



## PO Type Quick Reference Guide

**What:** Purchase Order (PO) Types.

**Where:** Section 6.3.1.2. of the Georgia Procurement Manual (GPM)<sup>1</sup>. 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 <b>NOT</b> to use it
AC	<ul style="list-style-type: none"><li>When using an agency contract.</li><li>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.</li><li>When issuing a PO on a multi-year contract resulting from a sole source posting.</li></ul>	<ul style="list-style-type: none"><li>When using a statewide contract, use <b>SWCC</b> (convenience) or <b>SWCM</b> (mandatory) instead.</li></ul>
ACC	<ul style="list-style-type: none"><li>When using a cooperative purchasing (consortia) contract. A cooperative purchasing posting must be made on the GPR.</li></ul>	<ul style="list-style-type: none"><li>When ordering from a statewide convenience contract through a cooperative purchasing contract – use <b>SWCC</b> (convenience) instead.</li><li>When a contract has been established from a cooperative purchasing posting done previously – use <b>AC</b> instead.</li></ul>
ACP	<ul style="list-style-type: none"><li>When you use a contract issued by another state entity and have obtained piggyback approval from SPD. GPM section 1.3.4.3.</li></ul>	<ul style="list-style-type: none"><li>When SPD has not granted permission to piggyback.</li></ul>
CNV	<ul style="list-style-type: none"><li>Never use this PO type. This PO type is outdated.</li></ul>	<ul style="list-style-type: none"><li>Never use this PO type. This PO type is outdated.</li></ul>
CSN	<ul style="list-style-type: none"><li>Use only for USG construction or public works projects – GPM sections 1.2.1.2 and 1.3.6.1</li></ul>	<ul style="list-style-type: none"><li>Do not use unless it is a USG construction or public works project.</li></ul>
EMER	<ul style="list-style-type: none"><li>Emergencies only. This PO requires an emergency justification form. This should be only used if there are no other procurement alternatives.</li></ul>	<ul style="list-style-type: none"><li>When the PO amount is less than \$25,000.</li><li>When the purchase can be made without a PO, a p-card can be used.</li><li>When the purchase is less than \$2,500 (SAO policy only requires POs for purchases \$2,500 or more).</li></ul>

<sup>1</sup> [https://pur.doas.ga.gov/gpm/MyWebHelp/GPM\\_Main\\_File.htm](https://pur.doas.ga.gov/gpm/MyWebHelp/GPM_Main_File.htm)

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<b>EXM</b>	<ul style="list-style-type: none"> <li>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.</li> <li>POs issued to a non-profit for services only.</li> <li>When your entity has been granted a policy deviation or policy exception by SPD.</li> </ul>	<ul style="list-style-type: none"> <li>POs issued to a government entity – use <b>IGA</b> instead.</li> <li>When using a statewide contract and the product or service needed is exempt from competitive bidding, use <b>SWCC</b> (convenience) or <b>SWCM</b> (mandatory) instead.</li> <li>When using a state entity contract and the product or service needed is exempt from competitive bidding, use <b>AC</b> instead.</li> </ul>
<b>IGA</b>	<ul style="list-style-type: none"> <li>State and local government entities located inside and outside the State of Georgia</li> <li>Public universities located inside and outside the State of Georgia.</li> <li>POs to University foundations.</li> <li>POs to GCI when the products are not mandatory.</li> </ul>	<ul style="list-style-type: none"> <li>Any supplier that is not a government entity.</li> </ul>
<b>MAN</b>	<ul style="list-style-type: none"> <li>Use when ordering from GEPS or GCI and the product or service has been designated as mandatory.</li> </ul>	<ul style="list-style-type: none"> <li>Mandatory statewide contracts use <b>SWCM</b> instead.</li> <li>With suppliers who are not GEPS or GCI.</li> <li>If ordering from GEPS or GCI and the product or service has not been designated as mandatory, use <b>PRF</b> instead.</li> </ul>
<b>MUL</b>	<ul style="list-style-type: none"> <li>When ordering products on a statewide contract and products, not on a statewide contract (off-contract) from the same supplier.</li> </ul>	<ul style="list-style-type: none"> <li>To pay for freight, which is not included in a statewide contract, use <b>SWCC</b> (convenience) or <b>SWCM</b> (mandatory) instead.</li> </ul>
<b>PRF</b>	<ul style="list-style-type: none"> <li>Use when ordering from GEPS and no one else.</li> <li>Use only when ordering products that are not mandatory from GEPS</li> </ul>	<ul style="list-style-type: none"> <li>When ordering mandatory products from GEPS – use <b>MAN</b> instead.</li> <li>When ordering non mandatory products from GCI – use <b>IGA</b> instead.</li> </ul>
<b>OMP</b>	<ul style="list-style-type: none"> <li>When not using a contract and the PO amount is less than \$25,000.</li> </ul>	<ul style="list-style-type: none"> <li>When an RFP or RFQ has been done – use <b>AC</b> instead.</li> <li>When using a state entity contract – use <b>AC</b> instead.</li> <li>When purchasing a product or service that is exempt from competitive bidding, use <b>EXM</b> instead</li> <li>When using a statewide contract, use <b>SWCC</b> (convenience) or <b>SWCM</b> (mandatory) instead</li> </ul>

