



Department of
Administrative Services
Customer Focused, Performance Driven

Nathan Deal
Governor

Sid Johnson
Commissioner

STATEWIDE CONTRACT PERFORMANCE REMINDER

Quarterly Sales Reports

- Quarter contract sales should be recorded using the Excel template for your category type available at this site: <http://doas.ga.gov/state-purchasing/suppliers/quarterly-sales-reports>
- Suppliers doing work under multiple agreements are prohibited from sending in a single consolidated report encompassing multiple SWCs. If you are a statewide contract Supplier doing work under more than one agreement, you must provide separate reports for each agreement and individually reference the appropriate SWC# on each report by selecting your company name and corresponding SWC# from provided drop-down lists in the template.
- Suppliers are required to remit a soft copy of the completed sales report via the Supplier Portal (click on the bottom link in your email received from PeopleSoft).
 - *If you have any questions regarding submission of the completed sales report via the Supplier Portal, please make the first attempt of reaching out to DOAS at the Procurement Helpdesk number 404-657-6000 or email procurementhelp@doas.ga.gov*
 - *If you have any questions regarding submission of the completed sales report via the Supplier Portal, the email address of the DOAS Contract Manager assigned to your SWC can be found by logging into the TGM Statewide Contract Index (Guest login credentials provided) and clicking on the "show quick search" link located in the right upper corner of the SEARCH FOR CONTRACT dialog box, then type the contract name or company name in the "Quick Search" bar to access a list statewide contracts that meet the specified search criteria. From the list of SWCs identified based on the keyword search, click on the appropriate contract number (on left) corresponding to your SWC and the Contract Manager contact information can be found in the "Owner" section (upper right corner). The TGM Statewide Contract Index can be accessed at the following link: <http://doas.ga.gov/state-purchasing/team-georgia-marketplace>*
- In the event that you have not had any sales during the aforementioned period, you are still obligated to provide DOAS with the submission of the quarterly sales report template from the above link, with ONLY header information completed: Vendor Name (drop-down list), Contract Number (drop-down list), Fiscal Year/Quarter (drop-down list), Invoice Contact Name, Vendor Billing Address, Vendor Billing E-Mail.
 - ***Please DO NOT state "NO SALES" in the rows reserved for sales information. A blank submission with only completed header information will suffice for the assumption of No Sales incurred for the stated quarter.***
 - Deadline: stated as "Target Date" in the e-mail received from PeopleSoft.



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Administrative Fees and/or Rebates

- **Please Note Change in Process as of January 1, 2017:**
 - The MS Word template previously available on the DOAS website (SPD-CP022), the Contract Quarterly Administrative Fee Report, is no longer required for submission.
 - An invoice will be generated based on the contractual administrative fee and/or rebate amount, and e-mailed to the Vendor Billing E-mail on record. The administrative fee and/or rebate should not be processed by your business prior to the receipt of the aforementioned invoice. The administrative fee and/or rebate will be derived internally based on a review of the Quarterly Sales Report data submitted. If the administrative fee is not received between the time of the original invoice e-mail to twenty (20) days out, DOAS will proceed with submitting a hard copy of the invoice to the Vendor Billing Address on record.
- Administrative fees and/or rebates earned by the State collected by Suppliers on behalf of DOAS must be promptly remitted through one of the following methods, citing the **Invoice Number**: 1) Electronic Funds Transfer (EFT) (**most preferred method**); 2) Credit card; or 3) check (**least preferred method**).
 - **For EFT payments (most preferred method):** the following is the account information Supplier will need to reference in order to submit payments to DOAS electronically:
 - Bank Name: J.P. Morgan Chase, N.A. // Routing Number – 044000037 // Account Number – 510933638
 - **For Credit Card payments:** Supplier must contact the following individual to initiate processing:
 - Ms. Eligia Familia / DOAS Financial Operations / Phone: (404) 651-5035
 - **For Check payments (least preferred method):** Supplier shall remit the check together with the Quarterly Sales Report to:
 - Department of Administrative Services // Fiscal Services Administration // 200 Piedmont Avenue, SE, Ste. 1820 – West Tower, Atlanta, GA 30334-9010
- Suppliers doing work under multiple agreements are prohibited from sending in a single consolidated payment encompassing multiple SWCs. If you are a statewide contract Supplier doing work under more than one agreement, you must provide separate payments for each agreement and individually reference the appropriate SWC# associated with each payment.
- **DEADLINE:** Forty-five (45) days following the end of the previous quarter
- Rebates and administrative fees must be submitted in a timely manner. A late fee in the form of interest on the amount of outstanding administrative fees will accrue in accordance with the terms of the statewide contract for payments received after the aforementioned deadline.

Failure to submit any required payment to DOAS is a material breach of the statewide contract, which may result in a contract termination, suspension and/or debarment and any other action permitted by law. If you have previously submitted your sales report, rebate and/or administrative fee, please disregard this reminder. We appreciate doing business with your company.