



Supplier Orientation

“Path to Partnership”



STATE PURCHASING

State Purchasing Division



- State Purchasing is the centralized office responsible for the purchase of more than \$4.5 billion of goods and services each year.
- Delegates Purchasing Authority to State Agencies.
- Promotes equal access and competition among suppliers.

For more information, visit our Web site: www.doas.ga.gov

Bidding Requirements



- < \$5,000 No bidding required
- ≥ \$5,000 Requires a bidding process
- Bids are posted on the Georgia Procurement Registry
- Sourcing methods include Team Georgia Marketplace™, eSource, and eRFP

Purchasing Card Program



- Reliability – If Visa regulations are followed, face-to-face transactions are guaranteed. For internet, mail order & telephone transactions, payments from the State are very low risk.
- Security – No returned checks, no cash loss or theft.
- Convenience – Faster payments (usually paid within 24 – 48 hours). No Accounts Receivable hassles, following up on invoices or need to wait for checks and then deposit them – payment is streamlined. This equates to better cash flow.
- Increased Sales – Merchants that accept cards generally benefit from higher average tickets and higher total sales.
- Customer Preference and Convenience – “...more cards than all other major payment brands combined” according to Visa, Q4 2006.



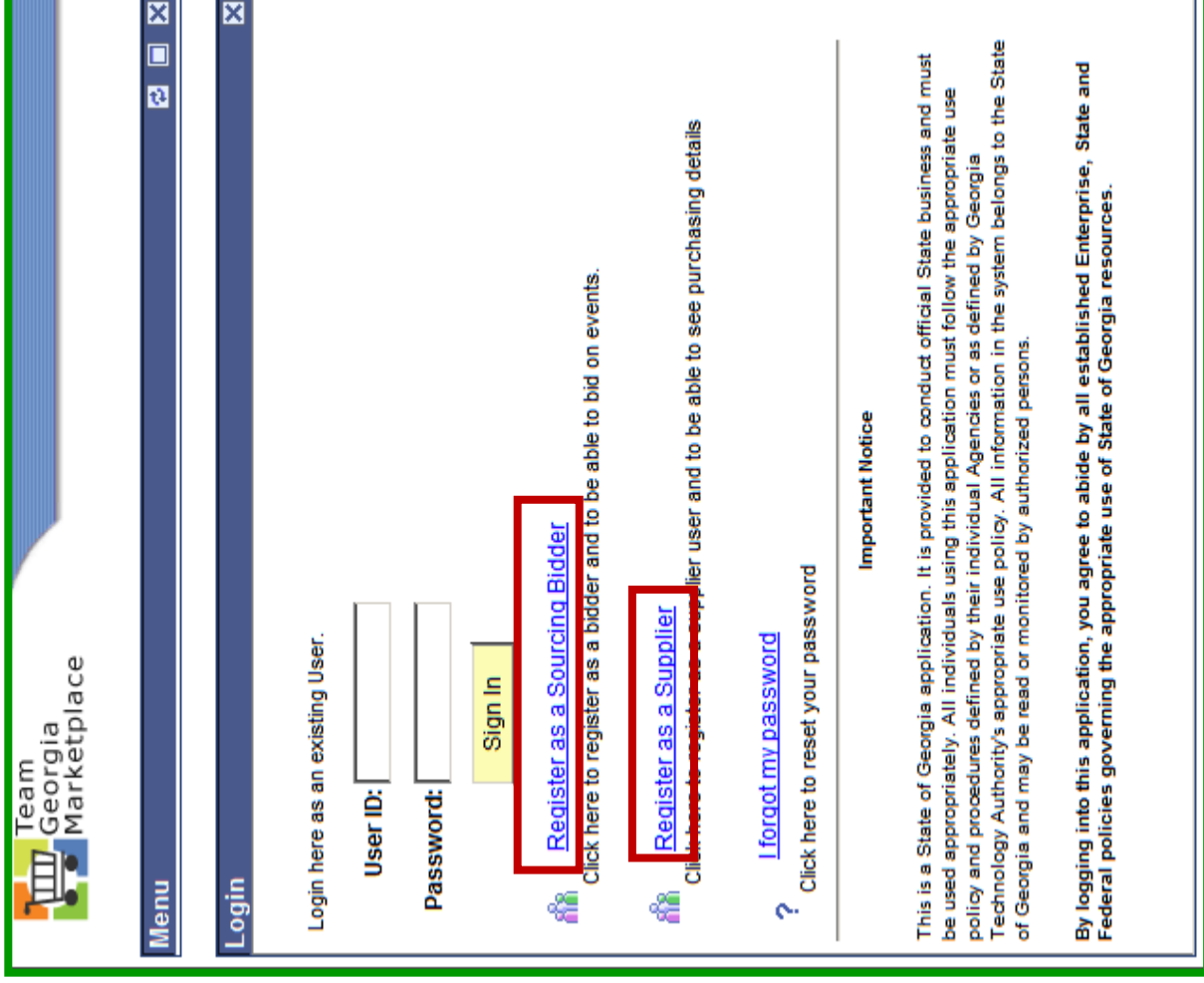
Team Georgia Marketplace

Team Georgia Marketplace is a new electronic procurement system. It is part of a plan to run the State like a business, an initiative launched by Governor Perdue in 2005. Officially, the purpose of our Procurement Transformation Initiative is to update and improve the practices, capacity, information tracking, and procurement technology for state agencies.

