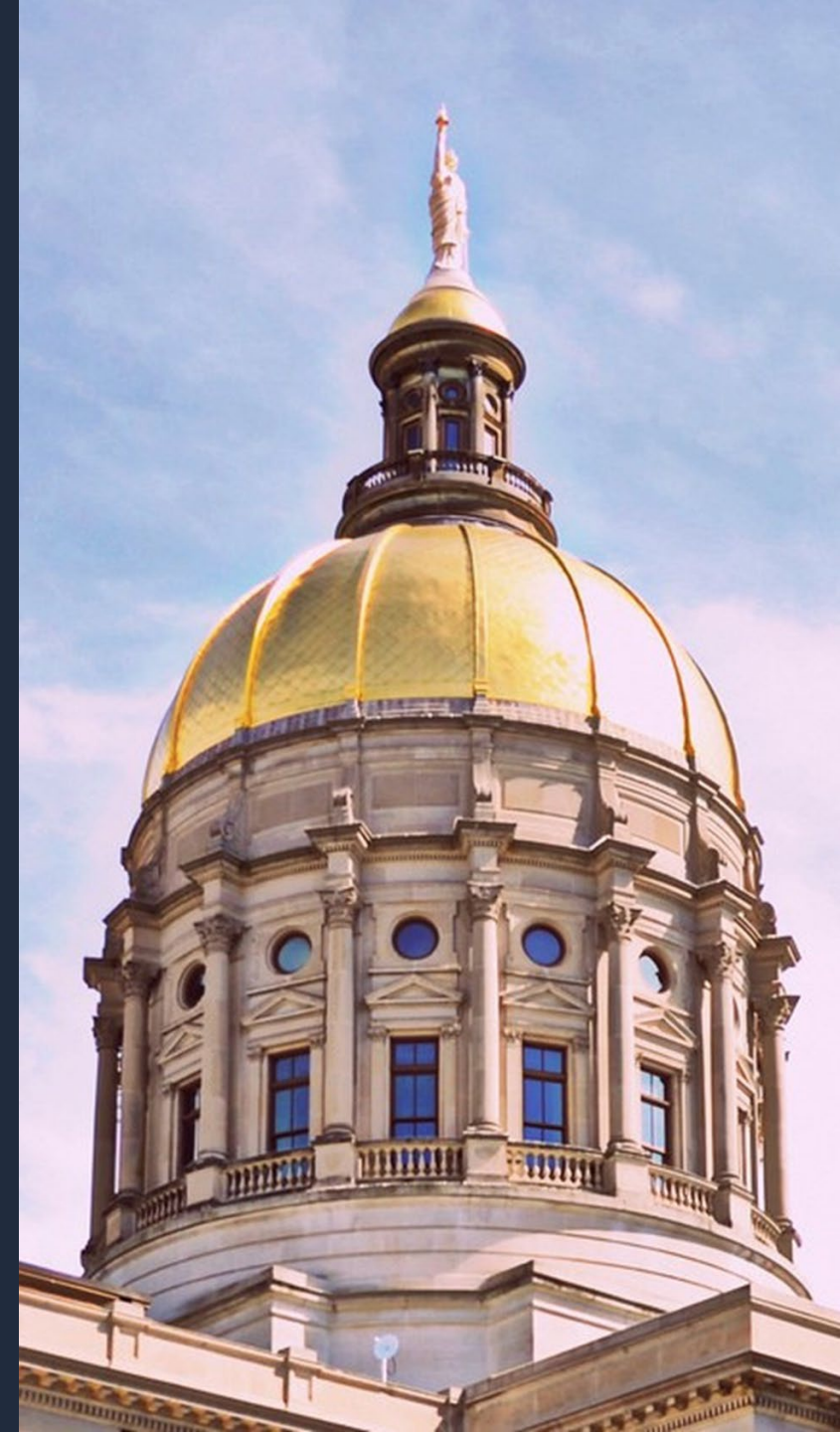


Procurement

September 22, 2026



Small Business and Supplier Diversity Program

Mary Chapman

Small Business & Supplier Diversity Program

Goal: Make State Procurement Process Easier to Access for Small Businesses

Focus: woman-owned, minority-owned and veteran-owned businesses



Top Three Challenges for Small Businesses

- 01 | Satisfying State Requirements
- 02 | Bid Opportunity Identification
- 03 | Readiness to Bid



Nine Recommendations to Improve Access to State Procurement Opportunities

01

Establish Small Business Liaisons

02

Expand Certification Program

03

Pilot Informal Bidding Process

04

Revise Bidding and Contracting Process

05

Promote System Training

06

Expand Matchmaking Opportunities

07

Increase Outreach, Training and Support

08

Expand Business-to-Business Mentorship Opportunities

09

Facilitate Information Sharing on Access to Capital Resources

Recommendation 1

Small Business Liaisons

Designate small business liaisons at each state entity, college and university to facilitate communication



Status

Complete and ongoing



Accomplishments

- 70+ small business liaisons designated
- Small Business Liaison Advisory Group established
- Launched interactive small business resource map





Small Business Resources

Department of Administrative Services

By Location

By Resource Type

RESOURCE TYPE *

Search or select a resource type

Search entity

LOCATION

By Region

By Zip Code

Search regions

Select a filter to view resources.

