



Delivered by The NextGen Project

Requisition to Purchase Order

Agenda

DEMO

- 1 Requestor Defaults
- 2 Non Catalog Requisition
- 3 Purchase Order
- 4 Receiving
- 5 Additional Resources and Reminders

Speakers



Vinod Kalpathi

DOAS

Senior Business Analyst



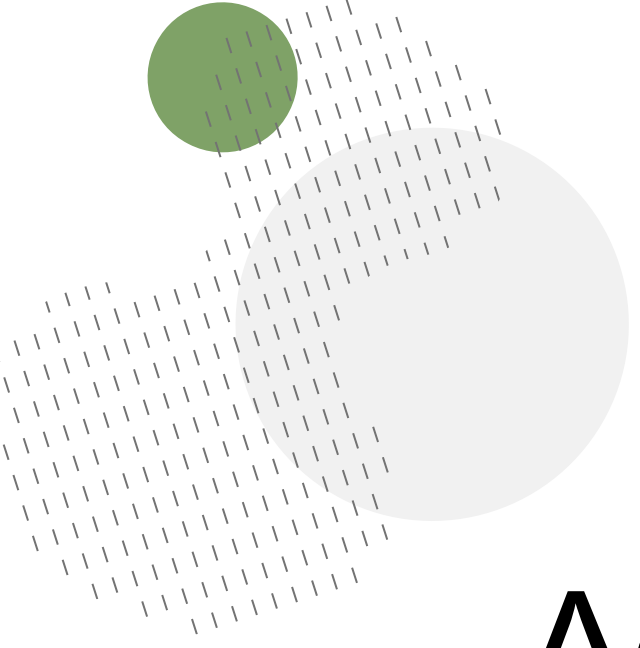
Kiaja Williams

DOAS

Procurement Portfolio
Manager

Demo





Additional Resources

Job Aids, System Demonstrations and
Monthly Procurement Huddles

Requisition Job Aids

Job aids to setup request defaults, create non-catalog requisitions and 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:

```
graph LR; A([Select Requisitions]) --> B[Select Edit Requisition Details]; B --> C[Complete Requisition Defaults section]; C --> D([Save Changes]);
```

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:

```
graph LR; A([Click Requisition under Menu Apps]) --> B[Create Non-Catalog Requisition]; B --> C[Checkout]; C --> D([Submit Non-Catalog Requisition]);
```

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9/17/2026Version 11

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

Purchase Order Job Aids

Job aids to create purchase orders, receipts and related tasks

GA@WORK

Create a Non-Requisition Purchase Order

DESCRIPTION

This guide will show *Buyers* how to *Create a Non-Requisition Purchase Order*.

OVERVIEW

The key steps in the process are below:

1. Search **Create Purchase Order**.
2. Select **Create Purchase Order Task**.
3. Complete required fields.
4. Click **Submit** to route for approval.

Business Process:

```
graph LR; A([Identify a need for goods or services]) --> B[Create Non-Requisition Purchase Order]; B --> C([Submit for Approval]);
```

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

GA@WORK

Create a Receipt

DESCRIPTION

This guide will show *Requesters* how to *Create a Receipt*.

OVERVIEW

The key steps in the process are below:

1. Search **Create Receipt**.
2. Click the **Create Receipt** task.
Note: Alternately, you can use *Find Purchase Orders* task and use the purchase order's *Related Action* menu.
3. Update the **Goods Lines** or **Service Lines**.
4. Click **Submit**.

Business Process:

```
graph LR; A([Locate the Create Receipt Task]) --> B[Create a Receipt]; B --> C([Submit]);
```

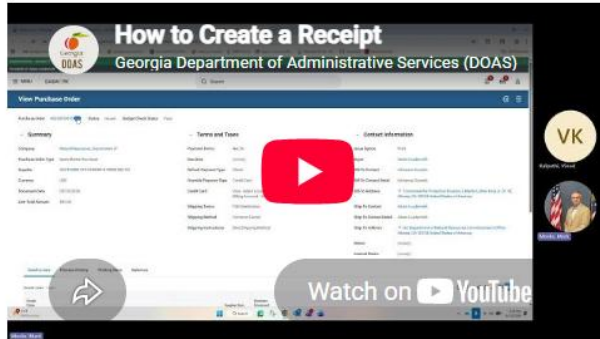
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9/17/2026Version 11