The screenshot shows the homepage of the Team Georgia Marketplace website. The layout is organized into several sections:

- EXPLORE SUPPLIER SERVICES**: A green sidebar menu with links for "Getting Started", "Bids & Contracts", "General Information", "Legislation & Guidelines", and "Minority Business & GDOT Certification".
- Getting Started**: A central banner featuring a photo of a person in a white shirt and a laptop. Text reads: "DOAS welcomes quality suppliers to provide goods and services at competitive prices." with a "Learn More..." link.
- Statewide Contracts**: A green box with the text "save the state money" and a "View available contracts" link.
- Features**: A list of key features including "Fiscal Year Benchmarked", "Team Georgia Marketplace" (highlighted with a red box), "Training for Suppliers", "Official Documents / 7 stages", "Newsletters", "How do I...?", and "How's my Service?".
- Direct Links**: A list of quick links such as "Agency Contracts", "Statewide Contracts", "eQuote", "GA Vendor Manual", "Bid Notices - GA Procurement Registry", "MIGP Codes", and "Team Georgia Marketplace" (highlighted with a red box).
- News**: A section with recent news items: "Dec 10: Commissioner Brad Douglas testifies in Washington", "Nov 25: State Purchasing issues spend management white paper", and "Nov 19: Purchasing card program can save your tax dollars". A "More News..." link is provided.
- Events**: A section listing upcoming events: "Jan 07: Supplier Orientation" and "Jan 13: Supplier Webinar".

Team Georgia Marketplace



Supplier Self Service

- Two-way online communication with suppliers enabling self-service access to register and change their bidder information and access to outstanding POs and payment status
- Less paperwork, faster communications, less administrative time, and easily available information for suppliers

Sourcing Bidder

If your company provides goods or services but has never had a purchase order, received a remittance, or been awarded a contract by the State of Georgia, you need to register as a sourcing bidder. Your company may fit into this category even if it was active in the old Vendor Registration System.

Supplier

If your company has had a purchase order, received a remittance, or has been awarded a contract by the State of Georgia, you need to register as a supplier. A company in this category will have a PeopleSoft vendor number in our Financials system.

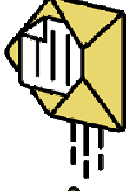
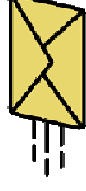
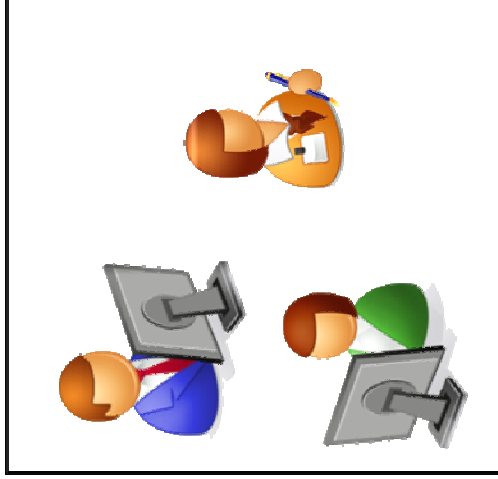
eNotification: What is it?



To subscribe to Electronic Notification (eNotification), suppliers must pay \$199.99 per year.

During this year, suppliers receive email notifications of bid opportunities pertinent to their line of business from all State of Georgia entities including Colleges and Universities, Agencies and other municipalities.

Suppliers can pay by one of four major credit cards – AMEX, Visa, Master Card and Discover or by Electronic Check.



Georgia Procurement Registry

Suppliers may view solicitations by accessing the Georgia Procurement Registry.

The screenshot shows the Georgia Procurement Registry website interface. At the top, there is a navigation bar with links for HOME, CONTACT US, and VENDORS SEARCH. The main content area features a message from the Georgia Department of Administrative Services regarding a change in the email notification process for sourcing events. Below the message is a search criteria form with several dropdown menus and a search button. The form includes fields for Bid Status (set to OPEN), Government Type (set to All GOVERNMENT TYPE), Select Government Entity (set to ALL GOVERNMENT AGENCIES), Search Title and Description (with a text input field), Type of bid response required (set to ALL TYPES OF BID RESPONSES), and Sort Bid List By (set to BID NUMBER). A RESET button is also present.