+

-

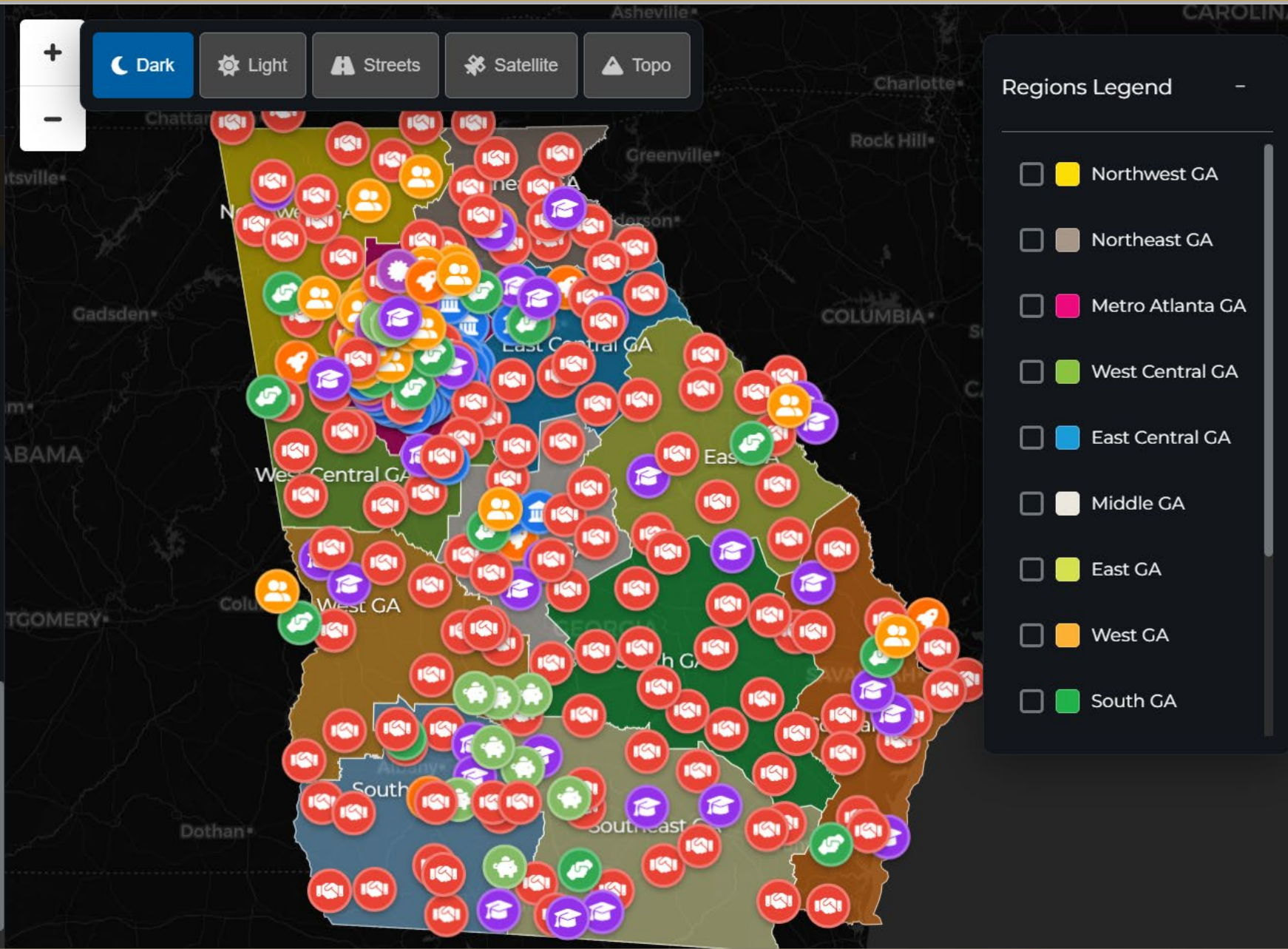
Dark

Light

Streets

Satellite

Topo



Regions Legend

- ☐ Northwest GA
- ☐ Northeast GA
- ☐ Metro Atlanta GA
- ☐ West Central GA
- ☐ East Central GA
- ☐ Middle GA
- ☐ East GA
- ☐ West GA
- ☐ South GA

Recommendation 2

Business Certification

Expand existing business certification program



Status

Complete and ongoing



Accomplishments

- Through legislation, expanded from one to six certification types
- Partnered with six certification partners to fast-track certification
- 300+ Georgia businesses certified
- Encourages prime/subcontractor partnerships



2025 Rising Star Award Recipient from the Georgia Business Council

Georgia Business Certification Types



Six certification types



Georgia domiciled businesses



Must be certified with certification partner



Tax incentive for state prime contractors partnering with certified small businesses

Official Code of Georgia Annotated (O.C.G.A.) Section 48-7-38

<https://ssl.doas.state.ga.us/gpr/>

DOAS' Certification Partner Organizations



Simplified and streamlined certification process through partnership.

Informational Sessions and Support

Georgia Business Certification Informational Session

- Virtual training for all State of Georgia businesses
- Information on the application process, approved certifying partners, and the benefits of being certified
- **September 23, 2026**, 10:00 AM – 12:00 PM



**SCAN TO
REGISTER**



Watch our [promotional video](#)

Recommendation 3

Simplified Bidding

Pilot an informal bidding process to establish a simplified bidding process for purchases under \$100,000



Status

In progress; FY27 Q2



Accomplishments

- Designed electronic templates in new centralized GA@WORK Marketplace Sourcing module launched July 1, 2026.
- Identified pilot organizations for initial roll-out in FY27 Q2.



Recommendation 4

Contracting

Revise state bidding and contracting requirements for certain projects



Status

In progress; Complete by FY27 Q1



Accomplishments

- In August 2025, completed comprehensive update to the state's Insurance and Bonding guidelines to enhance clarity, increase recommended coverage limits and address evolving industry standards.
- Small business-friendly payment options training planned for September 2026.



Small Business Friendly Payment Options

Join the **DOAS State Purchasing Division** to learn more about the benefits of small business friendly strategies! Your actions make a difference in supporting small businesses actively participating in state procurement.