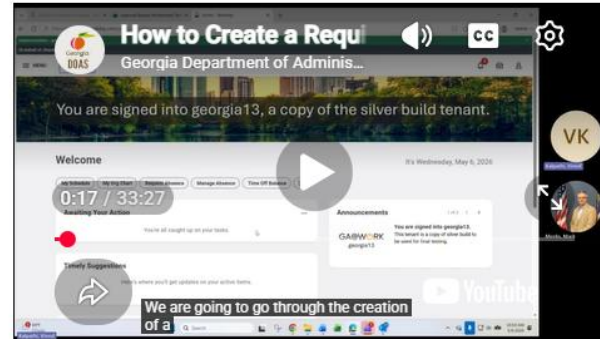
- Available in GA@WORK as an “article”
- Available on [GA@WORK for Procurement website](#)

Req/PO Recorded Demonstrations

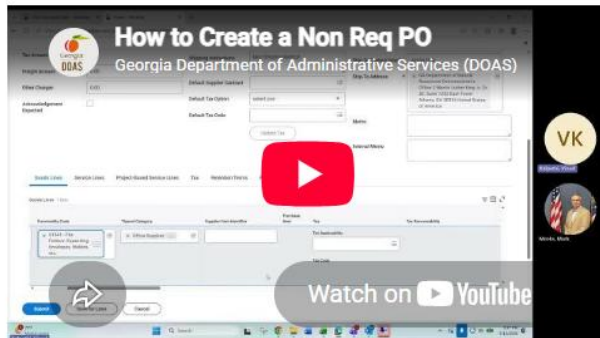
View recorded system demonstrations available on the DOAS website.



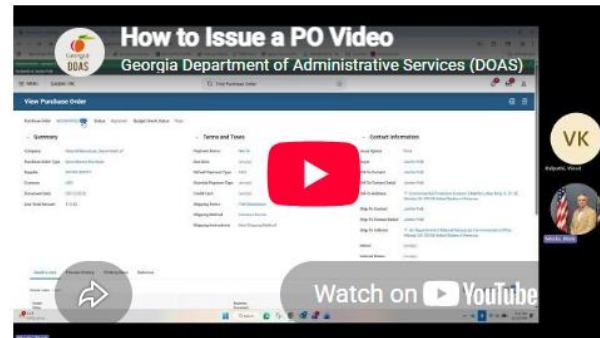
How to Create a Receipt



How to Create a Requisition

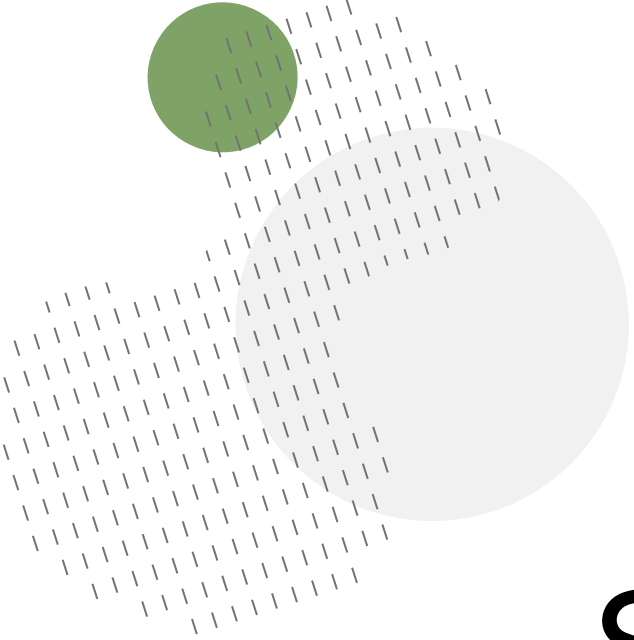


How to Create a Non Req PO



How to Issue a PO

- Six recorded sessions
- Available on [GA@WORK for Procurement website](#)



Support Reminders

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

Get help with GA@WORK



 **Start with Self-Service Options** | Before using the below options, contact your agency's internal support team or visit the [GA@WORK Support Portal](#)

 **Be prepared** | When reaching out for assistance, have your employee ID and description of the issue available

I NEED HELP WITH ...

- Absence Management
- Time Tracking
- Payroll
- Financials
- GA@WORK Training
- Payroll Shared Services
- Travel & Expense
- Suppliers
- Security



Contact SAO support teams using one of the below options

[Submit a GA@WORK Ticket](#)

770-357-5555

[Live Chat](#)

 **July:** M-F 7 a.m. – 7 p.m. | **August:** M-F 8 a.m. – 6 p.m.
September: M-F 8 a.m. – 5 p.m.

- HCM Core
- Benefits
- Compensation
- Learning
- Recruiting
- Talent Management
- Procurement
- P-Card
- GA@WORK Marketplace



Contact DOAS support teams using one of the below options

[Submit a GA@WORK Ticket](#)

770-357-5555

[Live Chat](#)

 M-F 8 a.m. – 5 p.m.

Q&A

Let us know what questions you have.

What do you need help with?

What can we clarify?





*thank
you!*