



Supplier Orientation

“Path to Partnership”



STATE PURCHASING

Welcome!



Dorna F. Werdelin

Supplier Outreach, Marketing & Communications

Dorna.Werdelin@doas.ga.gov

Phone: 404-463-4044

Fax: 770-344-4999

Julian Andrea Bailey

Marketing Outreach Specialist

Julian.Bailey@doas.ga.gov

Phone: 404-651-9704



Agenda



- Overview of State Purchasing
- Georgia Procurement Manual
 - Order of Precedence
 - Competitive Bidding Requirements
- Georgia Procurement Registry
- Team Georgia Marketplace™
- eSource
- Bidders' Conference
- E-Verify: Georgia Immigration & Security Law
- Purchasing Card (P-Card) Program
- Supplier Services
- Supplier Training
- Resources

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

Georgia Procurement Manual

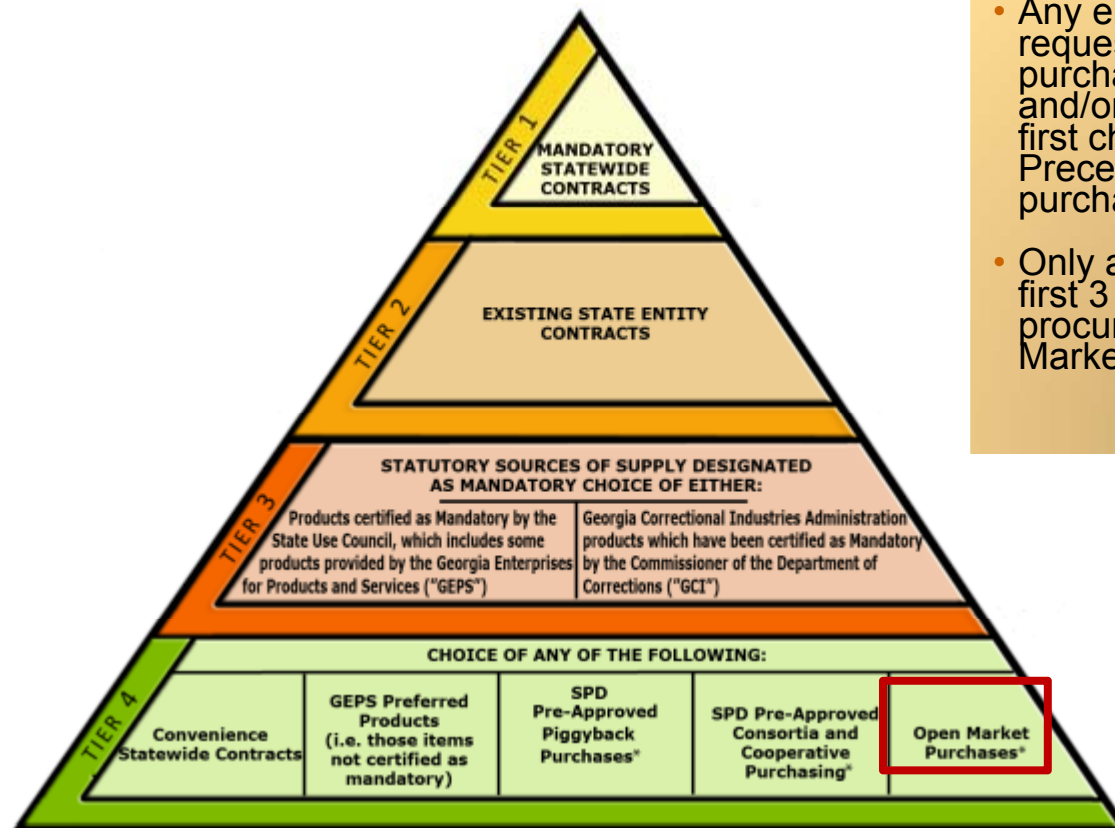


**The GPM is available online and in print format from our website.
You can access both formats at any time.**

Georgia Procurement Manual



Order of Precedence



- Any employee requesting the purchase of a service and/or product must first check the Order of Precedence for purchasing
- Only after checking first 3 tiers, can we procure from the Open Market