Sept. 29, 2026

1:00 – 2:00 PM



**SCAN TO
REGISTER**



All Procurement
Professionals are invited
to attend!

Recommendation 5

Supplier System Training

Improved promotion of the Department's procurement systems training to assist with bid identification



Status

Complete and ongoing



Accomplishments

- Monthly system training webinars and outreach events across the state
- Increase of more than 1,500 Georgia small businesses registered with DOAS during FY26



System Training for GA@WORK Marketplace

GA@WORK Marketplace Supplier Systems

- Virtual training for all suppliers
- How to respond to solicitations in GA@WORK Marketplace for Suppliers and how to search the Georgia Procurement Registry
- **September 22, 2026**, 10:00 AM – 12:00 PM



Help us promote through the DOAS Events page: <https://doas.ga.gov/Events>

Recommendation 6

Matchmaking

Expanding matchmaking opportunities through statewide and regional training, networking and matchmaking events



Status

Complete and ongoing



Accomplishments

- Launched new Georgia Procurement Workshop series in November 2025
- NCMA, Mogulcon, GDOT Annual Small Business Industry Day and more matchmaking events



Recommendation 7

Increase Support

Building relationships with small business development partners providing essential information to help grow small business capabilities and capacity



Status

Complete and ongoing



Accomplishments

- Completed four annual Small Business Procurement Readiness workshop series with the UGA SBDC Specialty Program Division
- Partnered with MH Miles to provide consulting support



FY27 Georgia Procurement Workshops

Strategically Connecting Small Business to Opportunities Statewide



4

Workshops Held

Clayton State University,
Valdosta State University,
Macon-Bibb County and
Augusta University



500+

**Suppliers in
Attendance**



**Consulting
Partner**

MH Miles Company

Georgia Procurement Workshop - Savannah

GEORGIA PROCUREMENT WORKSHOPS

STRATEGICALLY CONNECTING SMALL BUSINESSES TO OPPORTUNITIES STATEWIDE

Thursday, Sept. 24, 2026



Check in: 8:00 - 9:00 AM

Event Time: 9:00 AM - 5:00 PM



Location: Savannah Civic Center

Address: 301 W. Oglethorpe Avenue Savannah, GA 31401

Parking: Savannah Civic Center Parking Lot - No Charge

ADMISSION: FREE WITH REGISTRATION

Small Businesses Will Learn:

- How to navigate the state's procurement process
- The order of precedence in state purchasing
- How to become a Georgia certified business and why it matters
- Where to find opportunities under \$25K
- How to access support and resources to scale
- How prime contractors can benefit by working with certified small businesses



Scan to Register



Department of
Administrative Services

SAVANNAH
savannahga.gov



Website: www.doas.ga.gov



Email: supplier.diversity@doas.ga.gov

- MH Miles Company
- Savannah Economic Development
- GT Apex – Accelerator
- SBDC Area Director, Start-Up Savannah
- Savannah Hispanic Chamber of Commerce
- Greater Savannah Black Chamber of Commerce
- SCORE Mentorship Program
- Greater Women's Business Council
- Small Business Assistance Corporation
- NOW Financial Services
- Coastal Area District Development (CADD)

Small Business Liaisons – Savannah Workshop

Ezeomo Akhirome, Department of Community Health

Daphne Burch, Georgia Southern University

Brandi Harpe, Department of Community Supervision

Samantha Jones, Department of Transportation

Addrenna Latham, Department of Human Services

Ginger Merritt, Department of Community Supervision

Debbie Miles, College of Coastal Georgia

Marcia Primus, Department of Corrections

Lisa Rambhajan, Department of Early Care and Learning

Tim Swink, Department of Transportation

Vanessa Walker, Department of Revenue

Confirmed!

Planning is already underway for our next Georgia Procurement Workshop



Save the Date

Oct. 14, 2026



Columbus Technical College

Stay tuned for more information!



Recommendation 8

Expand Mentorship

Expand business-to-business mentorship opportunities by increasing awareness and utilization of these programs



Status

Complete and ongoing



Accomplishments

- Regularly partner with Small Business Development Centers to promote mentorship opportunities
- Supported the Clayton State University SBDC during the Clayton County B2G Roundtables, a yearly mentor protégé program sponsored by Clayton County Central Services



Recommendation 9

Access to Capital

Facilitate information sharing on access to capital resources by sharing information



Status

Complete and ongoing



Accomplishments

- Connect with key partners such as Access to Capital (ACE) Women's Business Center, JPMorgan Chase and others to share information
- Launched new Access to Capital resource page on DOAS' website



Small Business and Supplier Diversity Program

Progress Report July – December 2025



Scan the QR Code to view the Progress Report



[DOAS.ga.gov](https://doas.ga.gov)

supplier.diversity@doas.ga.gov

State Purchasing Division

Carrie Steele

Topics

- 1 | Small Business and Supplier Diversity Program
- 2 | SPD Support and Statewide Contract Portfolio
- 3 | Audits
- 4 | P-Card
- 5 | Training
- 6 | Policy Updates
- 7 | GA@WORK for Procurement
- 8 | GPC 2027

Presenters and Support Team



Carrie Steele

Deputy Commissioner,
State Purchasing Division



Mary Chapman

Deputy Division Director,
State Purchasing Division



Sheree Reddick

Senior Training Manager,
State Purchasing Division



Becky Alexander

State Purchasing Card
Program Manager,
SPD – Purchasing Audits



Kiaja Williams

Procurement Portfolio Manager,
Information Technology



Gerald Schaefer

Director - State Purchasing Audits
SPD - P Card Program & State
Purchasing Audits



Terrence Crawford

Operations Manager
SPD

Who SPD is

01

Georgia's central procurement agency

The State Purchasing Division oversees the policies, standards, tools, and support that guide public procurement across Georgia. SPD helps customers buy needed goods and services through fair competition, responsible stewardship, and consistent processes.

