GA@WORK

Delivered by The NextGen Project

Procurement Huddle

July 22, 2026

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

Vinod Kalpathi

Sr. TeamWorks TGM Consultant,
Information Technology

Mark Meeks

Sourcing Manager,
SPD – Agency Sourcing

Becky Alexander

State Purchasing Card
Program Manager,
SPD – Purchasing Audits

Presenters and Support Team

Diana Tiernan

Organizational Change
Management Lead, Deloitte

Julian Bailey

Small Business and Supplier Diversity
Manager
State Purchasing Division

Agenda

1. Requisition and Purchase Order - Additional Data Fields Review
2. Requisition and Purchase Order - Review of Business Process / Approval Workflow
3. P-Card Program
4. Training Updates
5. Agency Readiness
6. Reminders and Closing


GA@WORK
IS LIVE!

System Activity

Procurement by the numbers

6,810
Requisitions Created

3,550
Purchase Orders Created

84,617
Suppliers Approved

1,735
P-Card Transactions Imported

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

CONTRACTS

265
New Contracts Created

105
Contracts Renewed/Amended

SUPPLIERS

5,414
Small Business Registered Suppliers

3,196
GA Based Registered Suppliers

SOURCING

41
Sourcing Events Created

31
Sourcing Events Posted

How are we doing?

Your feedback helps us continue to improve.

SCAN ME

Scan to share your feedback

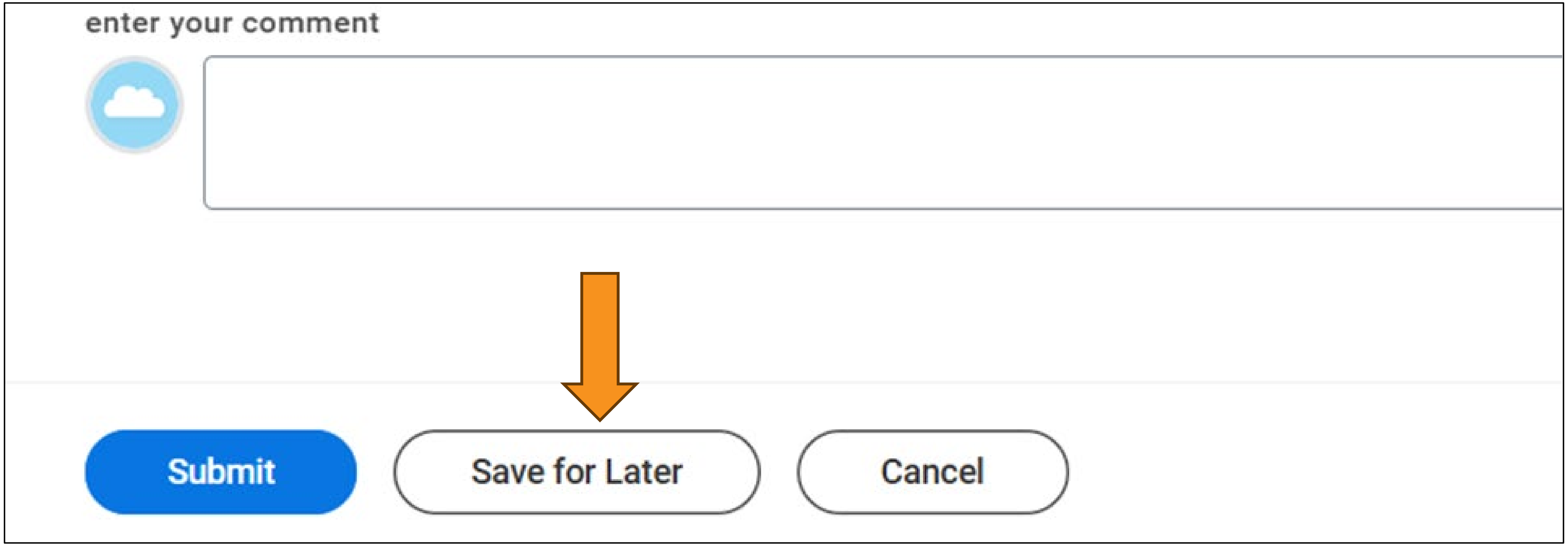
It only takes a few minutes.

Requisition and Purchase Order - Additional Data Fields Review

Mark Meeks and Vinod Kalpathi

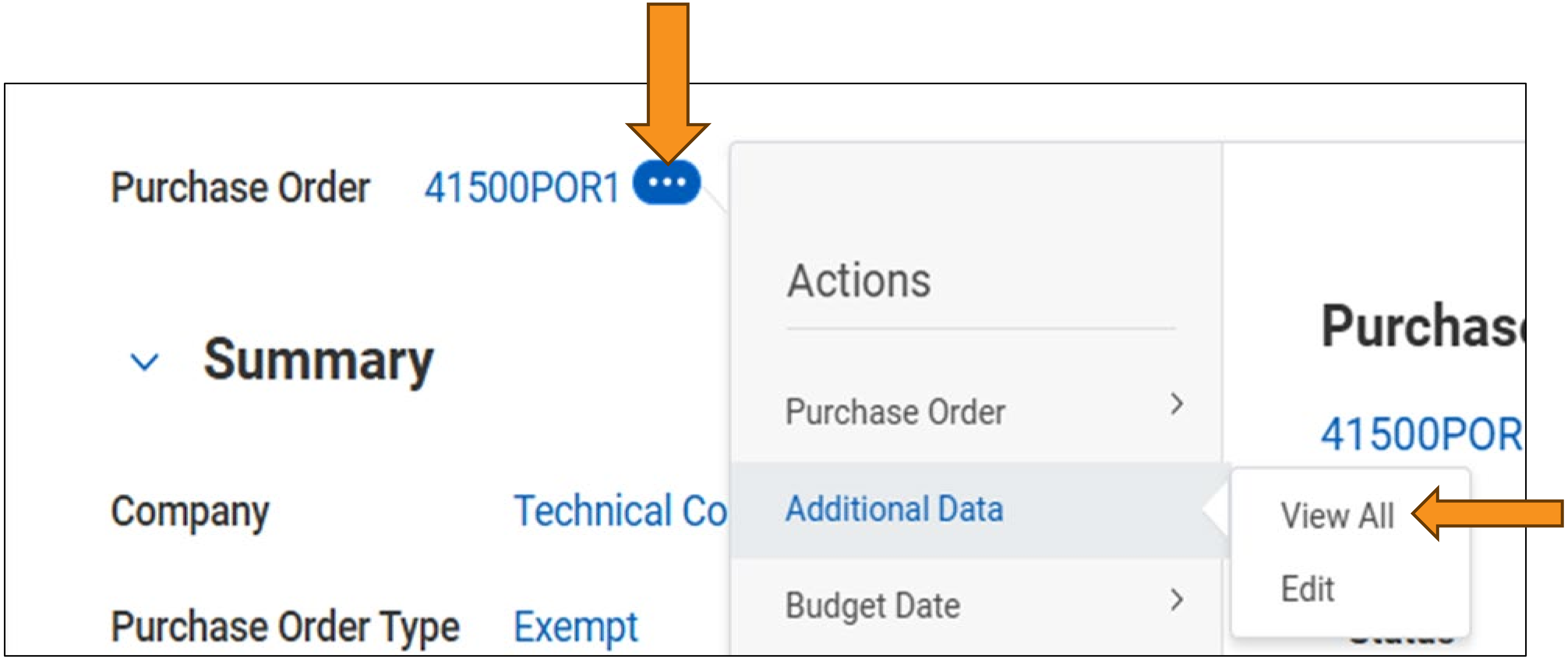
Entering Additional Data (E-Verify, GPR etc.)

Save the PO as draft by clicking on "Save for Later" button at the bottom of the page.



