State of Georgia
Department of Administrative Services
State Purchasing Division

Official Announcement # 25-02

DATE: September 10, 2024

TO: State of Georgia Procurement Professionals

FROM: Jim Barnaby, Deputy Commissioner of State Purchasing, DOAS *JB*

RE: **Revised Purchase Order Type Codes; New Quick Reference Guidance**

The Department of Administrative Services (DOAS) State Purchasing Division (SPD) is pleased to announce updates to the Georgia Procurement Manual (GPM), Purchase Order Type codes, effective **October 1, 2024**, including a new quick reference guide. Key revisions to GPM Table 6.6 are outlined below and in the attached Summary of Georgia Procurement Manual Changes Table (Attachment 1). These changes simplify and clarify coding of purchase orders.

1. **State Entity Contract (AC) Purchase Order Type Code:** expanded use of this purchase order type code to include one-time purchases.

2. **State Entity Cooperative/Consortia Purchase (ACC) Purchase Order Type Code:** removed reference to SPD prior approval of specific cooperative entities as no longer applicable. Please see Official Announcement 21-03 Announcement of Revised procurement Policies; House Bill 953 for more information.

3. **Construction Contracts (CSN) Purchase Order Type Code:** clarified use of this code is for the Board of Regents for the University System of Georgia (USG) and its institutions only.

4. **Multiple Purchase Order (MUL) Purchase Order Type Code:** clarified use of this code should be rare and that procurement professionals are encouraged, when possible, to use another purchase order type code that represents the majority of the purchase. Revised and limited recommended use of the MUL purchase order type code to when ordering products on a statewide contract and products not on a statewide contract (off-contract) from the same supplier. As a reminder, competitive bidding requirements apply to all off-contract purchases.

5. **Open Market Purchase (OMP) Purchase Order Type Code:** limited use of this code to when the state entity is not using a contract and the purchase order amount is less than $25,000.

6. *New!* **Purchase Order Type Quick Reference Guide:** incorporating reference to SPD's new quick reference guide, **SPD-AP016 Purchase Order Type Quick Reference Guide** (Attachment 2), which provides additional guidance on best practices when selecting purchase order type codes.

SPD will incorporate these revisions into a future update of the [Georgia Procurement Manual](#), which will be announced separately. SPD will conduct webinars to review these changes. Please distribute this Official Announcement internally.

SPD will continue to refine applicable purchase order type codes as part of implementing the new enterprise resource planning system, GA@WORK. For any questions related to this Official Announcement, please contact spdpolicy@doas.ga.gov.

Attachment 1

Summary of Purchasing Policy Changes
Effective October 1, 2024

NOTE: This table summarizes changes to purchasing policy and processes within the Georgia Procurement Manual (GPM) as announced through Official Announcement **#25-02 Announcement of Revised Purchase Order Type Codes; New Quick Reference Guidance**. In the event of any conflict between this table and the GPM (once published), the revised GPM shall govern.

GPM Section	Description of Change
CHAPTER 6 – STAGE 6 – AWARD PROCESS	
Stage 6 – Award Process, Table 6.1	• Add SPD-AP016 Purchase Order Type Quick Reference Guide to forms table as described below

Table 6.1 Referenced Official Forms	State Entity Use	SPD Use
SPD-AP001 Selection Report		•
SPD-AP004 Notice of Intent to Award	•	•
SPD-AP005 Notice of Award	•	•
SPD-AP008 RFQC List of Qualified Contractors	•	•
SPD-AP011 Purchase Order (Non-PeopleSoft)	•	•
SPD-AP014 Supplier Debriefing Tips and Suggestions	•	•
SPD-AP015 Supplier Debriefing Record Template	•	•
SPD-AP016 Purchase Order Type Quick Reference Guide	•	•

GPM Section	Description of Change

Section 6.3.1.2. Purchase Type Codes	• Revised section title as follows:
	     o Section 6.3.1.2. Purchase Order Type Codes
	• Revised first sentence of section as follows:
	     o Purchase Order Type codes must be identified on each purchase order issued by the procurement professional as indicated in Table 6.6:
	• Revised Table 6.6 as noted below:

Table 6.6 Purchase Order Type Codes		
Code	Meaning	Exempt Category Application
AC	State Entity Contract	State entity's purchase from an established state entity term contract (includes one-time purchase, multiyear agreements and open agency contracts). In the event a more descriptive manual code in this table is applicable (e.g. CSN, SB, etc.), then use the more descriptive code.
ACC	State Entity Cooperative/ Consortia Purchase	State entity's purchase from its own contract with a Consortia-approved/-cooperative-approved supplier. (See Section 1.3.4.4. - Consortia and Cooperative Purchasing)
ACP	State Entity Contract Piggyback	State entity's purchase through SPD Pre-Approved Piggyback. (See Section 1.3.4.3. - Piggyback Purchases). NOTE: No state entity may use another state entities entity's contract without SPD's prior consent.
CNV	Conversion	This is an old code that is no longer applicable. Do not use this code.
CSN	Construction Contracts	State entity's purchase from For use by the Board of Regents of the University System of Georgia (USG) and its institutions only for construction, public works and/or architectural and engineering contracts. (See Section 1.3.6.1. Construction or Public Works)
EMER	Emergency Purchase	State entity's purchase of necessary goods/services on an emergency basis. (See Section 1.3.5. - Emergency Purchases)
EXM	Exempt	State entity's purchase of goods/services for which competitive bidding requirements have been waived (See Table 1.6). EXM

Table 6.6 Purchase Order Type Codes		
Code	Meaning	~~Exempt Category~~ Application
		may also be used to designate purchases which are exempt from the State Purchasing Act (See Table 1.2, Table 1.3, Table 1.4, Table 1.5, and Section 1.2.4.) if permitted by the state entity's internal policy. NOTE: Specific exemption being claimed must be identified in the PO comment field if the use of Exempt NIGP Codes is not applicable.
IGA	Intergovernmental Agreements	State entity's purchase from an intergovernmental agreement. (See Section 1.2.2.1. - Intergovernmental Agreements) For purchases of certified products from GCI, use MAN. For all other purchases from GCI, use IGA. See Section 1.3.3.1. - Georgia Correctional Industries Administration for additional information.
MAN	Statutory Mandatory Sources of Supply	State entity's purchase from sources designated as mandatory (See Section 1.3.3. - Tier 3 Statutory Sources Designated as Mandatory). For purchases of preferred products from GEPS, use PRF.
MUL*	Multiple Purchase Order Types	Use of MUL code should be rare. When at all possible, use another Purchase Order Type Code. SPD recommends using MUL in the following scenario: When ordering products on a statewide contract and products, not on a statewide contract (off-contract) from the same supplier. If more than one Purchase Order Type Code applies, then select the one that represents the majority of the purchase. ~~The state entity's issuance of a single PO to a single supplier to purchase a combination of Purchase Type items. Some examples of purchase types that can be combined on a single PO are shown below: I OMP (less than $25,000) and SWCM. I OMP (less than $25,000) and SWCC. I OMP (less than $25,000) and AC. I OMP (less than $25,000) and MAN (GEPS mandatory) I OMP (less than $25,000) and Exempt.~~

Table 6.6 Purchase Order Type Codes		
Code	Meaning	~~Exempt Category~~ Application
		Contact spdpolicy@doas.ga.gov ~~processimprovement@doas.ga.gov~~ for questions concerning acceptable purchase combinations for use of the MUL code.
OMP	Open Market Purchase	A state entity's purchase made on the open market ~~regardless of dollar amount on a one-time basis (e.g., the state entity is not establishing a term contract)~~ when not using a contract and the PO amount is less than $25,000.
PRF	Preferred	State entity's purchase of GEPS preferred products. (See Section 1.3.4.2. – Preferred Products).
SB	Sole Brand	State entity's purchase resulting from a sole-brand solicitation. (See Section 2.3.1. - Sole Brand Solicitations).
SS	Sole Source	State entity's purchase from a sole source contract. (See Section 2.3.2. - Sole Source Purchases).
SWCM	Statewide Contract – Mandatory	State entity's purchase from a statewide contract designated by SPD as mandatory. (See Section 1.3.1. - Tier 1 – Mandatory Statewide Contracts).
SWCC	Statewide Contract – Convenience	State entity's purchase from a statewide contract designated by SPD as convenience. (See Section 1.3.4.1. – Convenience Statewide Contracts).

