



COMMUNICATIONS ALERT

(Notice: Important Announcement)

October 17, 2019

ACTION REQUIRED

This is a reminder to **regularly process and dispatch** all requisitions and purchase orders associated with the statewide contract for **General Office Supplies, Paper and Toner (99999-001-SPD0000103-0001)** with **Staples Contract & Commercial, Inc.**

This contract is currently established within Team Georgia Marketplace™. Contract information, including the Information and Benefit Sheet, can be found on the Supplier's Contract Summary Page located within Team Georgia Marketplace™ found on the DOAS State Purchasing Website.

For direct access to the site, [click here](#) and login using the Guest Credentials: **tgmguest**. Proceed to the **Catalog and Contracts** (located in the Menu Bar) **Search for Contract** [Enter Contract Number or Supplier Name]. Additionally, if you are:

- A Registered State Agency User you can access this information using the Virtual Catalog link located within PeopleSoft.
- A Registered Technical College Shopper can access this information by [clicking here](#) and entering their login credentials.
- A Registered Window Shopper can access this information by [clicking here](#) and entering the credentials provided during registration.

If you have any questions, please contact the contract administrator:

Eric Mercier, GCPA

Contract Management Specialist, State Purchasing Division
Georgia Department of Administrative Services

Phone: (404) 463-1540

Email: eric.mercier@doas.ga.gov

For Team Georgia Marketplace™ question(s), please contact the help desk:

Procurement Help Desk

Phone: (404) 657-6000

Fax: (404) 657-8444

Email: procurementhelp@doas.ga.gov