>Link: https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL</p> <p>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.</p>																																
2	<p>Click on 'Manage Contract Deliverables' Tile.</p> 																																
3	<p>Click the option Update Contract Deliverables under Manage Contract Deliverables.</p>  <table border="1" data-bbox="370 1226 1430 1465"> <thead> <tr> <th>Contract</th> <th>Contract Agreement</th> <th>Verification Steps</th> <th>Activity Status</th> </tr> </thead> <tbody> <tr> <td>99999-001-SPD0000100-0022 - HEADER</td> <td>20 - GA-DOAS Quarterly Sales Report Reminder - FY 2017 Q2</td> <td>10 - Upload 2017 - Qtr 2 Supplier Admin report</td> <td>Completed</td> </tr> <tr> <td>99999-001-SPD0000100-0022 - HEADER</td> <td>30 - GA-DOAS Quarterly Sales Report Reminder - FY 2017 Q3</td> <td>10 - Upload 2017 - Qtr 3 Supplier Admin report</td> <td>Completed</td> </tr> <tr> <td>99999-001-SPD0000100-0022 - HEADER</td> <td>40 - GA-DOAS Quarterly Sales Report Reminder - FY 2017 Q4</td> <td>10 - Upload 2017 - Qtr 4 Supplier Admin report</td> <td>Completed</td> </tr> <tr> <td>99999-001-SPD0000100-0022 - HEADER</td> <td>50 - GA-DOAS Quarterly Sales Report Reminder - FY 2018 Q1</td> <td>10 - Upload 2018 - Qtr 1 Supplier Admin report</td> <td>Completed</td> </tr> <tr> <td>99999-001-SPD0000100-0022 - HEADER</td> <td>60 - GA-DOAS Quarterly Sales Report Reminder - FY 2018 Q2</td> <td>10 - Upload 2018 - Qtr 2 Supplier Admin report</td> <td>Completed</td> </tr> <tr> <td>99999-001-SPD0000100-0022 - HEADER</td> <td>70 - GA-DOAS Quarterly Sales Report Reminder - FY 2018 Q3</td> <td>10 - Upload 2018 - Qtr 3 Supplier Admin report</td> <td>Completed</td> </tr> <tr> <td>99999-001-SPD0000100-0022 - HEADER</td> <td>80 - GA-DOAS Quarterly Sales Report Reminder - FY 2018 Q4</td> <td>10 - Upload 2018 - Qtr 4 Supplier Admin report</td> <td>Completed</td> </tr> </tbody> </table> <ul style="list-style-type: none"> It will display only the contract deliverables where the Activity Status is not yet completed. 	Contract	Contract Agreement	Verification Steps	Activity Status	99999-001-SPD0000100-0022 - HEADER	20 - GA-DOAS Quarterly Sales Report Reminder - FY 2017 Q2	10 - Upload 2017 - Qtr 2 Supplier Admin report	Completed	99999-001-SPD0000100-0022 - HEADER	30 - GA-DOAS Quarterly Sales Report Reminder - FY 2017 Q3	10 - Upload 2017 - Qtr 3 Supplier Admin report	Completed	99999-001-SPD0000100-0022 - HEADER	40 - GA-DOAS Quarterly Sales Report Reminder - FY 2017 Q4	10 - Upload 2017 - Qtr 4 Supplier Admin report	Completed	99999-001-SPD0000100-0022 - HEADER	50 - GA-DOAS Quarterly Sales Report Reminder - FY 2018 Q1	10 - Upload 2018 - Qtr 1 Supplier Admin report	Completed	99999-001-SPD0000100-0022 - HEADER	60 - GA-DOAS Quarterly Sales Report Reminder - FY 2018 Q2	10 - Upload 2018 - Qtr 2 Supplier Admin report	Completed	99999-001-SPD0000100-0022 - HEADER	70 - GA-DOAS Quarterly Sales Report Reminder - FY 2018 Q3	10 - Upload 2018 - Qtr 3 Supplier Admin report	Completed	99999-001-SPD0000100-0022 - HEADER	80 - GA-DOAS Quarterly Sales Report Reminder - FY 2018 Q4	10 - Upload 2018 - Qtr 4 Supplier Admin report	Completed
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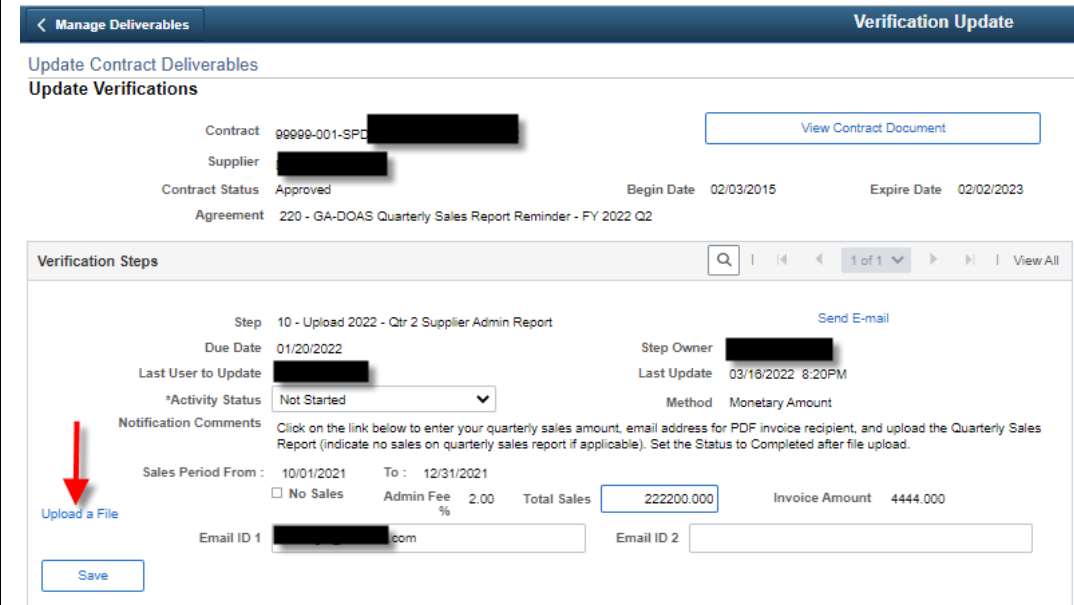
4 Under the Verification Steps column, click on the quarter for which the report will be submitted. ****Pick the correct fiscal year and quarter.**



