



Delivered by The NextGen Project

Supplier Liaison Management Roundtable

September 22, 2026

Agenda

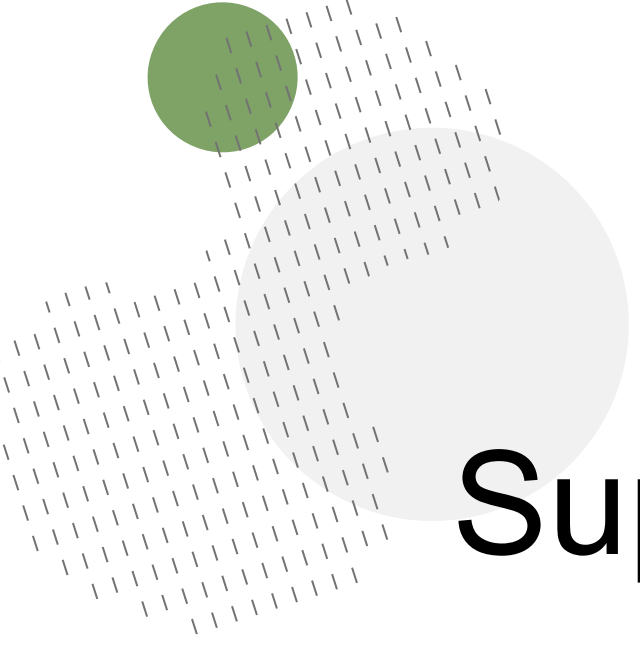
- 1 Review of roles and responsibilities
- 2 Overview of Supplier Management workflow
- 3 Overview of Supplier Portal
- 4 Review of Support Portal
- 5 FAQs

Speakers

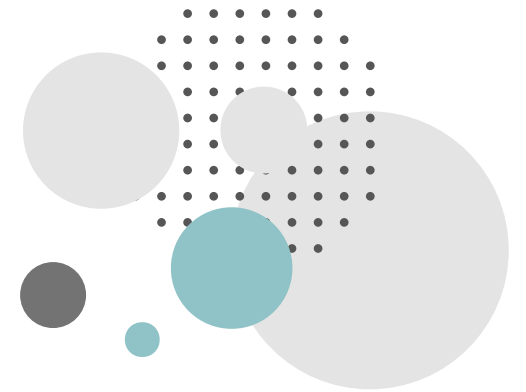


LaCara Adams

Sr. Compliance Supplier Manager,
State Accounting Office



Supplier Liaison roles and responsibilities



Supplier Liaison GA@WORK roles

You will need the following roles in GA@WORK to successfully perform your responsibilities.

Roles
Supplier Liaison
Agency Vendor Liaison
Supplier Classification Specialist

Supplier Liaison roles and responsibilities



Role of Supplier Liaison vs. Supplier Admin

Supplier Liaison

- Assist with mitigating fraud
- Understand changes to GA@WORK
- Provide clear instruction to Suppliers
- Review the documents received from the supplier and ensure all necessary documentation required is submitted/attached
- Train new agency liaisons and end-users
- Educate the supplier community with your agency
- Ensure that documentation has correct name, address, contact email and Tax Identification Number prior to submitting
- Review supplier data thoroughly to reduce errors and rejection prior to submission
- Inform CFO of all vendor liaison contact info must be submitted on the Vendor Mgmt. website

