



## Quick Reference Guide: Process Automation Supplier Performance Report

The Supplier Performance Report is used to document a supplier review regarding a purchase or experience with a supplier. The submission of a Supplier Performance Report is available online. The user will go through an 'interview' process and submit their review. Once submitted, a Service Request is created and escalated to the appropriate person for review.

The Supplier Performance Report is available at this link:

[https://service.doas.ga.gov/app/answers/detailopa/a\\_id/1075](https://service.doas.ga.gov/app/answers/detailopa/a_id/1075)

Clicking on the above link will bring up the Supplier Performance Report page.

Click on the Log in button to log in or to register for the first time.

### SUPPLIER PERFORMANCE

This interview can be used only by logged in Contacts or Agents.

### CONTACT

Supplier Relations  
Procurement Help Desk

Phone  
404-657-6000

Email  
procurementhelp@doas.ga.gov

[View All Division Contacts](#)



Log in for Help

Enter your log in credentials or click on Create an Account. Your user id is your email address.



## Quick Reference Guide: Process Automation Supplier Performance Report

PLEASE LOG IN TO CONTINUE

Log In or [Create an Account](#)

[Forgot your username or password?](#)

When you log in, your information is automatically populated. If the information is incorrect, please check Yes and click Next.

## SUPPLIER PERFORMANCE

**Reporting Agency:**Administrative Services, Department of

**Submitted By (First Name) \***

Margaret

**(Last Name) \***

Robert

**Phone \***

1 (404) 656-2831

**Ext**

**Email Address \***

margaret.robert@doas.ga.gov

**Would you like to provide more details about your Agency \***

Yes  No

Checking Yes to the question brings up an area to correct your Address.



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### SUPPLIER PERFORMANCE

**Reporting Agency:**Administrative Services, Department of

**Submitted By (First Name) \***

Margaret

**(Last Name) \***

Robert

**Phone \***

1 (404) 656-2831

**Ext**

**Email Address \***

margaret.robert@doas.ga.gov

**Would you like to provide more details about your Agency \***

Yes  No

**Address**

200 Piedmont Ave - Room 1820W

**City**

Atlanta

**State**

GA



**Zip**

Not Found

Next

Next, provide information about the Supplier. Check Yes is the purchase was made under a Statewide Contract. Click on the Contract dropdown to select the Statewide Contract.




## Quick Reference Guide: Process Automation Supplier Performance Report

### SUPPLIER PERFORMANCE

Please Provide Your Suppliers Information

Purchase(s) under a Statewide Contract \*

Yes  No

Contract 

**Contract Number:** Uncertain

Contact's Name

Phone

Ext

Email Address

Address

City

State

Zip

Provide Purchase Order Information \*

Yes  No

PO Number

PO Date

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When the Statewide Contract is selected from the dropdown, the system automatically populates the Contract Number.



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**Contract \***

**Contract Supplier \***

**Contract Number:** 99999-SPD-SPD0000127

Please select the Contract Supplier from the dropdown.

**Contract \***

**Contract Supplier \***

  
PARTS AUTHORITY GEORGIA LLC  
NAPA/GENUINE PARTS COMPANY INC  
NOT IN LIST

Please check Yes or No to provide Purchase Order information. Click Next to continue.

**Provide Purchase Order Information \***

Yes  No

**PO Number**

**PO Date**

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## Quick Reference Guide: Process Automation Supplier Performance Report

Answer the questions on the delivery. Mark each question as Did not Meet, Met, Exceeds, or N/A.

### SUPPLIER PERFORMANCE

#### **Delivery** *(check all that apply)*

##### **Delivery made in accordance with requirement**

<input type="checkbox"/> Did not Meet	<input type="checkbox"/> Met	<input type="checkbox"/> Exceeds	<input checked="" type="checkbox"/> N/A
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##### **Time of delivery appropriate**

<input type="checkbox"/> Did not Meet	<input type="checkbox"/> Met	<input type="checkbox"/> Exceeds	<input checked="" type="checkbox"/> N/A
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##### **Delivery made to correct destination**

<input type="checkbox"/> Did not Meet	<input type="checkbox"/> Met	<input type="checkbox"/> Exceeds	<input checked="" type="checkbox"/> N/A
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##### **Proper method of delivery used**