Georgia Procurement Manual



Competitive Bidding Requirements



< \$25,000 No bidding required

≥ \$25,000 Requires a bidding process

- Bids are posted on the Georgia Procurement Registry
- Sourcing methods include RFQ, RFP, RFI, RFQC
 - RFI and RFQC do not end in award
- Sourcing tools include Team Georgia Marketplace™ and eSource

Georgia Procurement Registry



- Suppliers may view open and awarded solicitations by accessing the Georgia Procurement Registry
- Respond electronically in Team Georgia Marketplace™ or eSource
- Search several government entities
 - State Government
 - Municipalities
 - County Government
 - K-12 Public School Districts

The screenshot displays the Georgia Procurement Registry website. At the top, a green navigation bar includes links for DOAS Home, About Us, State and Local, Suppliers, and Public and Non-Profit. Below this, a breadcrumb trail shows 'Home > Suppliers'. A banner for 'Team Georgia Marketplace' and 'Georgia Procurement Registry' is prominently displayed, along with the Georgia Department of Administrative Services logo. A secondary navigation bar offers links for HOME, CONTACT US, and SUPPLIERS SEARCH. The main content area is divided into three columns: 'Recently Awarded' (listing items like Wiring - Bartow County buildings, Slip in Fire Pumps, and Barcode Printers), 'New Opportunities' (listing Janitorial Services for Columbus Regional Office and Hydraulic Mulch), and a call to action to 'Access Team Georgia Marketplace to register and Manage your Bidder/Supplier Profile'. Below these columns, a 'SEARCH CRITERIA' section provides instructions and dropdown menus for 'Type of response required' (with 'ALL' selected), 'Event Status' (with 'OPEN' selected), and 'Government Type' (with 'ALL GOVERNMENT TYPE' selected).

Team Georgia Marketplace™

Team Georgia Marketplace™ is an 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 displays the Team Georgia Marketplace website. At the top is a green navigation bar with links: DOAS Home, About Us, State and Local, Suppliers, and Public and Non-Profit. Below this is a breadcrumb trail: Home > Suppliers. The main content area is divided into several sections. On the left, under 'EXPLORE SUPPLIER SERVICES', there is a sidebar with links: Getting Started, » Bids & Contracts, » General Information, » Legislation & Guidelines, and » Minority Business & GDOT Certification. The main text area features a large image of a person in a white shirt and red tie, with the text 'DOAS welcomes quality suppliers to provide goods and services at competitive prices.' and a 'Learn More...' link. Below this are sections for 'News' and 'Events'. The 'News' section lists three items: 'Mar 30: Georgia State Purchasing Division Improves Statewide Strategic Sourcing with Unified System', 'Mar 21: WSB News: Some State Agencies Not Using Wright Express Fuel Card Fraud Alert System', and 'Mar 11: March is Georgia Purchasing Month'. The 'Events' section lists 'Apr 21: Supplier Seminar'. To the right of the main content area, there is a section for 'WRIGHT EXPRESS (WEX)' with the tagline 'a fuel management program can reduce costs' and a 'LEARN MORE' link. Below this is a 'Features' section with a list of links: '2010 DOAS Annual Report', 'Team Georgia Marketplace' (highlighted with a red box), 'Benefits of Electronic Notifications', 'Training for Suppliers', 'Official Documents / 7 stages', 'Newsletters', 'How do I...?', and 'How's my Service?'. The 'Team Georgia Marketplace' link is accompanied by a description: 'The center for e-business matching Georgia government buyers with sellers.' and a 'Learn more...' link.

DOAS Home About Us State and Local Suppliers Public and Non-Profit

Home > Suppliers

EXPLORE SUPPLIER SERVICES

Getting Started

- » Bids & Contracts
- » General Information
- » Legislation & Guidelines
- » Minority Business & GDOT Certification

DOAS welcomes quality suppliers to provide goods and services at competitive prices.