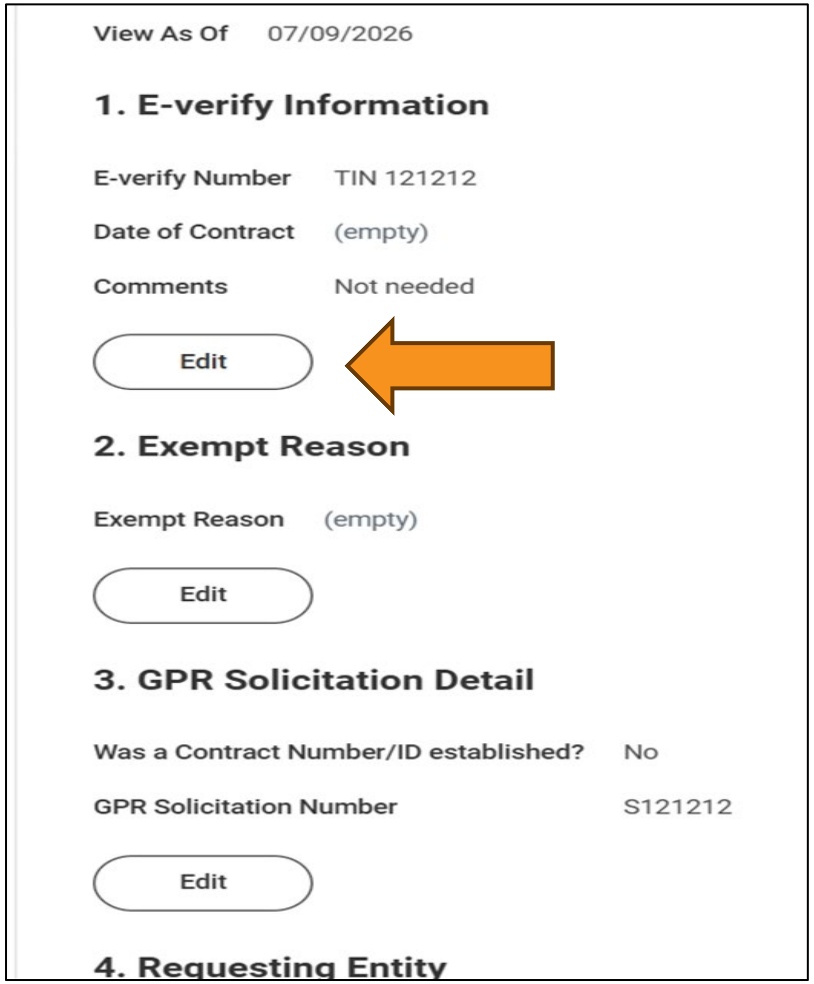
Entering Additional Data (E-Verify, GPR etc.)

Use the related actions (3 dots next to the PO number)> additional information > view all



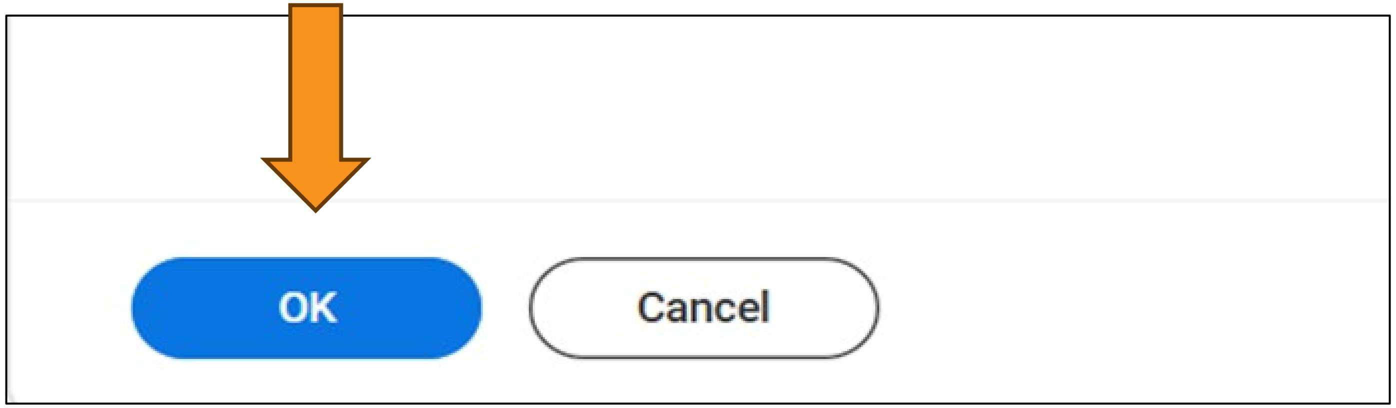
Entering Additional Data (E-Verify, GPR etc.)

Then, edit the appropriate additional information by clicking Edit.



Entering Additional Data (E-Verify, GPR etc.)

Click ok and then click on the PO to return to the main PO page.



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Entering Additional Data (E-Verify, GPR etc.)

1 Refresh Validation Errors

The PO might still have a validation error. If you see “View Exceptions” button, click it to refresh the errors and it would clear (if there are no other errors).

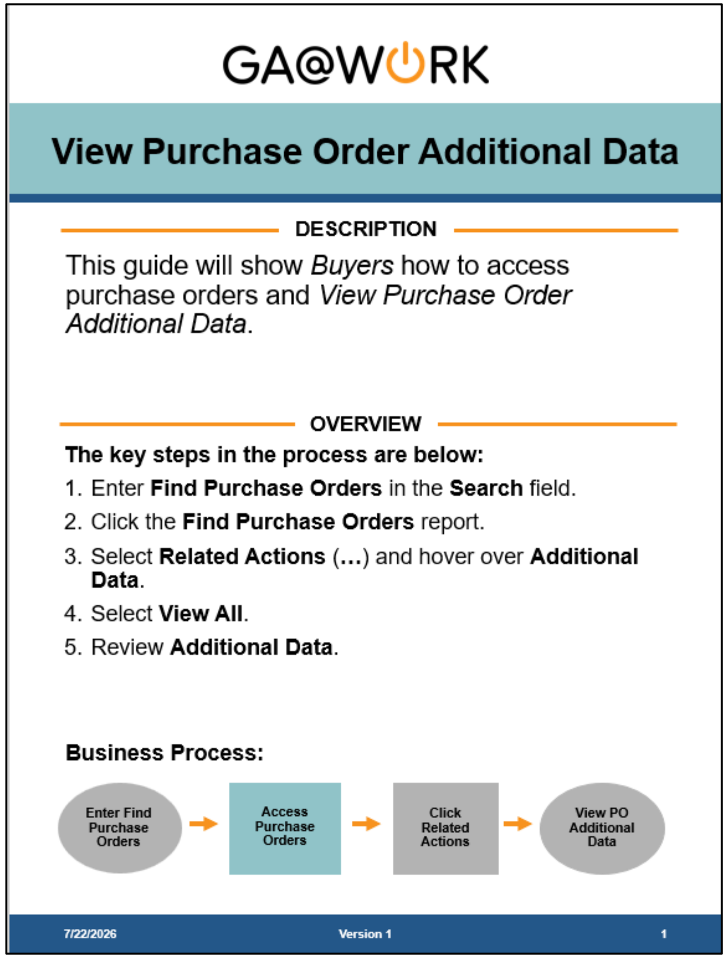
2 Edit and Submit

Finally, after all errors are fixed, click on the PO related actions, then edit, and submit the purchase order

Entering Additional Data (E-Verify, GPR etc.) - DEMO

View Purchase Order Additional Data

Access and edit additional data fields


GA@WORK

View Purchase Order Additional Data

DESCRIPTION

This guide will show *Buyers* how to access purchase orders and *View Purchase Order Additional Data*.

OVERVIEW

The key steps in the process are below:

1. Enter **Find Purchase Orders** in the **Search** field.
2. Click the **Find Purchase Orders** report.
3. Select **Related Actions** (**…**) and hover over **Additional Data**.
4. Select **View All**.
5. Review **Additional Data**.

Business Process:

Enter Find Purchase Orders → Access Purchase Orders → Click Related Actions → View PO Additional Data

7/22/2026 Version 1 1

- ➢Job aids are available in GA@WORK as “Articles”
- ➢Need help finding articles? [Watch this video]:

Review of Business Process/Approval Demonstration

Mark Meeks and Vinod Kalpathi

Review of Business Process / Approval - DEMO

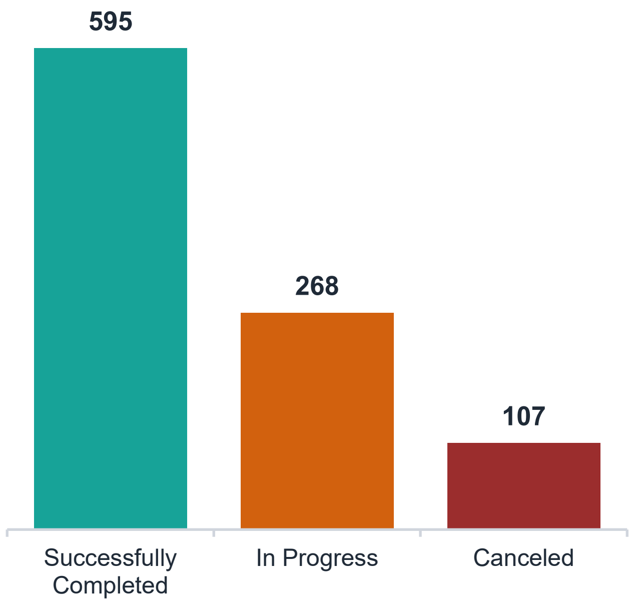
P-Card

Becky Alexander

P-Card Prior Approvals & Transaction Status

Prior approval requests and GA@WORK transaction status counts

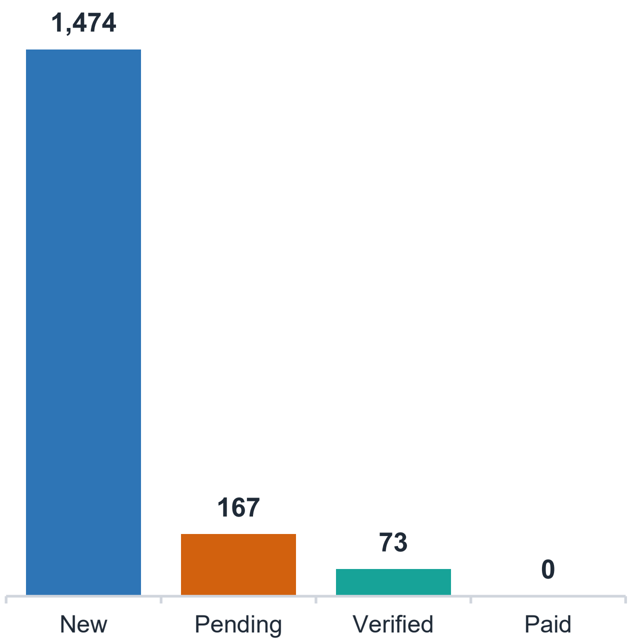
Prior Approvals — Status



GRAND TOTAL
970

Successfully Completed	61% of total	595
In Progress	28% of total	268
Canceled	11% of total	107

Transactions — GA@WORK Status



GRAND TOTAL
1,714

New	1,474
Pending	167
Verified	73
Paid	—

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First Billing Cycle in GA@WORK Status Check

Transaction count by status, July 15 – August 4, 2026

Billing Cycle	Due to AP to Settle	Statement Due Date	New	Pending	Verified	Closed
07/15/2026	08/02/2026	08/09/2026	32	1	0	1
07/27/2026	08/14/2026	08/21/2026	1,414	169	82	0
08/04/2026	08/22/2026	08/29/2026	1	0	0	0

Due to AP to Settle = Statement Due Date minus 7 days, giving AP a one-week settlement window.

Upcoming P-Card Events

Key dates on the calendar

JUL 27	AUG 25	SEP 28
Administrator Roundtable	**Bank of America P-Card Summit**	**Administrator Roundtable**

Training

Sheree Reddick

Learning Labs Are Back!

Continue building your GA@WORK skills with live, one-hour refresher sessions.

Who should attend?

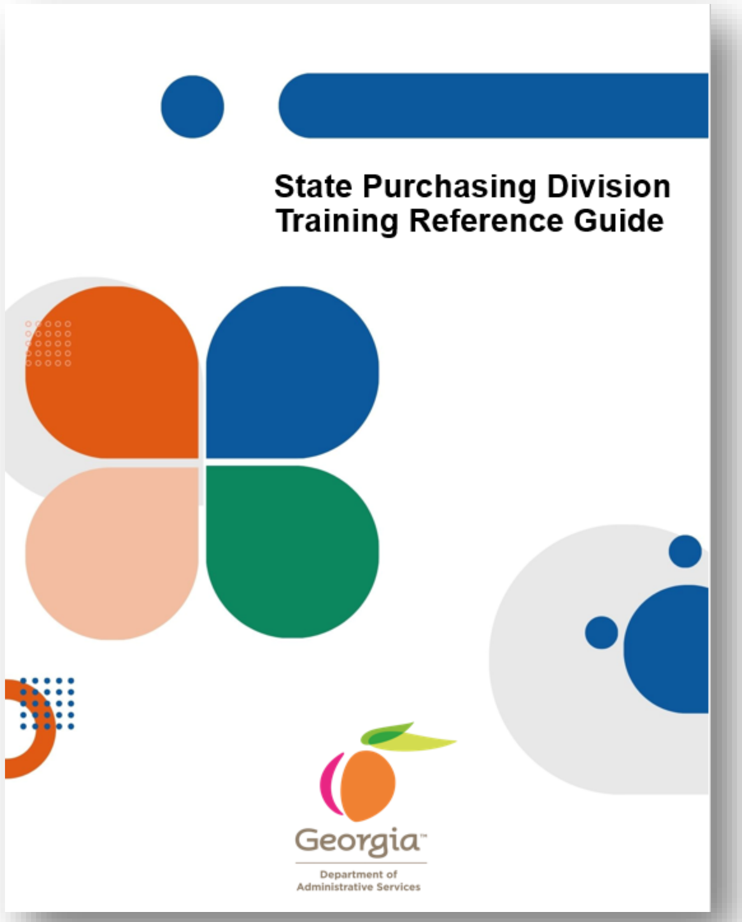
- Previously completed the applicable instructor-led training
- Looking for a refresher after Go-Live
- Want to see common tasks demonstrated again
- Have questions and want live guidance

Topics

- Basic Navigation & Search
- Create an Agency Contract
- E-Signature
- Accessing Templates & Forms
- Creating Requests for Proposals
- Conducting Evaluations

Select dates in July and August. See email for dates and registration links.

Coming Soon: Updated Training Reference Guide



YOUR GO-TO RESOURCE

Procurement training, certification, and learning support all in one place.

- Updated learning and certification paths
- Updated Re-certification guidance
- New External Learner registration guidance
- Current contacts and support resources

Required Training Based on System Roles

Team Georgia Marketplace

Who Takes What for Team Georgia Marketplace™ System Access?

For the latest training requirements, please check the SPD Training Reference Guide.

P-Card Administrator	• Navigating PeopleSoft TeamWorks Financial and Supply Change Mgmt. Systems (TGM10W) • Introduction to State Purchasing (1000W) Course & Test (1000T) • Introduction to Purchasing Card Principles (6600W) Course & Test (6600T) • P-Card Administrator Hands-On (TGM70H): Contact Joel Wilcox (joel.wilcox@doas.ga.gov) to request a training session
P-Card Voucher	• Navigating PeopleSoft TeamWorks Financial and Supply Change Mgmt. Systems (TGM10W) • Introduction to State Purchasing (1000W) Course & Test (1000T) • P-Card Voucher Hands-On (TGM80H): Contact Joel Wilcox (joel.wilcox@doas.ga.gov) to request a training session
P-Cardholder	• Navigating PeopleSoft TeamWorks Financial and Supply Change Mgmt. Systems (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • Introduction to Purchasing Card Principles (6600W) & Test (6600T) • Purchasing Card (TGM100W) & Test (TGM100T) *only if holder's card will be used in TGM • Contract Management for End Users: Documenting and Communicating Supplier Performance (7010W) (OPTIONAL)
P-Card Auditor (read-only access)	• Navigating PeopleSoft TeamWorks Financial and Supply Change Mgmt. Systems (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • Introduction to Purchasing Card Principles (6600W) & Test (6600T) • Purchasing Card (TGM100W) & Test (TGM100T)
Requester	• Navigating PeopleSoft TeamWorks Financial and Supply Change Mgmt. Systems (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • eProcurement for Requesters (TGM20W) & Test (TGM20T) • Contract Management for End Users: Documenting and Communicating Supplier Performance (7010W) (OPTIONAL)
Requisition Approver	• Navigating PeopleSoft TeamWorks Financial and Supply Change Mgmt. Systems (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • eProcurement for Approvers (TGM30W), Exercise Activities (TGM30E) & Test (TGM30T) • Contract Management for End Users: Documenting and Communicating Supplier Performance (7010W) (OPTIONAL)
P-Card Approver	• Navigating PeopleSoft TeamWorks Financial and Supply Change Mgmt. Systems (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • Introduction to Purchasing Card Principles (6600W) & Test (6600T) • eProcurement for Approvers (TGM30W), Exercise Activities (TGM30E) & Test (TGM30T) • Purchasing Card (TGM100W) & Test (TGM100T)
P.O. Buyer	• Navigating PeopleSoft TeamWorks Financial and Supply Change Mgmt. Systems (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • Purchasing Basics for Georgia State Government OR Fundamentals of State Purchasing (1010L) *choose this option if also pursuing a GCPA • eProcurement for Requesters (TGM20W) & Test (TGM20T) • eProcurement for Approvers (TGM30W), Exercise Activities (TGM30E) & Test (TGM30T) • eProcurement for P.O. for Buyers (TGM40L) & Test (TGM40T)
Sourcing Event Buyer (Posts Solicitations)	• Navigating PeopleSoft TeamWorks Financial and Supply Change Mgmt. Systems (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • Fundamentals of State Purchasing (1010L) & Test (1010T) • eProcurement for P.O. for Buyers (TGM40L) & Test (TGM40T) • Basics of Writing Specifications (3000W) & Test (3000T) Continued on Next Page