<input type="checkbox"/> Did not Meet	<input type="checkbox"/> Met	<input type="checkbox"/> Exceeds	<input checked="" type="checkbox"/> N/A
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##### **Authorized delivery**

<input type="checkbox"/> Did not Meet	<input type="checkbox"/> Met	<input type="checkbox"/> Exceeds	<input checked="" type="checkbox"/> N/A
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##### **Product arrived in good condition**

<input type="checkbox"/> Did not Meet	<input type="checkbox"/> Met	<input type="checkbox"/> Exceeds	<input checked="" type="checkbox"/> N/A
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## Quick Reference Guide: Process Automation Supplier Performance Report

Answer the questions on the Quality of the items delivered. Mark each question as Did not Meet, Met, Exceeds, or N/A. Click Next to continue.

### SUPPLIER PERFORMANCE

#### Quality - Goods / IT

##### Met specifications

<input type="button" value="Did not Meet"/>	<input type="button" value="Met"/>	<input type="button" value="Exceeds"/>	<input checked="" type="button" value="N/A"/>
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##### Any and all substitutions authorized

<input type="button" value="Did not Meet"/>	<input type="button" value="Met"/>	<input type="button" value="Exceeds"/>	<input checked="" type="button" value="N/A"/>
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##### Satisfactory workmanship

<input type="button" value="Did not Meet"/>	<input type="button" value="Met"/>	<input type="button" value="Exceeds"/>	<input checked="" type="button" value="N/A"/>
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##### State property left in good condition

<input type="button" value="Did not Meet"/>	<input type="button" value="Met"/>	<input type="button" value="Exceeds"/>	<input checked="" type="button" value="N/A"/>
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##### Material Safety Data Sheets provided

<input type="button" value="Did not Meet"/>	<input type="button" value="Met"/>	<input type="button" value="Exceeds"/>	<input checked="" type="button" value="N/A"/>
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## Quick Reference Guide: Process Automation Supplier Performance Report

Answer the questions regarding the Value of the purchase. Mark each question as Did not Meet, Met, Exceeds, or N/A. Click Next to continue.

### SUPPLIER PERFORMANCE

#### Value / Other Considerations

**Considers the Supplier to be responsive to needs**

<input type="button" value="Did not Meet"/>	<input type="button" value="Met"/>	<input type="button" value="Exceeds"/>	<input checked="" type="button" value="N/A"/>
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**Satisfaction with maintenance services**

<input type="button" value="Did not Meet"/>	<input type="button" value="Met"/>	<input type="button" value="Exceeds"/>	<input checked="" type="button" value="N/A"/>
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**Satisfaction with warranty services**

<input type="button" value="Did not Meet"/>	<input type="button" value="Met"/>	<input type="button" value="Exceeds"/>	<input checked="" type="button" value="N/A"/>
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**Goods/Services appear to be priced for value**

<input type="button" value="Did not Meet"/>	<input type="button" value="Met"/>	<input type="button" value="Exceeds"/>	<input checked="" type="button" value="N/A"/>
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**Invoice matched purchase order**

<input type="button" value="Did not Meet"/>	<input type="button" value="Met"/>	<input type="button" value="Exceeds"/>	<input checked="" type="button" value="N/A"/>
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## Quick Reference Guide: Process Automation Supplier Performance Report

Answer the questions regarding whether there was an incident with the Supplier. If there was no incident, check No and click Next to continue.

### SUPPLIER PERFORMANCE

Did an incident take place with the supplier? \*

Yes  No

What is the date the first incident occurred?

Did the supplier's action resolve the issue

Yes  No  Uncertain

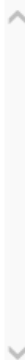
What is the date the supplier was first contacted?

Has the supplier responded? \*

Yes  No

Please describe the incident? \*



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## Quick Reference Guide: Process Automation Supplier Performance Report

Please attach any supporting documentation here then click Submit.

### SUPPLIER PERFORMANCE

Please clearly name any attachments (e-mail, formal notice, etc.) submitted with your form. Common file types accepted as attachments are Microsoft Office file formats such as PDF, JPG, GIF and ZIP files.

Please provide supporting documentation. Upload attachments:



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Submit

The system will display the message below informing you that your request has been submitted. You will be given a reference number and the option to print your submission.

### SUPPLIER PERFORMANCE

Your Supplier Feedback Request has been submitted.

Reference number **171121-000282** assigned to the submission.

[Please select this link to print your submission](#)