6 Verify the correct contract information is presented. Indicate if there are No Sales or enter the Total Sales amount for the quarter being submitted.

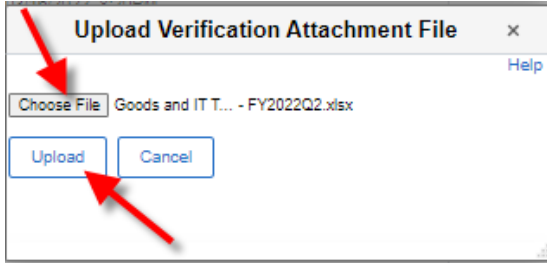


6 Click on the Upload a File hyperlink to upload your quarterly sales report for the quarter.



7 Click on the Choose File button and select the report to be uploaded and then click on the Upload button.

**** Please get the latest template from <http://doas.ga.gov/state-purchasing/suppliers/quarterly-sales-reports> and upload only one file. DO NOT REMIT PAYMENT UNTIL YOUR INVOICE IS RECEIVED, approx. 15 days from the day you upload your file.**



8 On the Update Verifications page, confirm the report has been uploaded in the Attachments section. If this report was submitted in error, click on the **delete** button to delete the current submission. This will allow another report to be submitted. When the report is submitted, changed the Activity Status to **Completed**. Click **Save**.

< Manage Deliverables
Verification Update

Update Contract Deliverables

Update Verifications

Contract 00000-001-SPD [REDACTED]

Supplier [REDACTED]

Contract Status Approved Begin Date 02/03/2015 Expire Date 02/02/2023

Agreement 220 - GA-DOAS Quarterly Sales Report Reminder - FY 2022 Q2

[View Contract Document](#)

Verification Steps

Step 10 - Upload 2022 - Qtr 2 Supplier Admin Report [Send E-mail](#)

Due Date 01/20/2022 Step Owner [REDACTED]

Last User to Update [REDACTED] Last Update 03/16/2022 8:20PM

***Activity Status** Completed ↗

Method Monetary Amount

Notification Comments Click on the link below to enter your quarterly sales amount, email address for PDF invoice recipient, and upload the Quarterly Sales Report (indicate no sales on quarterly sales report if applicable). Set the Status to Completed after file upload.