Revised March 18, 2022

GA@WORK

As of 3/2/26

Procurement Foundational and Role Based Learning Programs

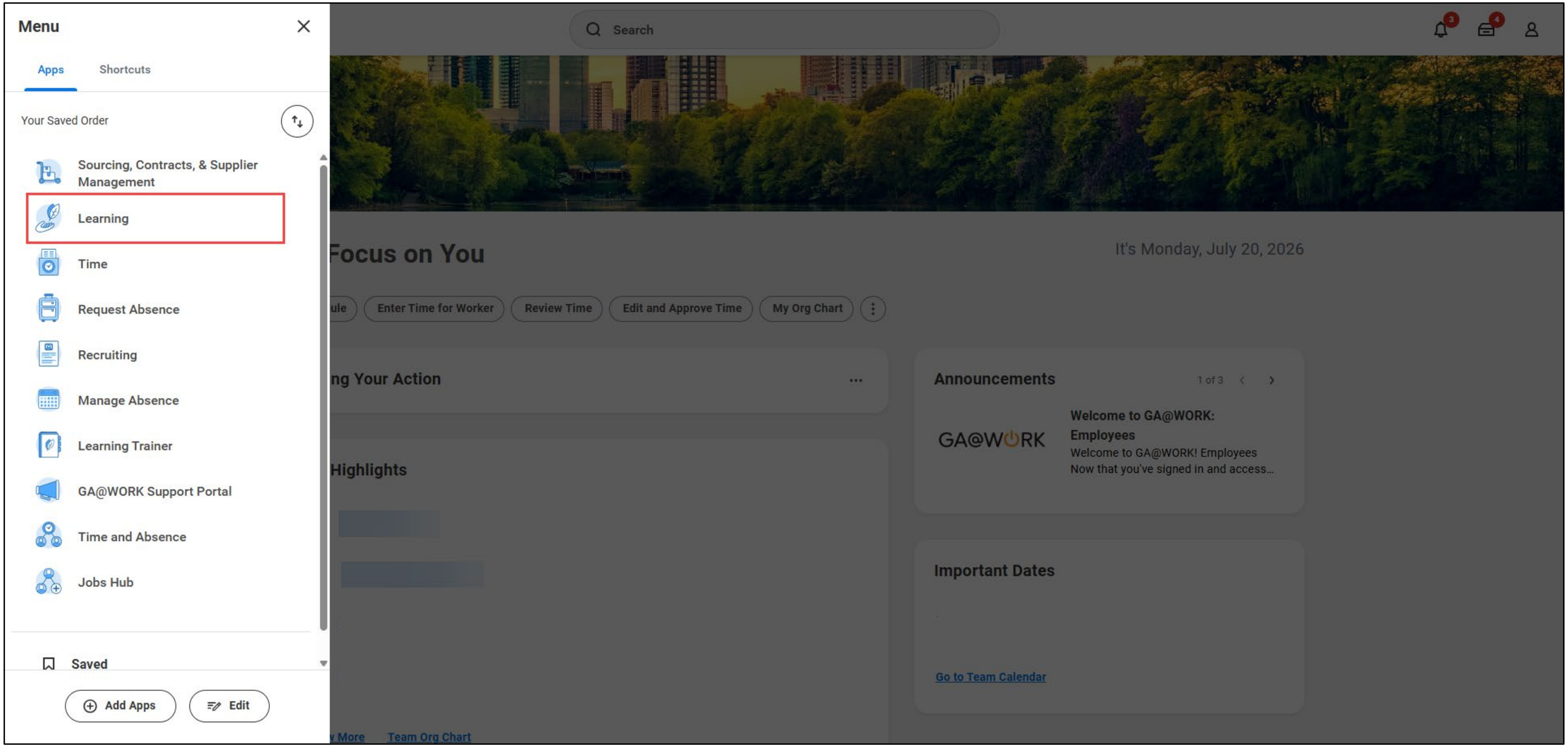
Below is a summary of the GA@WORK Procurement Learning Programs and the estimated time to complete each.
For more details on courses and Learning Programs, visit the GA@WORK Resource Library.

Role	Courses in Learning Program *eLearning* | Instructor Led *Does not apply to the University System of Georgia (USG)	Est. Hours
Foundational Learning Programs		
Employee*	*Basic Navigation + ESS + Learning*	2.5
Manager*	*Basic Navigation + HCM Overview + Introduction to Reporting + ESS + MSS + Talent Management + Performance Management + Learning + Recruiting for Managers + Onboarding Setup*	8.0
Role Based Learning Programs		
APO/CUPO	*GA@WORK Procure to Pay Overview** *Not Applicable to USG	1.0
Contract Administrator	GA@WORK for Supplier Contracts	6.0
Help Desk, SPD Trainers & CRM Admins (DOAS)	*GA@WORK Procure to Pay Overview + GA@WORK for Requesters + GA@WORK for Requisitions, P-Card, and PO Approvers + GA@WORK for PO Buyers + Introduction to GA@WORK Strategic Sourcing I* + GA@WORK for Strategic Sourcing II + GA@WORK for Supplier Contracts + *GA@WORK for Purchasing Card Holders + GA@WORK Agency P-Card Administrator System Training* *Not Applicable to USG	30
P-Card Administrator	*GA@WORK Procure to Pay Overview + GA@WORK for Requisitions, P-Card, and PO Approvers + GA@WORK Agency P-Card Administrator System Training + GA@WORK Intro to Reporting* *Not Applicable to USG	4.0
P-Card Auditor	*GA@WORK Intro to Reporting (SPD Auditors Only) + GA@WORK Procure to Pay Overview + GA@WORK for Requisitions, P-Card, and PO Approvers + GA@WORK for Purchasing Cards +* GA@WORK Agency P-Card System Administrator Training *Not Applicable to USG	6.0