GPM Section	Description of Change
CHAPTER 6 – STAGE 6 – AWARD PROCESS	
Section 6.3.1.2. Purchase Type Codes *(cont.)*	• Revised text directly following Table 6.6 as follows: *Use of the "MUL" code is intended to introduce work efficiencies by allowing a single purchase order to be issued to a single supplier for a combination of purchases as shown in the examples in the table above. The "MUL" code is available for use by all state entities. For additional guidance on proper use of PO types, please review SPD-AP016 PO Type Quick Reference Guide. ~~Use of the "MUL" code does not alter the state entity's responsibility to comply with~~

GPM Section	Description of Change
	other applicable policies within this manual, including, but not limited to: • The Order of Precedence as defined in Section 1.3. - Order of Precedence, • Applicable competitive bidding requirements for any purchase of $25,000 or more as defined in Section 1.3.4.5. - Open Market Purchases, and • The requirement to receive SPD's pre-approval for certain contract amendments as defined in Section 7.6.1.2. - Substantive Change. • For all PeopleSoft users making a purchase from a SWC or AC when the MUL code is used, the contract number must be entered at the PO line.

PO Type Quick Reference Guide

What: Purchase Order (PO) Types.

Where: Section 6.3.1.2. of the Georgia Procurement Manual (GPM)[1]. Included in this section of the GPM is Table 6.6 Purchase Type Codes. There are 16 PO types listed in Table 6.6. These PO types are listed below.

Who: 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 what is being ordered and provide additional information on how the product or service was procured. The PO type is an integral part of the PO.

PO Type	When to use it	When **NOT** to use it
AC	• When using an agency contract. • After issuing an award to a supplier through a completed RFQ or RFP. Use even if a contract is not awarded and it is a one-time purchase. • When issuing a PO on a multi-year contract resulting from a sole source posting.	• When using a statewide contract, use SWCC (convenience) or SWCM (mandatory) instead.
ACC	• When using a cooperative purchasing (consortia) contract. A cooperative purchasing posting must be made on the GPR.	• When ordering from a statewide convenience contract through a cooperative purchasing contract – use SWCC (convenience) instead. • When a contract has been established from a cooperative purchasing posting done previously – use AC instead.
ACP	• When you use a contract issued by another state entity and have obtained piggyback approval from SPD. GPM section 1.3.4.3.	• When SPD has not granted permission to piggyback.
CNV	• Never use this PO type. This PO type is outdated.	• Never use this PO type. This PO type is outdated.
CSN	• Use only for USG construction or public works projects – GPM sections 1.2.1.2 and 1.3.6.1	• Do not use unless it is a USG construction or public works project.
EMER	• Emergencies only. This PO requires an emergency justification form. This should be only used if there are no other procurement alternatives.	• When the PO amount is less than $25,000. • When the purchase can be made without a PO, a p-card can be used. • When the purchase is less than $2,500 (SAO policy only requires POs for purchases $2,500 or more).

---

[1] https://pur.doas.ga.gov/gpm/MyWebHelp/GPM_Main_File.htm

PO Type Quick Reference Guide

PO Type	When to use it	When **NOT** to use it
EXM	• When the product or service needed is exempt from competitive bidding. GPM sections 1.2.4., 1.2.1.2, 1.2.3.1., and 1.2.1.1. • POs issued to a non-profit for services only. • When your entity has been granted a policy deviation or policy exception by SPD. • POs to University foundations.	• POs issued to a government entity – use IGA instead. • When using a statewide contract and the product or service needed is exempt from competitive bidding, use SWCC (convenience) or SWCM (mandatory) instead. • When using a state entity contract and the product or service needed is exempt from competitive bidding, use AC instead.
IGA	• State and local government entities located inside and outside the State of Georgia • Public universities located inside and outside the State of Georgia. • POs to GCI when the products are not mandatory.	• Any supplier that is not a government entity.
MAN	• Use when ordering from GEPS or GCI and the product or service has been designated as mandatory.	• Mandatory statewide contracts use SWCM instead. • With suppliers who are not GEPS or GCI. • If ordering from GEPS or GCI and the product or service has not been designated as mandatory, use PRF instead.
MUL	• When ordering products on a statewide contract and products, not on a statewide contract (off-contract) from the same supplier.	• To pay for freight, which is not included in a statewide contract, use SWCC (convenience) or SWCM (mandatory) instead.
PRF	• Use when ordering from GEPS and no one else. • Use only when ordering products that are not mandatory from GEPS	• When ordering mandatory products from GEPS – use MAN instead. • When ordering non mandatory products from GCI – use IGA instead.
OMP	• When not using a contract and the PO amount is less than $25,000.	• When an RFP or RFQ has been done – use AC instead. • When using a state entity contract – use AC instead. • When purchasing a product or service that is exempt from competitive bidding, use EXM instead • When using a statewide contract, use SWCC (convenience) or SWCM (mandatory) instead