[Learn More...](#)

WRIGHT EXPRESS (WEX)
a fuel management program can reduce costs
[LEARN MORE](#)

Features

- 2010 DOAS Annual Report
- Team Georgia Marketplace**
The center for e-business matching Georgia government buyers with sellers.
[Learn more...](#)
- Benefits of Electronic Notifications
- Training for Suppliers
- Official Documents / 7 stages
- Newsletters
- How do I... ?
- How's my Service?

News

- Mar 30: Georgia State Purchasing Division Improves Statewide Strategic Sourcing with Unified System
- Mar 21: WSB News: Some State Agencies Not Using Wright Express Fuel Card Fraud Alert System
- Mar 11: March is Georgia Purchasing Month

[More News...](#)

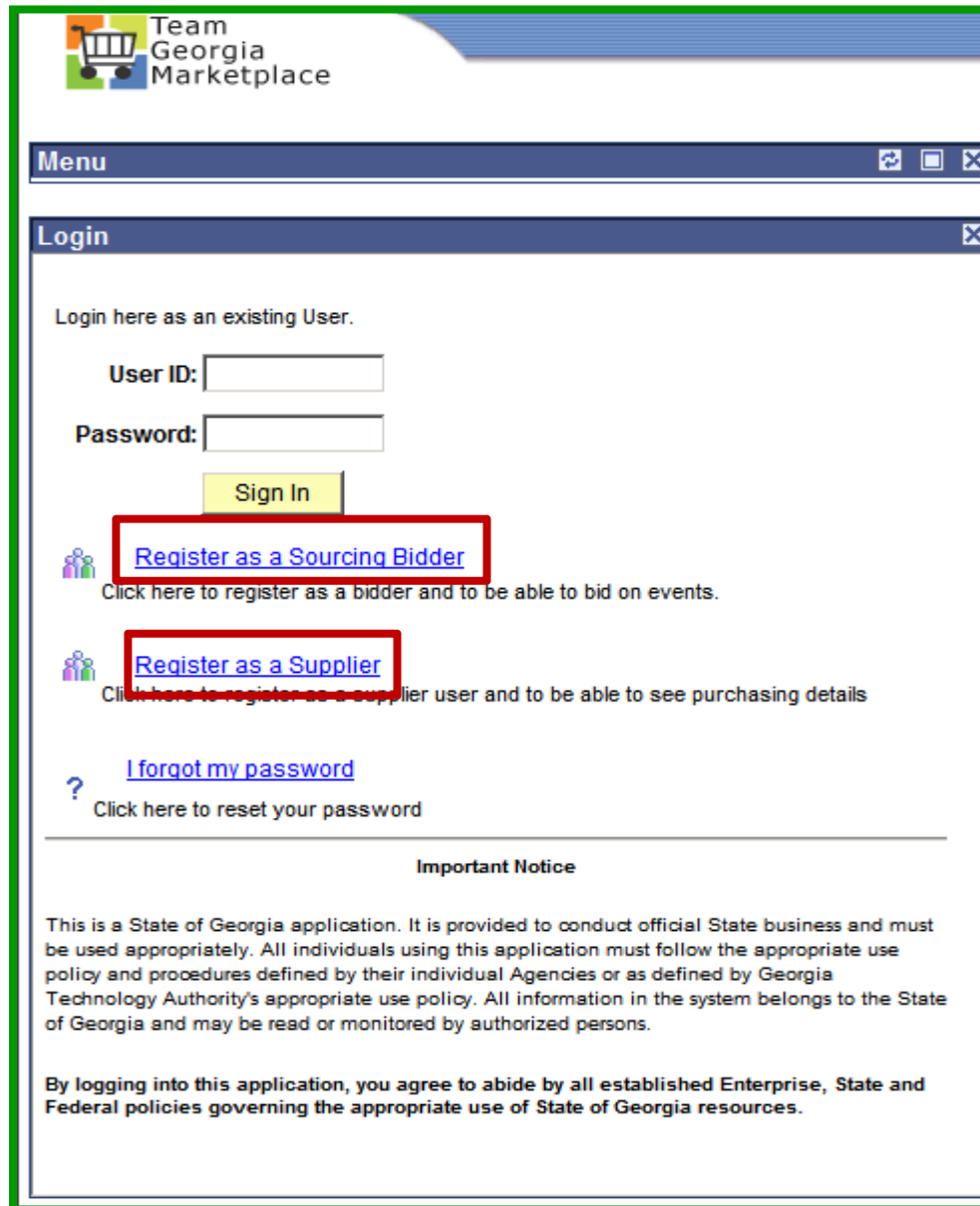
Events

- Apr 21: Supplier Seminar

Direct Links

- Agency Contracts
- Statewide Contracts
- eSource (formerly eQuote)
- GA Procurement Manual Online
- Bid Notices - GA Procurement Registry
- NIGP Codes
- Team Georgia Marketplace**

Team Georgia Marketplace™



Team Georgia Marketplace

Menu

Login

Login here as an existing User.

User ID:

Password:

Sign In

[Register as a Sourcing Bidder](#)

Click here to register as a bidder and to be able to bid on events.

[Register as a Supplier](#)

Click here to register as a supplier user and to be able to see purchasing details

[I forgot my password](#)

Click here to reset your password

Important Notice

This is a State of Georgia application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by Georgia Technology Authority's appropriate use policy. All information in the system belongs to the State of Georgia and may be read or monitored by authorized persons.

By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources.

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
- Tool for companies to respond to electronic bids
- 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.

Team Georgia Marketplace™



- The NIGP Commodity Services Code was developed by the National Institute of Governmental Purchasing to bring efficiency to automated purchasing
- The NIGP Codes provide an excellent coding structure for standardizing purchasing