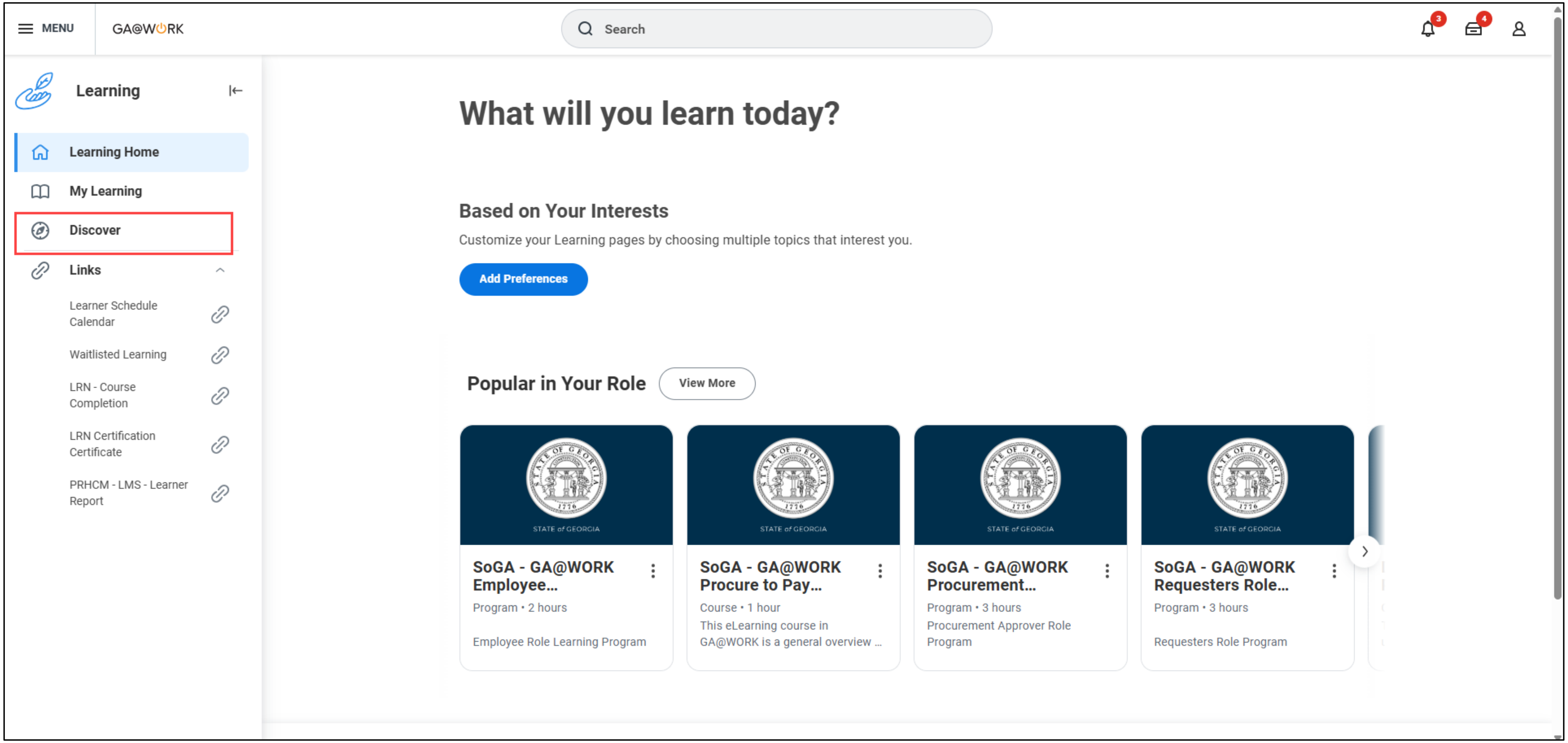
Page 1 of 2

GA@WORK

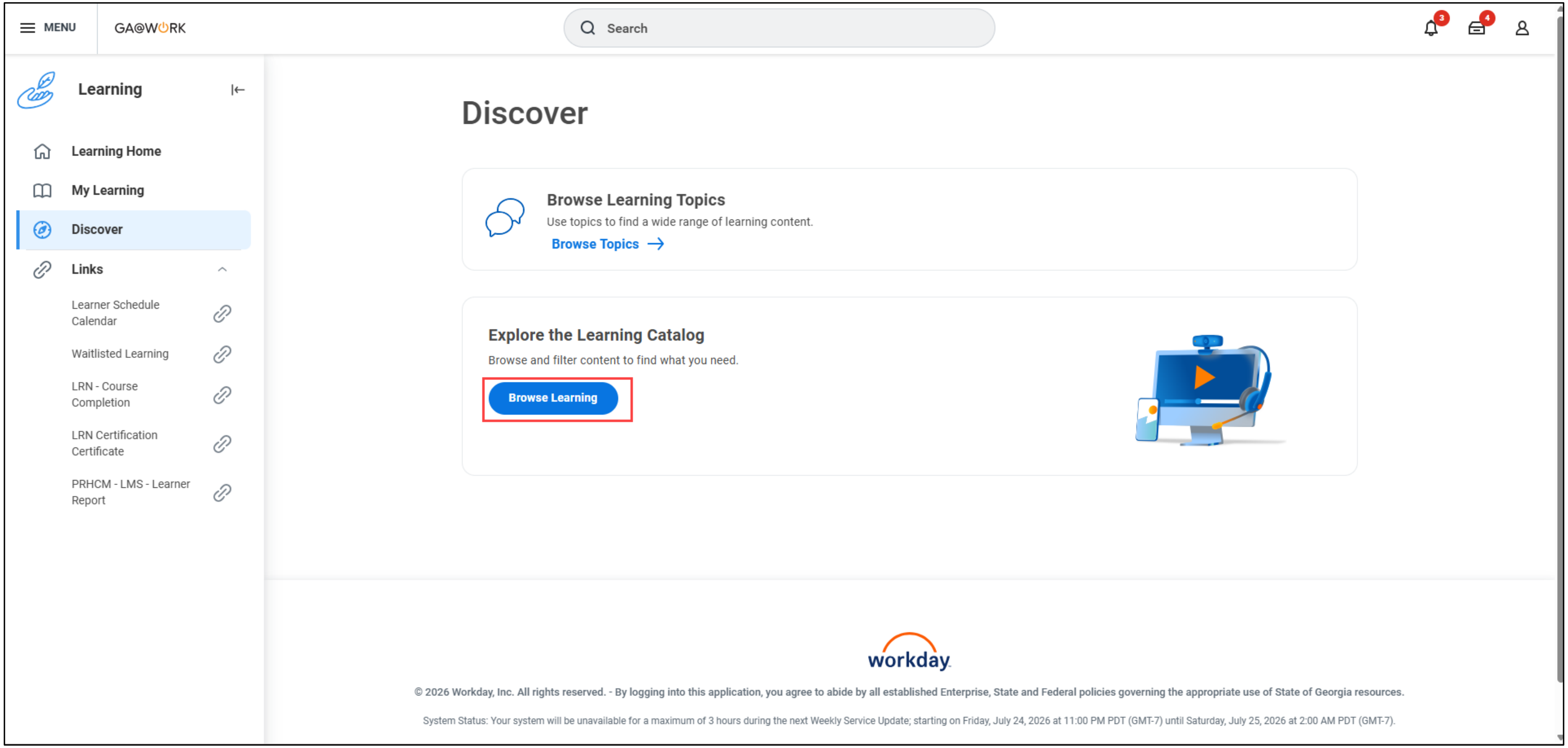
1 Click Learning



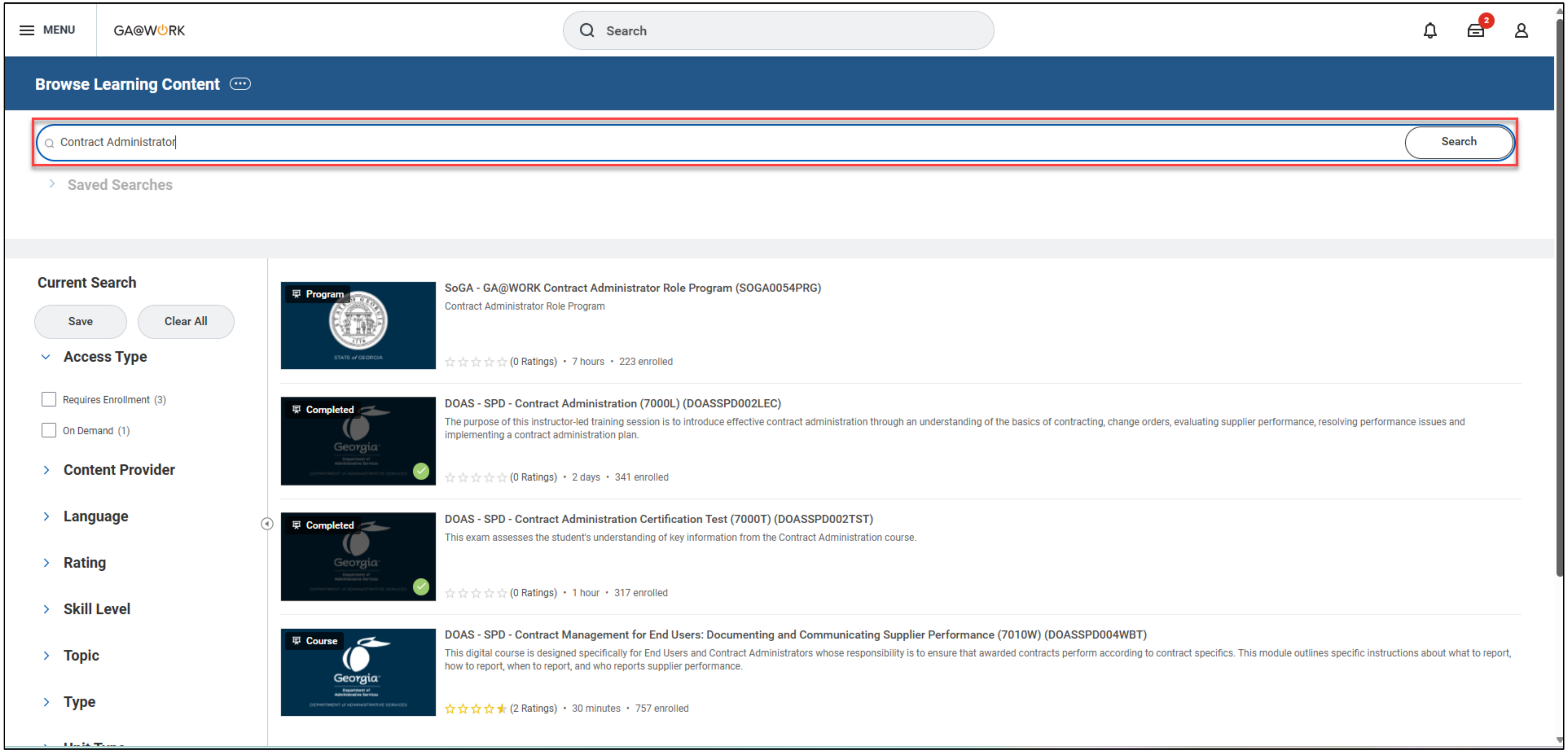
2 Click Discover



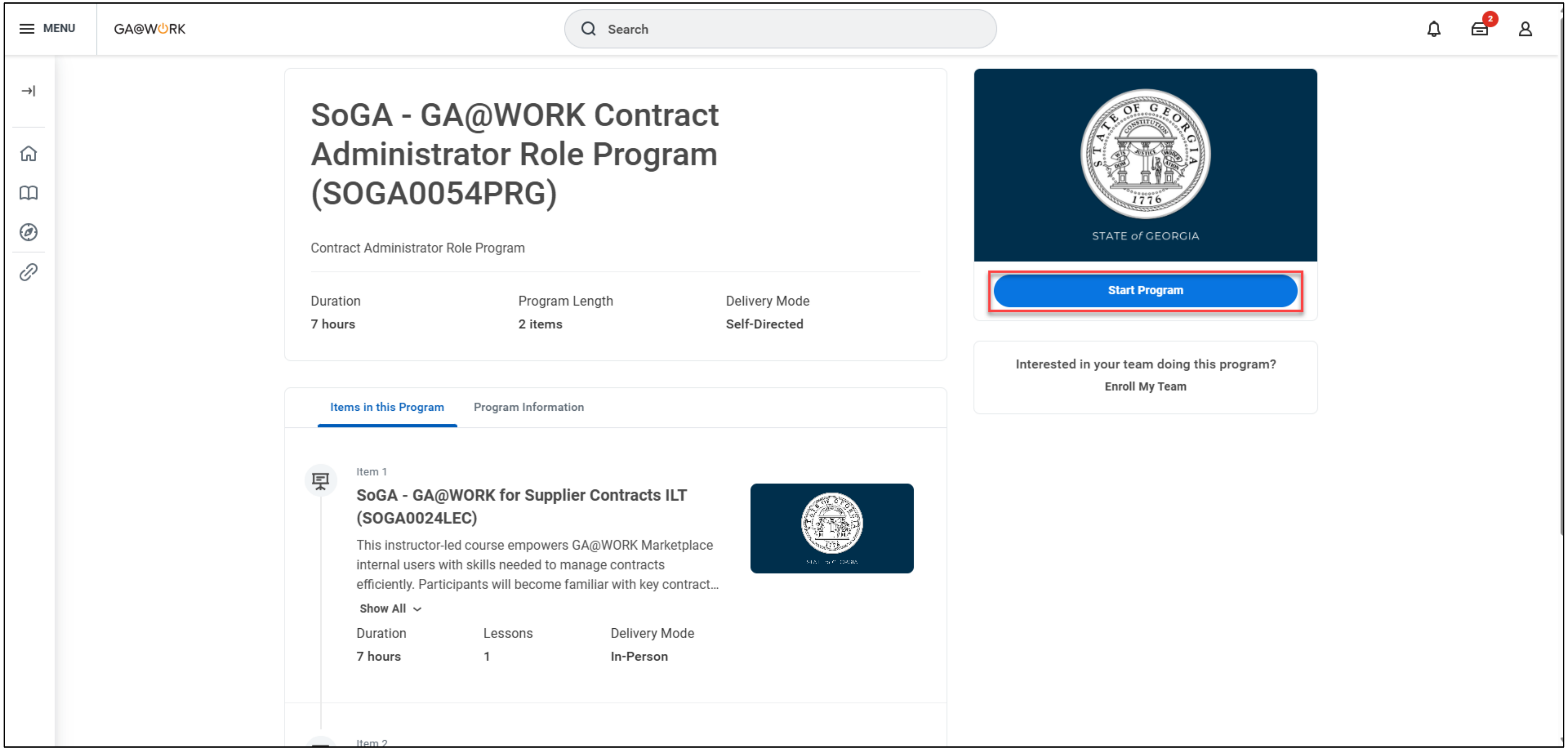
3 Select Browse Learning



4 Search and Select Desired Program



5 Select Start Program



Agency Readiness

Diana Tiernan

GA@WORK Resource Library vs. Support Portal

	GA@WORK Resource Library	Support Portal
Who is it for	**All employees and managers** can access the GA@WORK Resource Library. Business area specific content is being moved to the Support Portal.	**GA@WORK system users** with **functional or administrative roles** will receive access.
How to access	Navigate to: https://sao.georgia.gov/gawork-resource-library.	The link is provided by invitation only. Email gaatwork@sao.ga.gov with questions.
When to access	Available now	Begin to access in May 2026; this is the source of support for after Go-Live
Best used for	Use to learn about GA@WORK and get ready for change. This site does not contain business-area specific information.	Use this portal for GA@WORK role-specific support or answers to system questions. It includes job aids, troubleshooting workflows, and official system forms.

Use the Resource Library to learn and prepare.

Use the Support Portal for role-based support.

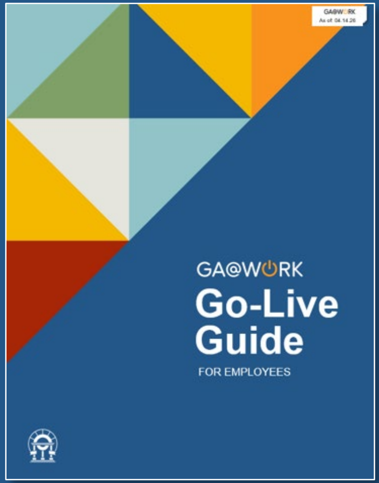
Both resources support GA@WORK readiness, but they serve different needs. **The GA@WORK Resource Library is for general awareness, and the Support Portal is for role-based support.**

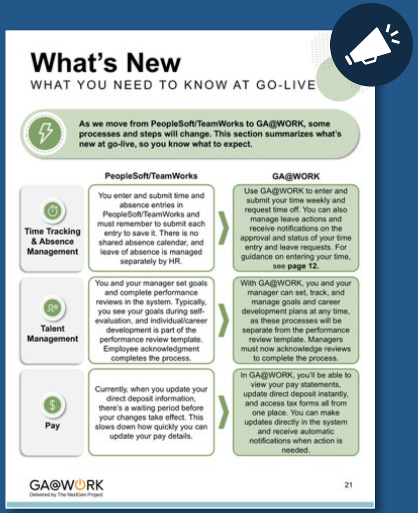
Go-Live Guides

Don't forget about the go-live guides, especially now that we are live in GA@WORK! These guides are more relevant now that we are moved into GA@WORK and the content inside of them makes more sense to users.