SPD connects statewide policy with the people who buy, compete, and deliver.

Who we serve

01 State entities

Agencies, colleges, universities, and technical colleges

02 Local governments

Cities, counties, schools, and public libraries

03 Suppliers

Businesses competing for state contracts

04 Georgia small businesses

Including minority, women, and veteran-owned firms

HOW SPD CAN HELP

Match the need to the team that can move it forward

START HERE

procurementhelp@doas.ga.gov

404-657-6000

doas.ga.gov/
state-purchasing

YOUR NEED

START WITH

- | | | |
|----|---|-----------------------------------|
| 01 | Plan or run a complex agency solicitation | Agency Sourcing |
| 02 | Use an existing statewide contract or develop a statewide solution | Statewide Sourcing |
| 03 | Interpret policy, train staff, or connect a small business to resources | Policy, Training and Outreach |
| 04 | Set up, manage, or review a purchasing-card program | P-Card Program |
| 05 | Prepare for or respond to a procurement review | Audits |
| 06 | Improve contract performance or increase use of a statewide contract | Contract Management and Marketing |

Statewide Contracts Pipeline

Carrie Steele

State Purchasing Division Sourcing Pipeline FY27 –FY29

 <p>GOODS</p>	FY27 (7/26-6/27)			Coming Soon			Recently Awarded		
	<ul style="list-style-type: none"> • General Office Supplies • Natural Gas Interruptible • Maintenance, Repair, Operations & Lighting Solutions • Promotional Products • Furniture • Hospital Medical Supplies 			<ul style="list-style-type: none"> • Policy Pursuit Vehicles • Natural Gas Firm Delivery Service 			<ul style="list-style-type: none"> • Discount Retail Walk-In Building Supplies • Biological Supplies • Truck Chassis • Industrial Medical and Special Gases 		
 <p>INFORMATION TECHNOLOGY</p>	FY27 (10/26-9/27)			Coming Soon			Recently Awarded		
	<ul style="list-style-type: none"> • End User Computing Hardware (Apple, Microsoft & Virtual Reality) • License Plate Readers • Security Surveillance & Access Management • Software and Cloud 			<ul style="list-style-type: none"> • Unified Communications Solution 					
 <p>SERVICES</p>	FY27 (1/28-12/29)			Coming Soon			Recently Awarded		
	<ul style="list-style-type: none"> • Generator Maintenance & Repair • Elevator/Escalator Maintenance & Repair • Janitorial Services • Temporary Staffing Services • Expedited Delivery Services • Management Consulting Services 			<ul style="list-style-type: none"> • Open and Closed Vehicle Leasing • Fire Prevention Services • Charter Bus Services 			<ul style="list-style-type: none"> • Equipment Rental • Mechanical System Repair and Maintenance • Car Rental 		

Audits

Gerald Schaefer

SPD Audits



PO and Solicitation Audits: open market purchase POs, exempt POs, emergency POs. sole source postings, cancelled awards, and payments without POs (fka direct to voucher)



Statewide Contract Supplier Audits: administrative fee audits, cost recovery audits, and review quarterly sales reports.



P-Card and GEPS: continuous auditing and continuous monitoring of the P-Card program, Georgia Enterprises for Products and Services (GEPS)

Common Audit Findings

01

Emergency Justification Forms not done for emergency POs

02

Solicitation cancelled but no cancellation notice posted on the Georgia Procurement Registry (GPR)

03

Emergency POs less than \$25K

04

Solicitation awarded but no Notice of Award (NOA) posted on the GPR

05

Exempt reason not provided for exempt POs (NIGP code used is not exempt)

06

Open market POs over the bid threshold (\$25K or more) and no solicitation or posting on the GPR

07

POs coded as open market purchase, but an agency contract or statewide contract is used

08

Exempt POs over the bid threshold and the product or service was not exempt and no solicitation or posting on the GPR

Purchase Order Type Codes for GA@WORK

SPD is refining the use and application of PO type codes in GA@WORK Financials as noted in the revised Georgia Procurement Manual (GPM) Table 6.6.

Agency Contract	New Agency Subaward Purchase Order	Emergency	Exempt
New Ga Procurement Registry Solicitation	New Intercompany	Open Market Purchase	New Statewide Contract

PO Type: Agency Subaward Purchase Order

PO Type: Agency Subaward Purchase Order NEW

When to use it:

- When the PO is related to a grant award.

Why was it created:

- To track POs created because of a grant

What to know:

- If a subaward supplier contract is used, this PO type is the only choice
- If it is a federal grant subaward as defined by 2 CFR 200.92 Uniform Guidance or a state grant subaward then APOs/CUPOs should consult with their legal, fiscal and program staff and the applicable grantor or oversight entity for additional guidance.

PO Type: Georgia Procurement Registry

PO Type: Georgia Procurement Registry

When to use it:

- When the PO is from an event on the Georgia Procurement Registry (GPR).

Why was it created:

- To track GPR events more consistently and uniformly.

What to know:

- Solicitation ID is needed. A prompt will ask if a contract was established.

PO Type: Intercompany

PO Type: Intercompany

When to use it:

- When the PO is issued to another company (i.e., government entity) in GA@WORK. These entities are listed in Appendix A in this guide.
- Do **NOT** use for government entities not in GA@WORK, use exempt instead.

Why was it created:

- To ensure accurate financial reporting for the State of Georgia.



Pro Tip: Access SPD-AP017 for a list of intercompany organizations.