- Identify which products and/or services you wish to sell to the state



Bidder Search

Search NIGP Codes

This screen is used to find and select the NIGP commodities codes that you can provide to the State of Georgia. You may search by NIGP Code and/or Description. The Description search is recommended.

In the NIGP codes field, type in a partial or whole NIGP commodity code number and click the Search button. All codes containing that number will be displayed.




In the Description field, type in a partial or whole keyword and click on the Search button. All codes and descriptions containing that keyword will be displayed.

After the results are displayed, click the select option for the NIGP commodity code(s) that best describes the goods or services of your company. Click the OK button to return and continue.

Search Criteria

NIGP Code:

Description:

SIC Codes - NIGP			Find 	First 	1-60 of 60	Last 
Select	SIC Code	Description				
<input type="checkbox"/>	05508	Belts, Safety; and Child Restraint Systems				
<input type="checkbox"/>	05591	Vehicle Safety Systems (Including Collision Avoidance and Impact Sensing)				
<input type="checkbox"/>	07541	Jacks, Safety Stands, Portable Cranes, and Parts (For Automobiles, Trucks, and Transmissions)				
<input type="checkbox"/>	12041	Gates, Safety, Marine				
<input type="checkbox"/>	12096	Water Safety Equipment and Supplies (Not Otherwise Classified; Rope Float Lines, etc.)				

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
- eSource training on web at <http://doas.ga.gov/Training/Pages/SupplierTraining.aspx>

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, a red notice states: '** Solicitation opportunities for which Suppliers must submit electronic responses.' There are three columns of action buttons: 1. Yellow column: '-Have an eSource invite ID ?- Click Below' and 'Respond Now'. 2. Blue column: '-Team Georgia Marketplace Registered Suppliers- Click Below' and 'Request an Immediate Invite'. 3. Green column: '--- Unregistered Suppliers --- Click Below' and 'Register with Team Georgia Marketplace'. Below these buttons is a table with the following details:

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

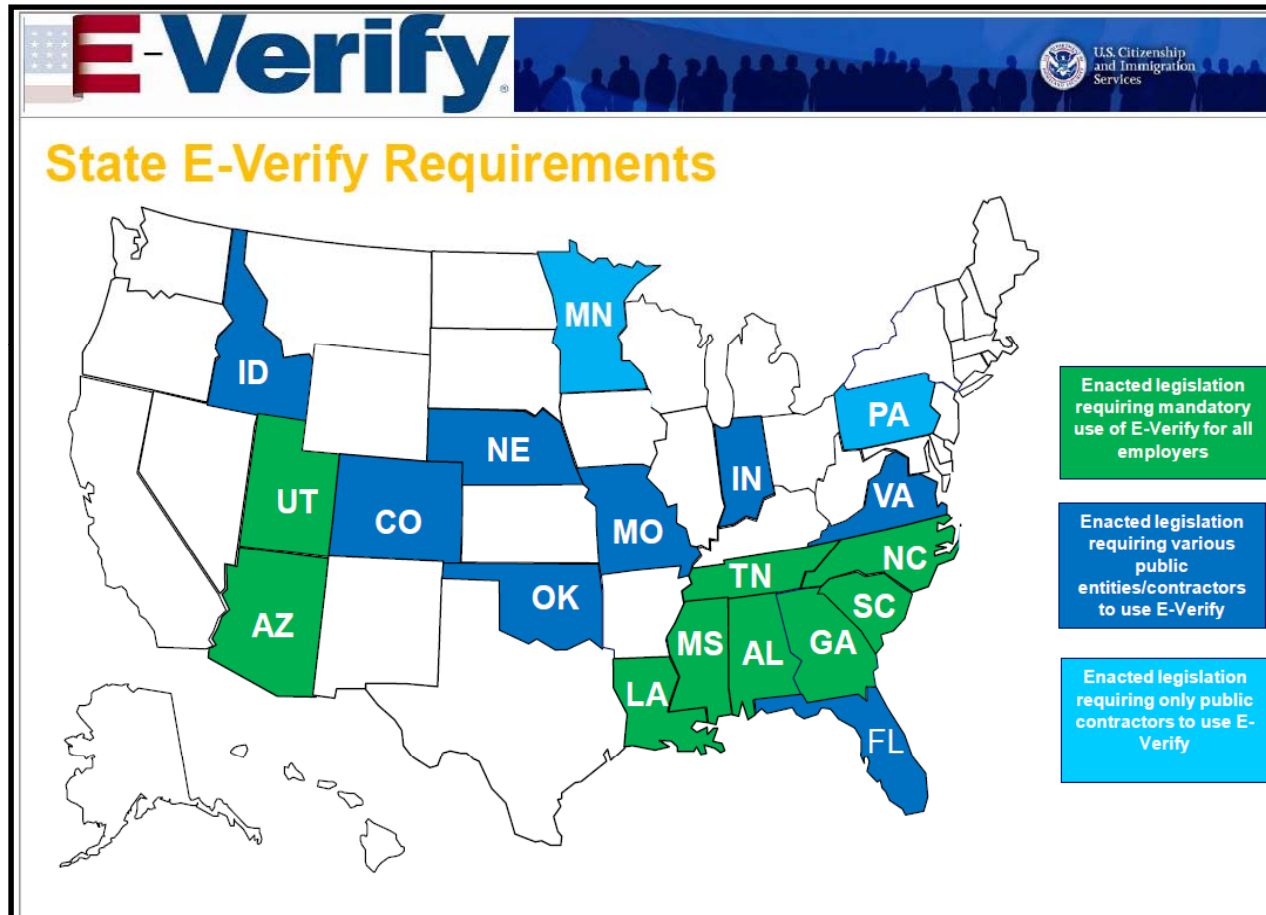
Bidders' Conferences

- Public meetings that occur prior to the closing date of the solicitation to distribute information
- *Pre-bid/Offerors' conferences* may be conducted for the purpose of allowing suppliers to participate in a site visit to the physical location
- The solicitation must identify any such public meeting and define whether or not a supplier's attendance at such public meeting is mandatory
- If it is **mandatory**, you **MUST** attend to participate in solicitation!