Employees:

Use the **GA@WORK Employee Go-Live Guide** to understand key actions and what to expect during July.





What's New

WHAT YOU NEED TO KNOW AT GO-LIVE

As we move from PeopleSoft/TeamWorks to GA@WORK, some processes and steps will change. This section summarizes what's new at go-live, so you know what to expect.

	PeopleSoft/TeamWorks	GA@WORK
Time Tracking & Absence Management	You enter and submit time and absence entries in PeopleSoft/TeamWorks and must remember to submit each entry to save it. There is no shared absence calendar, and leave of absence is managed separately by HR.	Use GA@WORK to enter and submit your time weekly and request time off. You can also manage leave actions and receive notifications on the approval and status of your time entry and leave requests. For guidance on entering your time, see **page 12.**
Talent Management	You and your manager set goals and complete performance reviews in the system. Typically, you see your goals during self-evaluation, and individual/career development is part of the performance review template. Employee acknowledgment completes the process.	With GA@WORK, you and your manager can set, track, and manage goals and career development plans at any time, as these processes will be separate from the performance review template. Managers must now acknowledge reviews to complete the process.
Pay	Currently, when you update your direct deposit information, there's a waiting period before your changes take effect. This slows down how quickly you can update your pay details.	In GA@WORK, you'll be able to view your pay statements, update direct deposit instantly, and access tax forms all from one place. You can make updates directly in the system and receive automatic notifications when action is needed.