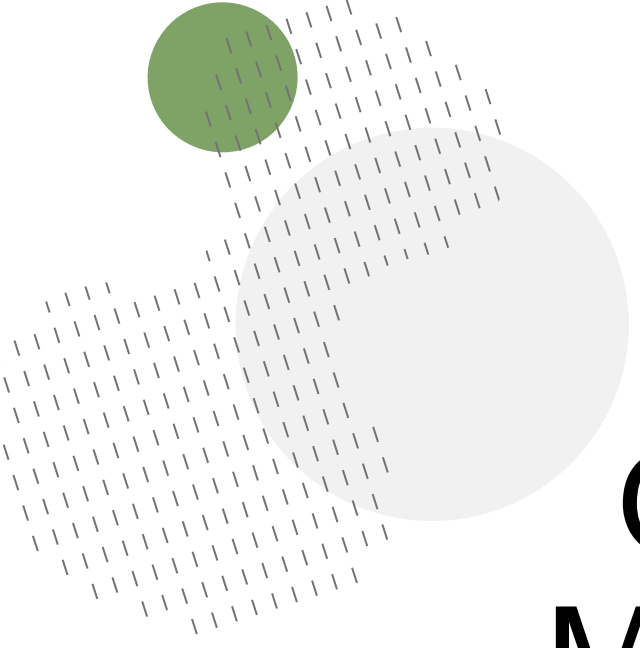
Supplier Admin

- #1 Reason MITIGATE fraud
- Make internal changes frequently, including forms and processes
- Responsible for maintaining the Statewide vendor database
- Protect the State's Assets
- Exercise due diligence in obtaining and verifying vendor information
- Will reach out to the supplier liaison to assist occasionally with supplier information

Key Terms

We will use the following key terms throughout the course:

Terms	Definitions
Suppliers	Formally called Vendors.
Supplier Categories	A Supplier can only have one and it is a required field. There are five in GA@WORK: Foreign Supplier, HR Supplier, Intercompany, Inter-Governmental, and other.
Supplier Groups	A Supplier can have up to three groups which could be based on goods/services of the alphabet. There are currently 50 in GA@WORK.



Overview of Supplier Management Workflow



Overview of Supplier Management Workflow

What's the difference between the GA@WORK Supplier Marketplace and the GA@WORK Supplier Management portals?

GA@WORK Supplier Marketplace

- The GA@WORK Supplier Marketplace is the portal all new and inactive suppliers must register with to do business with the State of Georgia.
- Registering for the marketplace allows suppliers to be notified of solicitation events, bid on solicitations and provide diversity information.

- The GA@WORK Supplier Management Portal allows suppliers to access financial-related information, such as supplier payments, invoices and bank account updates.
- Registering with the management portal is required for suppliers to receive their payments, view payment history, and update their contact information.