PO Type: Statewide Contract

PO Type: Statewide Contract

When to use it:

- When ordering from a statewide contract (mandatory or convenience)
- Do **NOT** use for an Agency Contract

Why was it created:

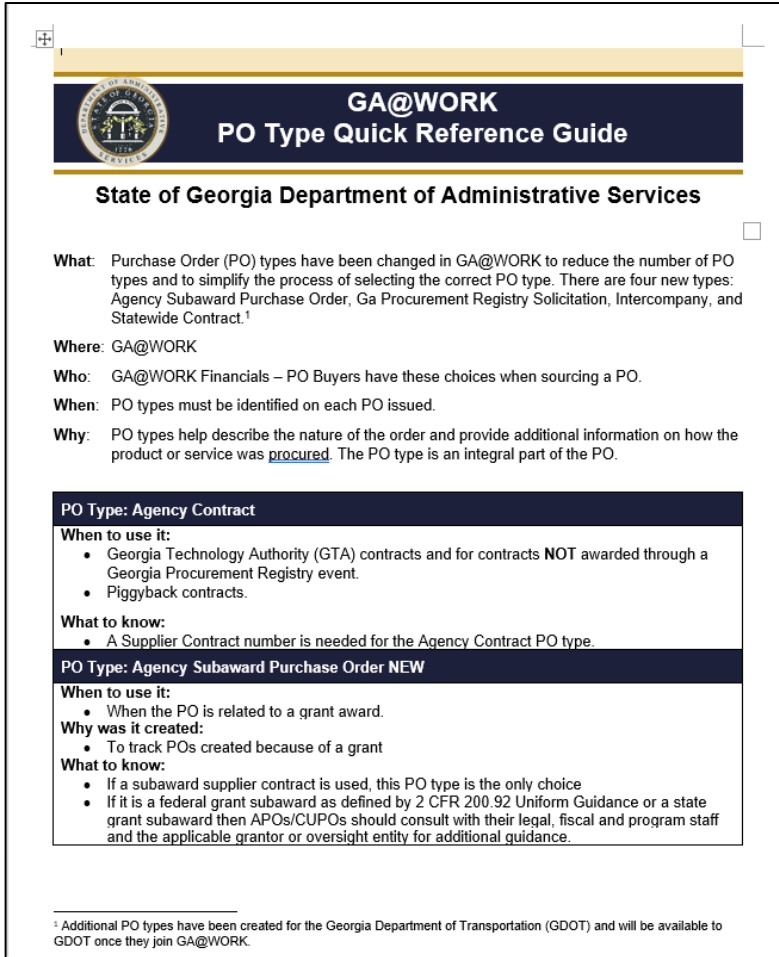
- To consolidate the statewide contract mandatory (SWCM) and statewide contract convenience (SWCC) PO types.

What to know:

- A Supplier Contract number is needed for the Statewide Contract PO type.

Purchase Order Type Codes

New Resource: SPD-AP017 GA@WORK PO Type Quick Reference Guide



The image shows a document titled "GA@WORK PO Type Quick Reference Guide" from the State of Georgia Department of Administrative Services. It provides information on PO type changes and details for two specific PO types: Agency Contract and Agency Subaward Purchase Order NEW.

GA@WORK PO Type Quick Reference Guide
State of Georgia Department of Administrative Services

What: Purchase Order (PO) types have been changed in GA@WORK to reduce the number of PO types and to simplify the process of selecting the correct PO type. There are four new types: Agency Subaward Purchase Order, Ga Procurement Registry Solicitation, Intercompany, and Statewide Contract.¹

Where: GA@WORK

Who: GA@WORK Financials – PO Buyers have these choices when sourcing a PO.

When: PO types must be identified on each PO issued.

Why: PO types help describe the nature of the order and provide additional information on how the product or service was procured. The PO type is an integral part of the PO.

PO Type: Agency Contract

When to use it:

- Georgia Technology Authority (GTA) contracts and for contracts **NOT** awarded through a Georgia Procurement Registry event.
- Piggyback contracts.

What to know:

- A Supplier Contract number is needed for the Agency Contract PO type.

PO Type: Agency Subaward Purchase Order NEW

When to use it:

- When the PO is related to a grant award.

Why was it created:

- To track POs created because of a grant

What to know:

- If a subaward supplier contract is used, this PO type is the only choice
- If it is a federal grant subaward as defined by 2 CFR 200.92 Uniform Guidance or a state grant subaward then APOs/CUPOs should consult with their legal, fiscal and program staff and the applicable grantor or oversight entity for additional guidance.

¹ Additional PO types have been created for the Georgia Department of Transportation (GDOT) and will be available to GDOT once they join GA@WORK.

- New quick reference guide released for GA@WORK Financials users
- Overview of available PO types and guidance for applying
- Four new PO types available
- Available on [SPD Forms website for Stage 6 Award Process](#)

P-Card

Becky Alexander

The Statewide Portfolio, By the Numbers

~100

State agencies on Statewide program

62

Agencies reconciling
in GA@WORK

~4,000

Active P-Cards
statewide

P-Card Policy Update: Effective February 1, 2026

Entitles need to reflect in local policy and annual refresher training.

1	Prior Approvals	Requisition language now points to the prior approval requirement; a dedicated Prior Approvals policy section was added
2	Prior Approver Requirements	Updated requirements for who can serve as a prior approver on P-Card transactions
3	Intended Use & Limits	Clarified intended use for purchases under \$5,000; unplanned/urgent purchase language moved to the Prior Approval section
4	Allowable Equipment	Limits updated to align with the revised Capital Asset Threshold
5	Policy Waivers	New section added covering temporary and continuing policy waivers

Coming next: form updates, policy training course updates, and P-Card plans being refreshed with current format and these policy changes.

Prior Approval: Strengthening the Front End

SPD's Prior Approval framework moves control upstream — before the purchase, not just at reconciliation.