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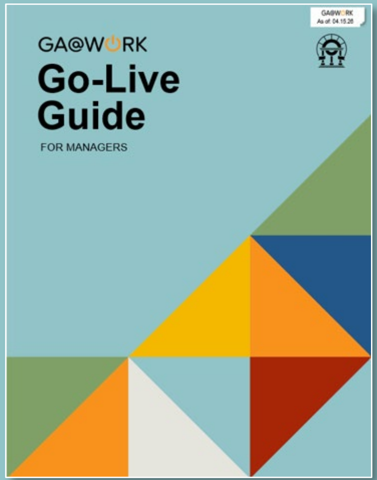
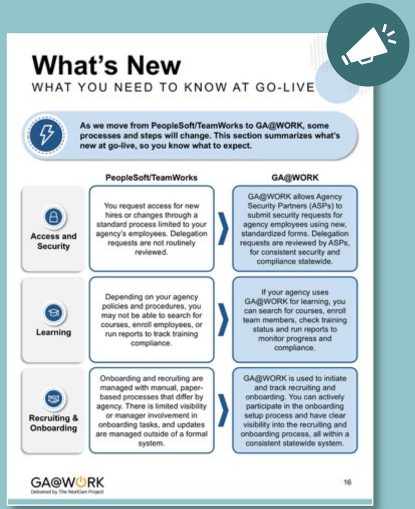
Managers:

Use the **GA@WORK Manager Go-Live Guide** to prepare for manager responsibilities and support employees through go-live. Managers should review <u>both</u> guides.





What's New

WHAT YOU NEED TO KNOW AT GO-LIVE

As we move from PeopleSoft/TeamWorks to GA@WORK, some processes and steps will change. This section summarizes what's new at go-live, so you know what to expect.

	PeopleSoft/TeamWorks	GA@WORK
Access and Security	You request access for new hires or changes through a standard process limited to your agency's employees. Delegation requests are not routinely reviewed.	GA@WORK allows Agency Security Partners (ASPs) to submit security requests for agency employees using new, standardized forms. Delegation requests are reviewed by ASPs, for consistent security and compliance statewide.
Learning	Depending on your agency policies and procedures, you may not be able to search for courses, enroll employees, or run reports to track training compliance.	If your agency uses GA@WORK for learning, you can search for courses, enroll team members, check training status and run reports to monitor progress and compliance.
Recruiting & Onboarding	Onboarding and recruiting are managed with manual, paper-based processes that differ by agency. There is limited visibility or manager involvement in onboarding tasks, and updates are managed outside of a formal system.	GA@WORK is used to initiate and track recruiting and onboarding. You can actively participate in the onboarding setup process and have clear visibility into the recruiting and onboarding process, all within a consistent statewide system.

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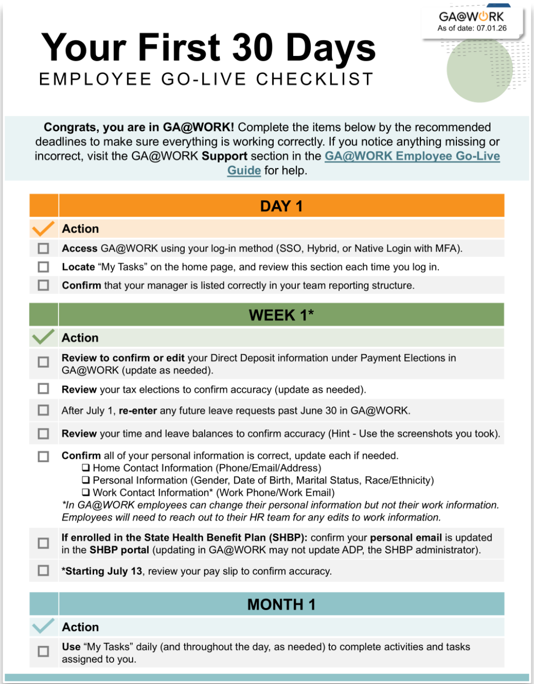
We’re live, now what?

The **Employee Go-Live Checklist** and the **Manager Go-Live Checklist** identifies important activities all managers and employees should do the first month in the system.

Employee tasks include:

- Review your personal information
- Revisit training
- Look at your pay slip
- Build the habit to keep checking your “My Tasks”



GA@WORK
As of date: 07.01.26

Your First 30 Days
EMPLOYEE GO-LIVE CHECKLIST

Congrats, you are in GA@WORK! Complete the items below by the recommended deadlines to make sure everything is working correctly. If you notice anything missing or incorrect, visit the GA@WORK **Support** section in the GA@WORK Employee Go-Live Guide for help.

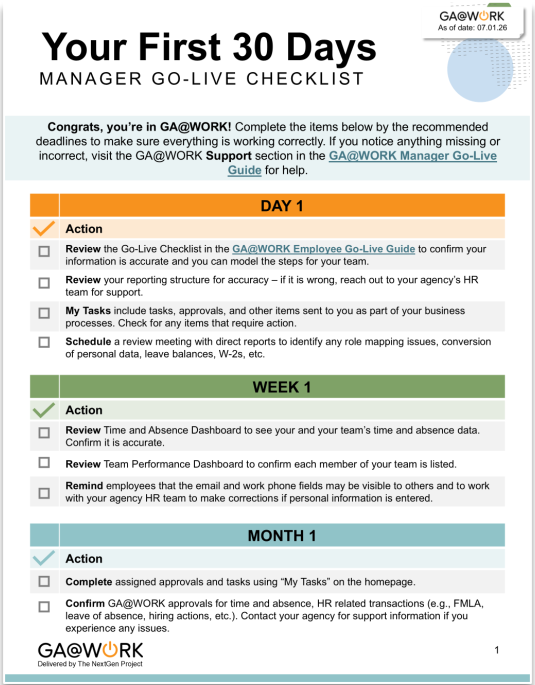
	DAY 1
	Action
☐	**Access** GA@WORK using your log-in method (SSO, Hybrid, or Native Login with MFA).
☐	**Locate** “My Tasks” on the home page, and review this section each time you log in.
☐	**Confirm** that your manager is listed correctly in your team reporting structure.

	WEEK 1*
	Action
☐	**Review to confirm or edit** your Direct Deposit information under Payment Elections in GA@WORK (update as needed).
☐	**Review** your tax elections to confirm accuracy (update as needed).
☐	After July 1, **re-enter** any future leave requests past June 30 in GA@WORK.
☐	**Review** your time and leave balances to confirm accuracy (Hint - Use the screenshots you took).
☐	**Confirm** all of your personal information is correct, update each if needed. ❑ Home Contact Information (Phone/Email/Address) ❑ Personal Information (Gender, Date of Birth, Marital Status, Race/Ethnicity) ❑ Work Contact Information* (Work Phone/Work Email) **In GA@WORK employees can change their personal information but not their work information. Employees will need to reach out to their HR team for any edits to work information.*
☐	**If enrolled in the State Health Benefit Plan (SHBP):** confirm your **personal email** is updated in the **SHBP portal** (updating in GA@WORK may not update ADP, the SHBP administrator).
☐	***Starting July 13**, review your pay slip to confirm accuracy.

	MONTH 1
	Action
☐	**Use** “My Tasks” daily (and throughout the day, as needed) to complete activities and tasks assigned to you.

Manager tasks include:

- Check your direct reports
- Review and complete <u>both</u> the Employee and Manager checklists.



GA@WORK
As of date: 07.01.26

Your First 30 Days
MANAGER GO-LIVE CHECKLIST

Congrats, you’re in GA@WORK! Complete the items below by the recommended deadlines to make sure everything is working correctly. If you notice anything missing or incorrect, visit the GA@WORK **Support** section in the GA@WORK Manager Go-Live Guide for help.

	DAY 1
	Action
☐	**Review** the Go-Live Checklist in the GA@WORK Employee Go-Live Guide to confirm your information is accurate and you can model the steps for your team.
☐	**Review** your reporting structure for accuracy – if it is wrong, reach out to your agency’s HR team for support.
☐	**My Tasks** include tasks, approvals, and other items sent to you as part of your business processes. Check for any items that require action.
☐	**Schedule** a review meeting with direct reports to identify any role mapping issues, conversion of personal data, leave balances, W-2s, etc.

	WEEK 1
	Action
☐	**Review** Time and Absence Dashboard to see your and your team’s time and absence data. Confirm it is accurate.
☐	**Review** Team Performance Dashboard to confirm each member of your team is listed.
☐	**Remind** employees that the email and work phone fields may be visible to others and to work with your agency HR team to make corrections if personal information is entered.