GA@WORK Supplier Management Portal

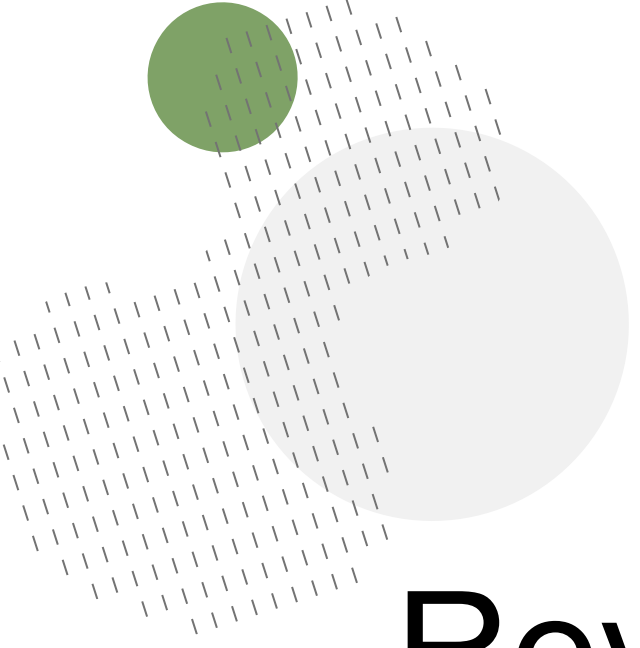


Overview of Supplier Portal



Supplier Portal Demo





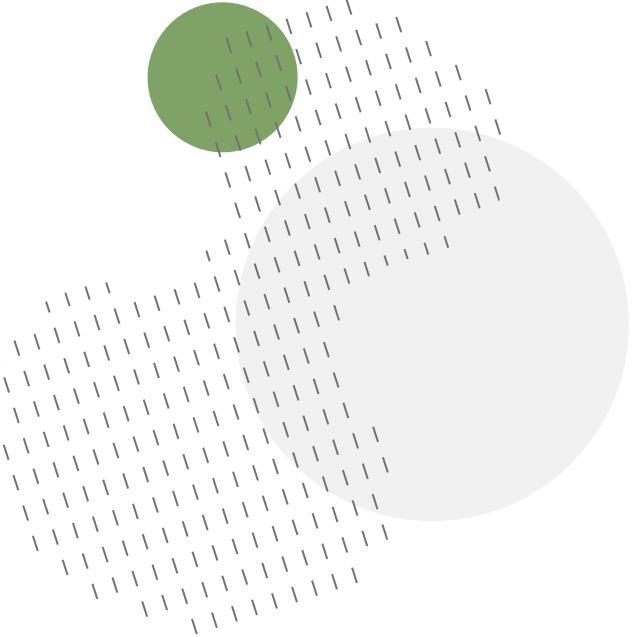
Review of Support Portal

Review of the Support Portal

What is the [GA@WORK Support Portal](#)?

The portal is the go-to resource for specialized support. It is tailored to team members in designated roles. Whether you're looking for guidance on HCM/Payroll processes or need support with Finance and Procurement tasks, tools, or to locate contacts.





FAQs

Common FAQs

Can I find a supplier with their Tax ID?

Yes. The CRFIN-AP-Find Suppliers report allows users to search for suppliers by tax ID numbers or name

How can I become a Supplier Liaison?

Your CFO must request your registration by completing the [GA@WORK Agency Supplier Liaison Contact Registration](#) form.

Can more than one person access the GA@WORK Supplier Portal on behalf of the Supplier?

Yes. Multiple supplier contacts can have their own individual GA@WORK login credentials. Sharing credentials is not required.

What documentation is required for a supplier to register for the GA@WORK Supplier Portal?

Suppliers must provide either a copy of their *March 2024* W-9 or an IRS issued CP-575 or 147C letter.

What is a Remit-to-Connection?

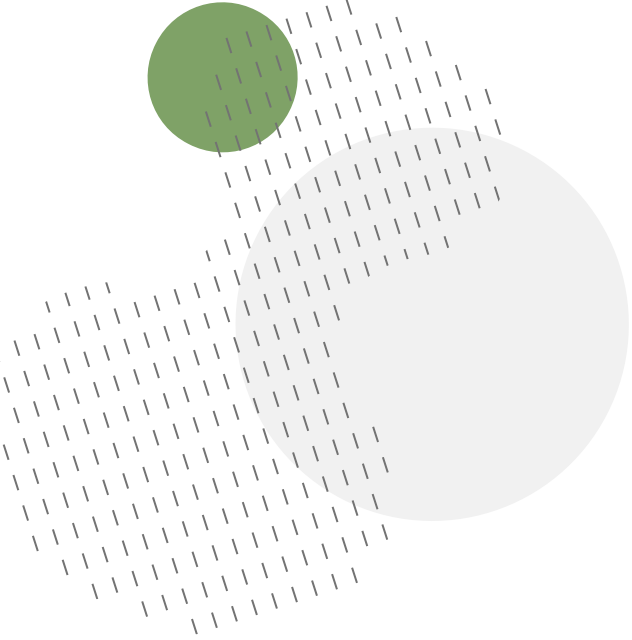
Remit-to-Connection specifies the address associated with ACH details or a check for invoice payment, allowing suppliers to have multiple, unique addresses to receive funds.

Why are "Specific Purpose" locations no longer available in GA@WORK?

What was a location in the legacy system is now called a Remit-to-Connection in GA@WORK.

Does the supplier need the primary address to be a physical address?

Yes. Other addresses can still be entered for remit-to addresses, but they must have a physical address as the primary.



Questions



Q&A

Let us know what questions you have.

What do you need help with?

What can we clarify?





*thank
you!*