Controls Worth Reinforcing Now

1

Segregation of Duties

Keep cardholder, reconciler, and approver roles separate — and re-check assignments after any staffing change.

2

Timely Reconciliation

Don't let transactions age into the next billing cycle. Weekly reconciliation catches errors while they're still easy to fix.

3

Review Before Close

Build a pre-month-end checkpoint so outstanding P-Card items don't surprise your close process.

Key Dates: Policy Updates & Self-Assessment

What's already in motion and what's coming due.



Feb 1, 2026

Policy Updates Effective

Agency P-Card plans are currently being updated to reflect these changes

COMING UP



Sep 28, 2026

Self-Assessment Announced

Announced at the next P-Card Administrator Roundtable



Dec 1, 2026

Self-Assessment Due

Entity policy updates and annual refresher training must be complete by this date

Before December 1: what agencies need to have done

Update the entity P-Card policy for the Feb 1, 2026 changes • Conduct annual refresher training • Complete and submit the Self-Assessment

Key Takeaways

- 1 GA@WORK reconciliation is stable — most remaining issues trace back to delegation and role changes
- 2 Policy Update on February 1, 2026
- 3 Prior Approval of transactions and timely reconciliation
- 4 Annual Self-Assessment due December 1, 2026

Questions? cardprograms@doas.ga.gov

Becky Alexander | P-Card Program Manager, State Purchasing Division (DOAS)

Training

Sheree Reddick

SPD Training:

Supporting Georgia's Procurement Community



Learn

Build foundational procurement knowledge



Apply

Develop practical skills employees can use on the job



Grow

Support certification and continued professional development



From foundational learning to system training and professional development, SPD Training supports learners throughout their procurement journey.

More Ways to Learn

Learning options designed for different needs, roles, and moments.



Instructor-Led Training

Structured, facilitator-led procurement courses



eLearning & Microlearning

On-demand learning for foundational concepts and targeted topics



GA@WORK Learning Labs

Focused demonstrations, refreshers, and practical system support



Job Aids & Resources

Quick-reference support available when employees need it

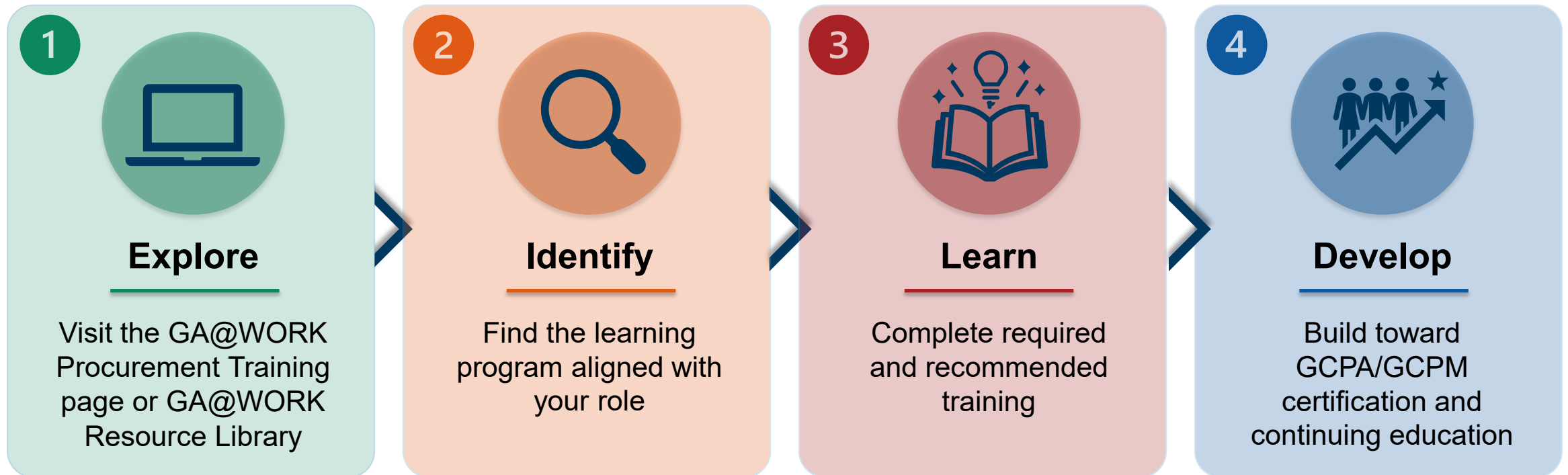


Procurement Learning Programs

Role-based learning paths that bring related training together

New to Procurement? Start Here.

A simple path for employees who are new to a procurement role or who support procurement as part of their job.



System training gets you prepared to use GA@WORK. Certification helps you grow.

What's Ahead

More learning, resources, and development opportunities are on the way.



Learning Labs Continue

New and repeat GA@WORK topics through the end of the year.



Expanded Procurement Curriculum

New eLearning, microlearning, videos and practical resources



Certification Programs

Refreshed and new Certification pathways supporting Georgia's procurement workforce.