A large, faint, stylized clock face is visible in the background of the text.

There is 100%
chance the winner
of the contract is in
the room for
mandatory
conferences!

eVerify: Georgia Immigration and Security Law



Effective 7/1/13, all contractors and sub-contractors who provide services over **\$2,499.99** in value must enroll in E-Verify if you employ one or more employees.

****Not required for contracts solely involving the purchase of goods by a government agency****

State of Georgia Purchasing Card Program

Benefits of Credit Card Acceptance



- 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



Supplier Services

The Suppliers Community of Interest has five (5) sub-menus, as well as...

- News
- Events
- Direct Links
- Features

The screenshot shows the DOAS (Georgia Department of Administrative Services) website. The top navigation bar includes links for DOAS Home, About Us, State and Local, **Suppliers** (highlighted with a red box), and Public and Non-Profit. Below the navigation bar, the breadcrumb trail reads 'Home > Suppliers'. The main content area is titled 'EXPLORE SUPPLIER SERVICES' (highlighted with a red box). This section contains a sidebar with five sub-menus: 'Getting Started', '» Bids & Contracts', '» General Information', '» Legislation & Guidelines', and '» Minority Business & GDOT Certification'. The main content area features a large image of a person in a white shirt and red tie, with the text 'DOAS welcomes quality suppliers to provide goods and services at competitive prices.' and a 'Learn More...' link. To the right of the main content area, there is a section for 'WRIGHT EXPRESS (WEX)' with the tagline 'a fuel management program can reduce costs' and a 'LEARN MORE' link. Below this, there is a 'Features' section with a list of items: '2010 DOAS Annual Report', 'Team Georgia Marketplace', 'The center for e-business matching Georgia government buyers with sellers.', 'Benefits of Electronic Notifications', 'Training for Suppliers', 'Official Documents / 7 stages', 'Newsletters', 'How do I...?', and 'How's my Service?'. At the bottom of the page, there is a 'News' section with three items: 'Mar 30: Georgia State Purchasing Division Improves Statewide Strategic Sourcing with Unified System', 'Mar 21: WSB News: Some State Agencies Not Using Wright Express Fuel Card Fraud Alert System', and 'Mar 11: March is Georgia Purchasing Month'. There is also a 'Direct Links' section with a list of links: 'Agency Contracts', 'Statewide Contracts', 'eSource (formerly eQuote)', 'GA Procurement Manual Online', 'Bid Notices - GA Procurement Registry', 'NIGP Codes', and 'Team Georgia Marketplace'. A 'More News...' link is also present.

Supplier Training

Training includes web-based videos, quick reference guides, webinars, and classroom-based Orientations and Seminars across the State!



[Mobile](#)
[Sitemap](#)
[Careers](#)
[Contact](#)

[Font Size: A⁻ A A⁺](#)

[Advanced Search](#)



Professional Development

Providing Training for State Purchasing Professionals

Customer Focused, Performance Driven

[DOAS Home](#)
[About Us](#)
[State and Local](#)
[Suppliers](#)
[Public and Non-Profit](#)