PO Type Quick Reference Guide

PO Type	When to use it	When **NOT** to use it
SB	• When a sole brand solicitation has been done. This is a competitive solicitation done through the GPR.	• When a contract has been established from a sole brand solicitation done in a previous fiscal year – use AC instead. • If the desired good is only available from one source, then a sole source posting should be done and use SS instead.
SS	• When a sole source posting has been done on the GPR.	• When a contract has been established from a sole source posting done in a previous fiscal year – use AC instead.
SWCM	• When ordering from a mandatory statewide contract.	• When ordering from a convenience statewide contract – use SWCC instead. • When using a state entity contract – use AC instead.
SWCC	• When ordering from a convenience statewide contract.	• When ordering from a mandatory statewide contract – use SWCM instead. • When using a state entity contract – use AC instead.

Legend
PO requires an additional form to be completed.
PO should be related to a posting or solicitation on the Georgia Procurement Registry (GPR).
Acronyms
GEPS: Georgia Enterprises for Products and Services
GCI: Georgia Correctional Industries
GPR: Georgia Procurement Registry
GTA: Georgia Technology Authority
NIGP: National Institute of Governmental Purchasing
p-card: State of Georgia Procurement Card
SAO: State Accounting Office
SPD: State Purchasing Division of the Georgia Department of Administrative Services (DOAS)
USG: University System of Georgia. Universities under the supervision of the Board of Regents (BOR).
Definitions
Event ID: The unique number assigned to the solicitation (RFP, RFQ, RFQC) or posting (sole source or cooperative purchasing (consortia)) on the GPR.
Statewide contract: Contract managed by DOAS with a contract ID number beginning with SWC or 99999.
Contract number (ID): The unique number assigned to state entity contracts and statewide contracts.

Helpful Hints

1. Cite the contract number whenever possible, either in the Contract ID field (if this field is available) or the PO reference field.
2. Cite the event ID of the solicitation or posting whenever possible, either in the PO reference field (if this field is available) or in the PO header field.
3. Use the PO type AC for GTA contracts. Do not use the PO types SWCC or SWCM for GTA contracts. If the GTA contract requires piggyback approval from SPD, then use ACP.

PO Type Quick Reference Guide

4. When using the EXM PO type and the NIGP codes used on the PO are not exempt, please state why the PO is exempt in the header field of the PO.
5. With POs with multiple PO lines with exempt NIGP codes and NIGP codes that are not exempt, use the PO type of exempt (EXM) if the PO lines with exempt NIGP codes total $25,000 or more.
6. POs $25,000 or more should be reviewed before being dispatched to ensure that a solicitation or posting is not required.
7. For POs related to a sole source posting, use the PO type SS for a one-time purchase and cite the event ID of the sole source posting on the PO. If multiple POs are issued related to the sole source posting, use the PO type SS for the first PO and then the PO type AC for all subsequent POs. Cite the Event ID of the sole source posting or the contract ID on all POs.
8. PO types can be changed on a PO if the PO has not been closed.

Additional Information

GEPS and GCI mandatory products can be found on the DOAS website at:

🏠 > State Purchasing > Order of Precedence > Tier Three: Mandatory Statutory Sources

Order of Precedence (GPM section 1.3) and PO types

Tier	Tier Description	PO types used in this tier
1	Mandatory Statewide Contracts	SWCM
2	Existing State Entity Contracts	AC
3	Statutory Sources of Supply Designated as Mandatory	MAN
4	Convenience Statewide Contracts, Preferred Products from GEPS, Piggyback Purchases, Cooperative Purchasing, and Open Market Purchases.	SWCC, PRF, ACP, ACC, and OMP