Updated Training Reference Guide

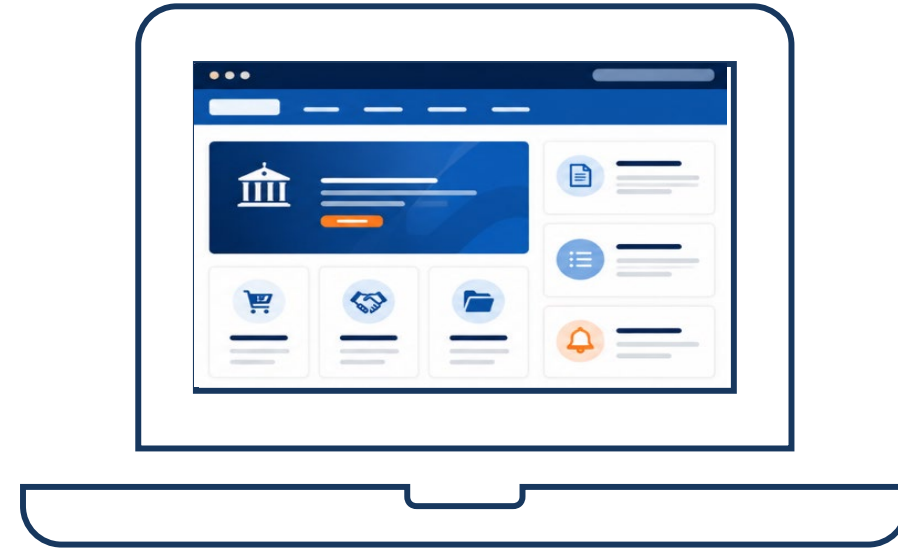
A refreshed resource for understanding SPD training, certification, and professional development.

Policy Updates

Mary Chapman

GPM Refresh Coming soon!

A refreshed experience designed for clarity, accessibility and consistency.



Updated Branding



ADA Compliant



Official
Announcement

Tier 1:**Sources of Supply Designated as Mandatory**

DOAS Mandatory Statewide Contracts
(in the event of a conflict, give
preference to the GEPS or GCI product
designated as mandatory)

Georgia Correctional Industries
Administration (GCI) products which
have been certified as Mandatory by the
Commissioner of the Department of
Corrections

Products Certified as Mandatory by the
State Use Council, which includes some
products provided by the Georgia
Enterprises for Products and Services
(GEPS)

Tier 2:**Existing State Entity Contracts****Tier 3:****Convenience Statewide Contracts and GIB Manufactured Products**

Convenience Statewide Contracts
(no waiver required)

Georgia Industries for the Blind (GIB) Manufactured Products
(must give preference when equal in quality and competitive price)

Tier 4:**Preferred Products, Piggyback Purchases, Cooperatives and Open Market**

GCI, GEPS or GIB Preferred Products
(i.e. those items not in Tier 1 or Tier 3)

SPD Approved Piggyback
Purchases*

Cooperative Purchasing*

Open Market
Purchases*

*In the event a state entity term contract is established, then the resulting contract will be considered a Tier 2 state entity contract for purposes of applying the Order of Precedence for future purchases.

Georgia Industries for the Blind

Add New Section to Georgia Procurement Manual



Georgia Industries for the Blind was created pursuant to O.C.G.A. Section 30-2-1 *et seq.* and is a part of the Georgia Vocational Rehabilitation Agency.



GIB operates manufacturing and services facilities in the State of Georgia providing job opportunities for individual who are blind.



GIB produces a variety of products available for state entities to purchase. Pursuant to O.C.G.A. Section 30-2-4(b), all state entities are directed to give preference in purchases to goods manufactured by GIB when such goods are of equal quality and competitive in price.



GIB products are available for online shopping through the GA@WORK Marketplace catalog.

GA@WORK for Procurement

Kiaja Williams

Procurement Business Analyst Team



Madhavi Bhagam



Michelle Bush



Justin Darnell



April Harder



Tina'e Jones

Procurement Business Analyst Team



Kyle Morton



Vinod Kalpathi



Naulbert Nolan



Abi Okunsanya



Leena Patel

Procurement Business Analyst Team



Rita Patel



Nikhil Pundru



Margaret Robert



Mukkavilli Seetharam



Joel Wilcox

System Activity

Procurement by the numbers



22,255

Requisitions
Created



17,253

Purchase
Orders Created



2,000+

Learning Lab
and Huddle
Attendees



5,657

P-Card
Transactions
Imported

All metrics are cumulative totals since GA@WORK go-live (July 1, 2026 – August 21, 2026)



CONTRACTS

884

New Contracts Created

394

Contracts Renewed/Amended



SUPPLIERS

1,010

Suppliers Trained on Registration
and Bidding

278

Statewide Contract Suppliers
Trained



SOURCING

130

Sourcing Events Created

96

Sourcing Events Posted

Reminder - Procurement Job Aids

Job aids are available for a variety of procurement related tasks

GA@WORK

Setup Requester Defaults in Requisition App

DESCRIPTION

This guide will show the *Requisition Requester* how to setup requester defaults in *Requisition App*.

OVERVIEW

The key steps in the process are below:

1. Click **Requisitions** from the **Menu**.
2. Click **Edit Details** from the **Requisition Details** section.
3. Complete the **Requesting for***, **Requesting Entity, Company***, **Currency***, **Ship-To***, **Fund, Cost Center, Fund Source**, and **Budget Reference** in the **Edit Requisition Details** section.
4. **Grant, Project, Program**, and **Additional Worktags** are optional depending on agency requirements.
5. Click **Save Changes**.

Business Process:

Disclaimer: Due to regular system updates, the screens and features in GA@WORK may differ slightly from those shown in this job aid. For questions or assistance, please contact the Help Desk.

7/14/2026Version 11

GA@WORK

Create a Non-Catalog Requisition

DESCRIPTION

This guide will show *Requesters* how to create and submit a *Non-Catalog Requisition*.

Note: A *Non-Catalog Requisition* is used when not shopping the Georgia virtual catalog of statewide contract suppliers.

OVERVIEW

The key steps in the process are below:

1. Click **Requisition** under **Menu Apps**.
2. Click **Edit Details** and edit requisition details.
3. Click **Save Changes**.
4. Verify required fields to request **Non-Catalog Items**.
5. Click **Add to Cart**.
6. Verify required fields on the **Checkout Page**.
7. Click **Submit**.

Business Process:

Disclaimer: Due to regular system updates, the screens and features in GA@WORK may differ slightly from those shown in this job aid. For questions or assistance, please contact the Help Desk.