Home > Suppliers

Team Georgia Marketplace
Georgia Procurement Registry

HOME CONTACT US VENDORS SEARCH

MESSAGE: On Tuesday, December 8, 2009, DOAS will implement a change to the email notification process used to post sourcing events through Team Georgia Marketplace™, eQuote, or the Georgia Procurement Registry (GPR). All registered suppliers who have subscribed for Electronic Bid Notification will receive email invitations to sourcing events associated with the NTGP code(s) in their profile. Those suppliers who elect not to subscribe will still be able to view all sourcing events through the GPR and post responses as in the past. To subscribe visit [Team Georgia Marketplace™](#)

SEARCH CRITERIA

The following search criteria may be used in any combination. If no bids meet ALL of the selected criteria, no search results will be displayed.

Bid Status
OPEN

Government Type
All GOVERNMENT TYPE

Select Government Entity
ALL GOVERNMENT AGENCIES

Search Title and Description
(Enter word or phrase.)

Type of bid response required
ALL TYPES OF BID RESPONSES

Sort Bid List By
BID NUMBER

SEARCH RESET

eSource

eSource is a procurement sourcing and solicitation tool that enables purchasing agents of the state to electronically solicit bid opportunities. Essentially, eSource replaces the use of fax or processing paper-based solicitations.

- In order to bid on an eSource, you must have received an email invitation to bid
- Contains eSource-specific User ID and Password
- Can only be used for that eSource
- Not the same User ID/Password combination as used for Team Georgia Marketplace

The screenshot shows the Georgia Procurement Registry interface. At the top, there are logos for Team Georgia Marketplace and Georgia Department of Administrative Services. The main heading is "eSource Summary Information". Below this, there are three colored buttons: a yellow "Respond Now" button, a blue "Request an Immediate Invite" button, and a green "Register with Team Georgia Marketplace" button. A red warning message states: "** Solicitation opportunities for which Suppliers must submit electronic responses." Below the buttons, there is a table with the following data:

eSource Number	ES-RFQ-84700-92
Agency Name	84700 FLINT RIVER TECHNICAL COLLEGE
Contact Name	Acey, Stacy
Contact Phone	4045679876
Contact Email	sacey@flintrivertech.edu
Fiscal Year	2011
eSource Title	Sleeping Bags
eSource Description	Sleeping Bags
eSource Released Date	08/29/2010 11:10 PM
Closing Date	09/07/2010
Closing Time	1:00 PM
NIGP Code Selection:	45015 --- Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Mantles, Sleeping Bags, Stools, Tarpauli.
Documents	eRFQ Template

Summary



● Register in Team Georgia Marketplace to respond to bid opportunities

● Subscribe to eNotification to receive automatic emails related to your NIGP codes

● Search the Georgia Procurement Registry for additional bid opportunities

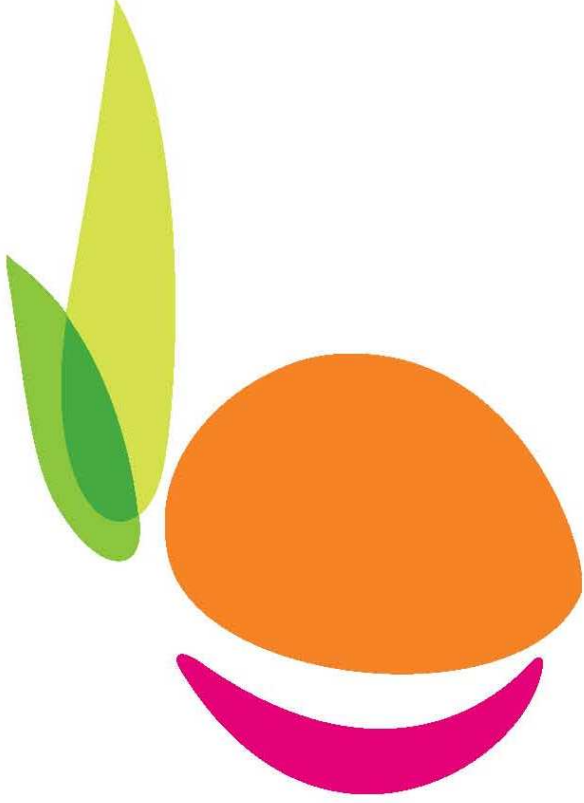
● Update Team Georgia Marketplace profile with NIGP codes at any time

● Use eSource-specific User ID/Password combination to bid on eSource

● Contact your banking institution to become a credit card merchant

● Attend pre-bid and offerors' conferences

● Utilize resources provided by the State!



Georgia