Sales Period From : 10/01/2021 To : 12/31/2021

No Sales Admin Fee % 2.00 Total Sales 222200.000 Invoice Amount 4444.000

[Upload another File](#)

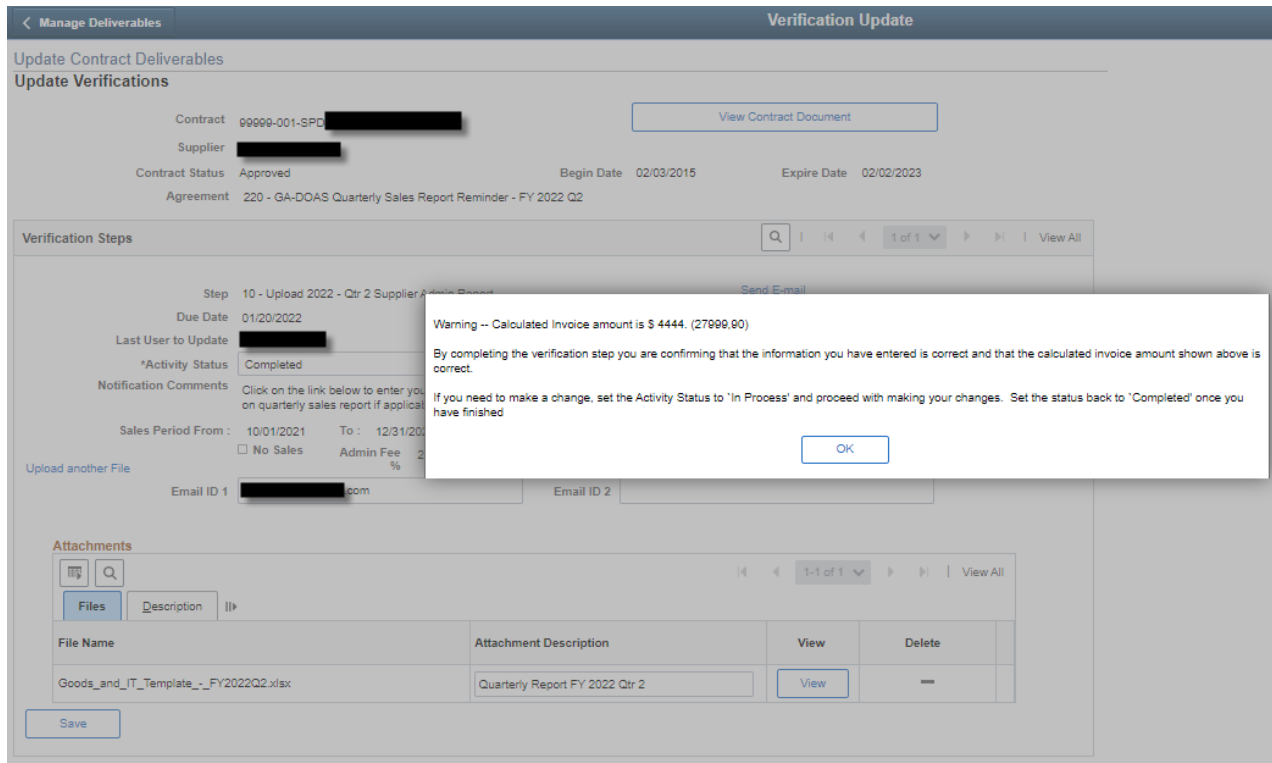
Email ID 1 [REDACTED].com Email ID 2

Attachments

File Name	Attachment Description	View	Delete
Goods_and_IT_Template_-_FY2022Q2.xlsx	Quarterly Report FY 2022 Qtr 2	View	-

Save ↗

9 The following Warning Messages will pop up. Click OK through each one.



Warning -- Calculated Invoice amount is \$ 4444. (27999.90)

By completing the verification step you are confirming that the information you have entered is correct and that the calculated invoice amount shown above is correct.

If you need to make a change, set the Activity Status to 'In Process' and proceed with making your changes. Set the status back to 'Completed' once you have finished.

OK

Warning -- You cannot make any more changes after you mark the activity as completed. (10430,381)

Once you leave the page, you can no longer make any changes to the verification step since you have marked it as completed.

OK

Click OK to save your changes and proceed. Click CANCEL if you need to make any further changes, after making your updates set the status back to Completed and Save.

OK Cancel

End process.