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<b>SB</b>	<ul style="list-style-type: none"> <li>When a sole brand solicitation has been done. This is a competitive solicitation done through the GPR.</li> </ul>	<ul style="list-style-type: none"> <li>When a contract has been established from a sole brand solicitation done in a previous fiscal year – use <b>AC</b> instead.</li> <li>If the desired good is only available from one source, then a sole source posting should be done and use <b>SS</b> instead.</li> </ul>
<b>SS</b>	<ul style="list-style-type: none"> <li>When a sole source posting has been done on the GPR.</li> </ul>	<ul style="list-style-type: none"> <li>When a contract has been established from a sole source posting done in a previous fiscal year – use <b>AC</b> instead.</li> </ul>
<b>SWCM</b>	<ul style="list-style-type: none"> <li>When ordering from a mandatory statewide contract.</li> </ul>	<ul style="list-style-type: none"> <li>When ordering from a convenience statewide contract – use <b>SWCC</b> instead.</li> <li>When using a state entity contract – use <b>AC</b> instead.</li> </ul>
<b>SWCC</b>	<ul style="list-style-type: none"> <li>When ordering from a convenience statewide contract.</li> </ul>	<ul style="list-style-type: none"> <li>When ordering from a mandatory statewide contract – use <b>SWCM</b> instead.</li> <li>When using a state entity contract – use <b>AC</b> instead.</li> </ul>

<b>Legend</b>
PO requires an additional form to be completed.
PO should be related to a posting or solicitation on the Georgia Procurement Registry (GPR).
<b>Acronyms</b>
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).
<b>Definitions</b>
<u>Event ID</u> : The unique number assigned to the solicitation (RFP, RFQ, RFQC) or posting (sole source or cooperative purchasing (consortia)) on the GPR.
<u>Statewide contract</u> : Contract managed by DOAS with a contract ID number beginning with SWC or 99999.
<u>Contract number (ID)</u> : 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**.

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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:

[Home](#) > [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	<a href="#">SWCM</a>
2	Existing State Entity Contracts	<a href="#">AC</a>
3	Statutory Sources of Supply Designated as Mandatory	<a href="#">MAN</a>
4	Convenience Statewide Contracts, Preferred Products from GEPS, Piggyback Purchases, Cooperative Purchasing, and Open Market Purchases.	<a href="#">SWCC</a> , <a href="#">PRF</a> , <a href="#">ACP</a> , <a href="#">ACC</a> , and <a href="#">OMP</a>