9/17/2026Version 11

- Available in GA@WORK as “articles”
- Available on [GA@WORK for Procurement website](#)

Job Aid Downloads

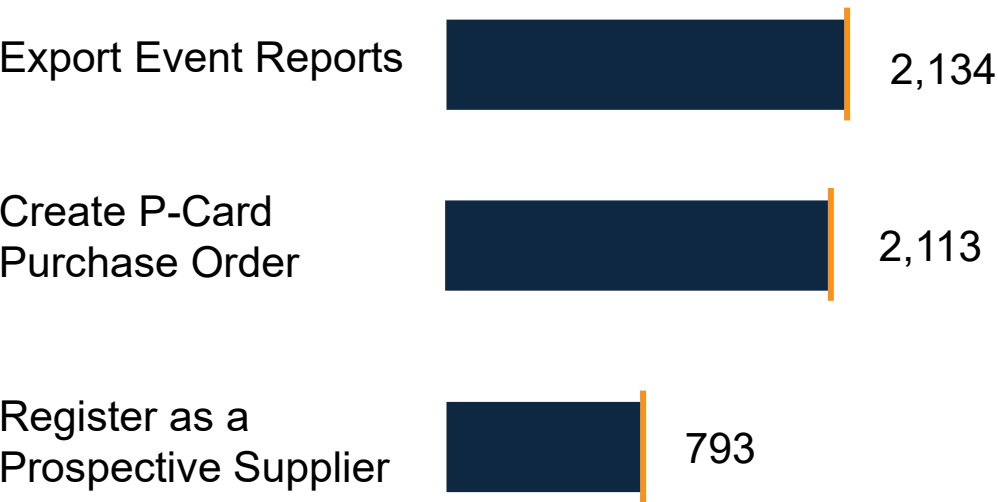
GA@WORK Procurement Web page

7,710

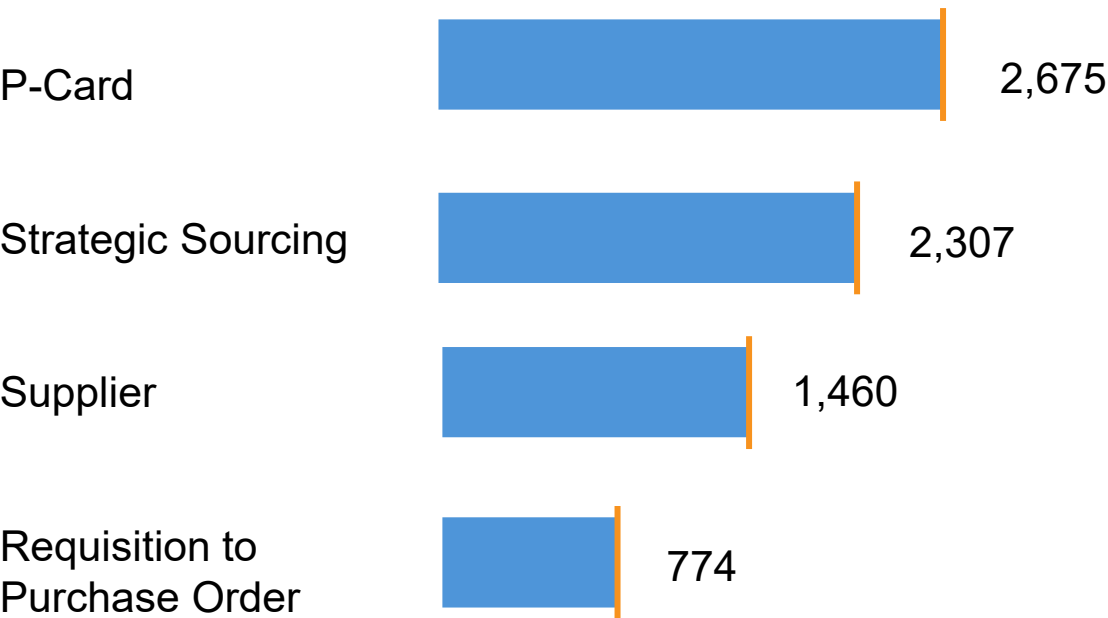


Job Aids Downloaded

Most Downloaded Job Aids



Downloaded by Topic



YOU'RE INVITED

GA@WORK Procurement Huddle



September 30, 2026



1:00-2:00 p.m.

Join us for timely procurement updates, practical guidance and answers to your questions.

Featured Topics



Release Showcase



Purchase Order Types



P-Card Verification Memo



**SCAN TO
REGISTER**

Scan the QR Code to register and receive the webinar link.



Stay informed. Strengthen agency readiness. Connect with the Procurement Team

GPC 2027

Terrence Crawford

Georgia Procurement Conference

April 19 – 22, 2027



GPC 2027 Contact Information

If you have any questions regarding GPC 2027, please feel free to email us!

To ensure every participant receives timely and accurate support, the Georgia Procurement Conference maintains two dedicated email channels. Each inbox is designed to serve specific audiences and types of inquiries:

gpc.info@doas.ga.gov

This inbox is the primary point of contact for state entities, colleges and universities, local governments, and all conference attendees who need assistance with:

- Registration questions or troubleshooting
- Agenda details, session descriptions, or track information
- Speaker information, bios, or presentation expectations
- General conference logistics or high-level event inquiries

gpc.expo@doas.ga.gov

This inbox is the primary point of contact suppliers who need assistance with:

- Exhibitor or vendor booth inquiries
- Expo floor layout, assignments, or logistics
- Sponsorship codes, exhibitor registration, or vendor requirements
- Technical or operational questions tied to Expo participation

2027 GEORGIA PROCUREMENT CONFERENCE

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**More conference details
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Questions?
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