Home > Training

Training Resources Available

File	Training Clip	Clip Length	Reference Guides	Description	Prerequisites
▼ Training for : Bidders & Suppliers					
	Georgia Procurement Manual (GPM) for Suppliers	7 Minutes	Georgia Procurement Manual (GPM) for Suppliers	The purpose of this training session is to review the merger of the Georgia Vendor Manual (GVM) and the Georgia Procurement Manual (GPM) and the changes to the GPM. This training will be video-based and self-paced.	
	Register as a Sourcing Bidder	17 min	Register as a Sourcing Bidder	The purpose of this online training session is to review the process of registering as a sourcing bidder through Team Georgia Marketplace, the supplier registration system in the State of Georgia.	
	Maintain Bidder Information	6 min	Maintain Bidder Information	The purpose of this online training session is to guide you as a Sourcing Bidder through the steps to maintain your company profile through Team Georgia Marketplace.	Register as a Sourcing Bidder
	Register as a Supplier	7 min	Register as a Supplier	The purpose of this online training session is to help you understand the process of registering as a supplier through Team Georgia Marketplace, the supplier registration system in the State of Georgia.	
	Maintain Supplier Information	10 min	Maintain Supplier Information	The purpose of this online training session is to guide you as a Supplier through steps to maintain your company profile through Team Georgia Marketplace, the supplier registration system in the State of Georgia.	Register as a Supplier
	Manage Purchase Orders	10 min	Manage Orders	The purpose of this online training session is to help you understand the process of reviewing account information through Team Georgia Marketplace, the supplier registration system in the State of Georgia.	
				The purpose of this online training session is	


More Resources

Agency, College & University Procurement Officers List
<http://doas.ga.gov/StateLocal/SPD/Pages/Home.aspx>

Board of Regents of the University System of Georgia
Christina Hobbs, Business Development Manager
Office of External Activities and Facilities
christina.hobbs@usg.edu
404-657-2514

Georgia Tech Procurement Assistance Centers (GTPAC)
Joe Beaulieu
Program Director
joe.beaulieu@innovate.gatech.edu
www.gtpac.org

Georgia Small Business Development Centers
<http://www.georgiasbdc.org>
Peter Rassel
Business Consultant



Home > State and Local > State Purchasing

EXPLORE STATE PURCHASING

- » Contracts
- » Knowledge Management
- » Services & Contacts
- » Process & Performance
- » Policies & Procedures
- » Procurement & Sourcing Tools
- » 7 Stages of Procurement

Policies are imposed by the government and upheld by SPD to ensure equal access, competition, and state availability of high-quality goods and services. Learn about Georgia code or access the GPM. [Learn More...](#)

News

- » **Mar 30:** DOAS Launches New Website
- » **Mar 20:** State of Georgia announces new Statewide Background Investigative Reports Contract
- » **Mar 17:** State of Georgia announces new Statewide Ammunition Contract

[More News...](#)

Events

- » **Apr 02:** Supplier Orientation
- » **Apr 15:** Supplier Seminar

[More Events...](#)

Direct Links

- » **Agency Procurement Officer List**
- » eQuote
- » GA Vendor Manual
- » GA Procurement Registry
- » IKON Document Solutions
- » Statewide Contracts

What's New?

We're on Facebook!

Our Facebook page was launched on November 5, 2012! Already over 750 "Likes"!

Just one more way to provide excellent customer service to our Suppliers!



DOAS – State Purchasing Now on Facebook

We'll Help You Navigate State Procurement.



Get synced up. We're your direct line to:

- Vital procurement information
- Exclusive marketing tips
- Answers you need to reach your State of Georgia business goals



Become a Fan. Like Us.
www.facebook.com/gapurchasing

Support and Assistance



- **Supplier Services Website –**
<http://doas.ga.gov/Suppliers/Pages/Home.aspx>
 - Georgia Procurement Manual
 - Team Georgia Marketplace Training
 - eSource Supplier's Guide
 - eSource Supplier's Training (online)
- **Supplier Orientation**
- **Supplier Webinar**
- **Supplier Outreach, Marketing & Communications –**
 - Dorna.Werdelin@doas.ga.gov or call 404-463-4044
- **State Purchasing Helpdesk Email –**
procurementhelp@doas.ga.gov
- **State Purchasing Helpdesk – 404-657-6000**

Summary



Search the Georgia Procurement Registry for bid opportunities

Register in Team Georgia Marketplace to respond to bid opportunities

Update Team Georgia Marketplace profile with NIGP codes at any time

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

Attend pre-bid and offerors' conferences

Contact your banking institution to become a credit card merchant

Utilize resources provided by the State!

READ!