	MONTH 1
	Action
☐	**Complete** assigned approvals and tasks using “My Tasks” on the homepage.
☐	**Confirm** GA@WORK approvals for time and absence, HR related transactions (e.g., FMLA, leave of absence, hiring actions, etc.). Contact your agency for support information if you experience any issues.

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GA@WORK

July 2026 Learning Labs & Office Hours Calendar (2 of 2)

Opportunities to ask questions and learn more

KEY

Tech	HCM	NCN	Payroll Acct.
Payroll	FIN	PRO	Super User

As of: 7.20.2026

MONDAY 20 – FRIDAY 24

Monday 20 – Thursday 23: **Office Hours [Daily]: HCM** | 10 a.m. – 11 a.m. and 2 p.m. – 3 p.m.

Monday 20 – Friday 24: **Office Hours [Daily]: Procurement** *(APOs and PRO Super Users only)* | 2 p.m. – 3 p.m.

Tuesday 21 – Thursday 23: **Office Hours [Daily]: P-Card** *(P-Card Administrators)* | 3 p.m. – 4 p.m.

Thursday 23 – Friday 24: Office Hours [Daily]: Payroll Costing Allocations | 1 p.m. – 2:30 p.m.

20 (Monday)
- Learning Lab: Supplier Contracts – Basic Navigation and Search | 11 a.m. – 12 p.m.

21 (Tuesday)
- NCN Readiness Check-In | 11 a.m. – 12 p.m.
- Office Hours: A/R Billing | 10 a.m. – 11 a.m.
- Office Hours: Security | 10 a.m. – 11 a.m.

22 (Wednesday)
- Office Hours: Expense | 1 p.m. – 2 p.m.
- Check-In: Super User *(FIN & HCM)* | 10 a.m. – 11 a.m.
- Office Hours: FY26 Budgets and Purchase Orders in GA@WORK | 10 a.m. – 11 a.m.
- Office Hours: Supplier Management *(Supplier Liaisons only)* | 10 a.m. – 12 p.m.

23 (Thursday)
- Office Hours: Benefits | 10 a.m. – 12 p.m.
- Office Hours: A/R Billing | 10 a.m. – 11 a.m.
- Office Hours: Projects & Assets | 1 p.m. – 2 p.m.
- Office Hours: Security | 2 p.m. – 3 p.m.

24 (Friday)
- Learning Lab: Manage Compensation | 10 a.m. – 11 a.m.
- Learning Lab: Recruiting & Onboarding | 1 p.m. – 2 p.m.
- Learning Lab: HR Transactions | 3 p.m. – 4 p.m.
- NCN Readiness Check-In | 11 a.m. – 12 p.m.
- Learning Lab: Supplier Contracts – eSignature | 10 a.m. – 11 a.m.

MONDAY 27 – FRIDAY 31

Monday 27 – Thursday 30: **Office Hours [Daily]: HCM** | 10 a.m. – 11 a.m. and 2 p.m. – 3 p.m.

Monday 27 – Friday 31: **Office Hours [Daily]: Procurement** *(APOs and PRO Super Users only)* | 2 p.m. – 3 p.m.

Monday 27 – Friday 31: **Office Hours [Daily]: Payroll** *(Payroll Partners Only)* | 10 a.m. – 12 p.m.

Monday 27 – Tuesday 28: Office Hours [Daily] : Core FIN | 10 a.m. – 12 p.m.

Tuesday 28 – Thursday 30: **Office Hours [Daily]: P-Card** *(P-Card Administrators)* | 3 p.m. – 4 p.m.

Tuesday 28 – Wednesday 29: Office Hours [Daily]: Payroll Accounting | 1 p.m. – 2:30 p.m.

27 (Monday)
- Office Hours: Benefits | 10 a.m. – 12 p.m.
- Learning Lab: Supplier Contracts – Basic Navigation and Search | 11 a.m. – 12 p.m.

28 (Tuesday)
- Office Hours: A/R Billing | 10 a.m. – 11 a.m.
- Office Hours: Security | 10 a.m. – 11 a.m.

29 (Wednesday)
- Check-In: Super User *(FIN & HCM)* | 10 a.m. – 11 a.m.

30 (Thursday)
- Office Hours: Benefits | 10 a.m. – 12 p.m.
- Office Hours: A/R Billing | 10 a.m. – 11 a.m.
- Office Hours: Projects & Assets | 1 p.m. – 2 p.m.
- Office Hours: Security | 2 p.m. – 3 p.m.

31 (Friday)
- Learning Lab: Manage Compensation | 10 a.m. – 11 a.m.
- Learning Lab: Recruiting & Onboarding | 1 p.m. – 2 p.m.
- Learning Lab: HR Transactions | 3 p.m. – 4 p.m.
- NCN Readiness Check-In | 11 a.m. – 12 p.m.
- Learning Lab: Supplier Contracts – Create an Agency Contract | 10 a.m. – 11 a.m.

Functional and admin-based users should visit the Support Portal to access business area resources

Tip: Check “My Tasks” Daily

“My Tasks” Today. No Delays Tomorrow.

GA@WORK
Delivered by The NextGen Project

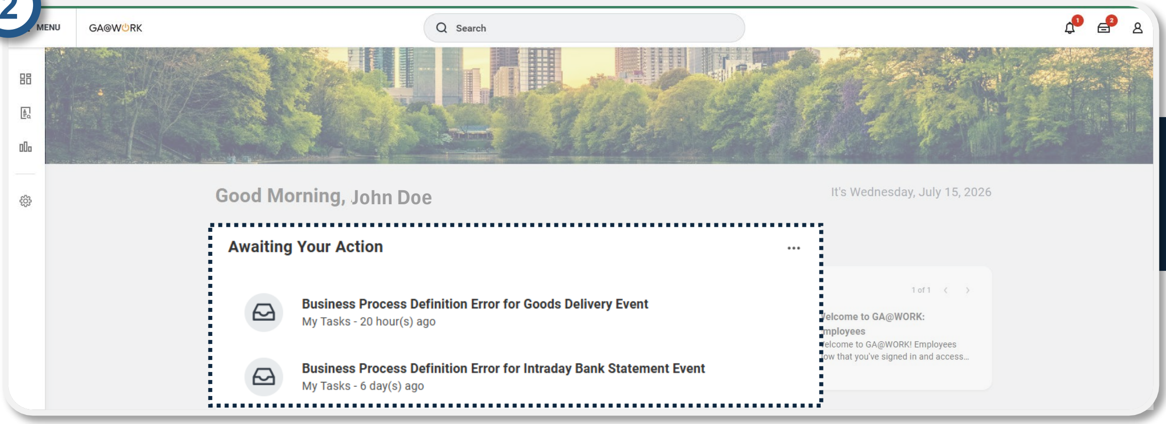
“My Tasks” is for **everyone.** Managers and task approvers should check their “My Tasks” daily at minimum to avoid delays.

Check “**My Tasks**” in a variety of ways, including:

1

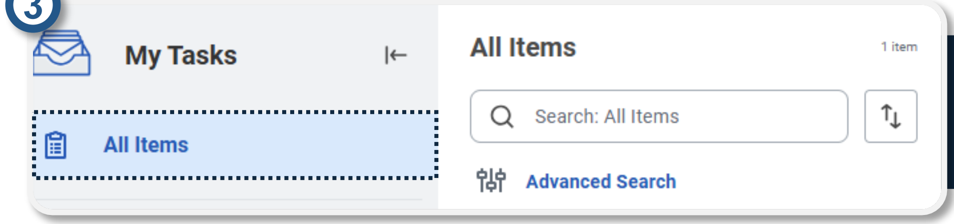
Open “My Tasks” anytime from the top navigation.

2



Review tasks awaiting your approval from the homepage.

3



Open and complete items ready for action in “**My Tasks.**”

Reminders

Mary Chapman

Procure-to-Pay End to End Demonstration

Walkthrough of integrated procurement, accounts payable and asset management workflows

Rescheduled! **Monday, August 17 | 9 a.m. – 2 p.m. (webinar)**

- **Supplier Management –** Supplier setup and processing changes
- **Procurement Workflow –** End-to-end journey from requisition to receipt
- **Accounts Payable –** Processing supplier invoices
- **Asset Management –** Registering a business asset from a supplier invoice
- **Payment Processing –** Releasing AP payments and executing settlement runs

Relevant Roles:

- Spend Settlement Specialist
- Accounts Payable Data Entry Specialist
- Buyers and Requesters
- Supplier Liaison
- Business Asset Tracking Specialist
- Business Asset accountant
- Business Asset Analyst

July 21

Email with registration link sent from **GAatWORK_SAO_Training@sao.ga.gov**

New GA@WORK Marketplace for Suppliers

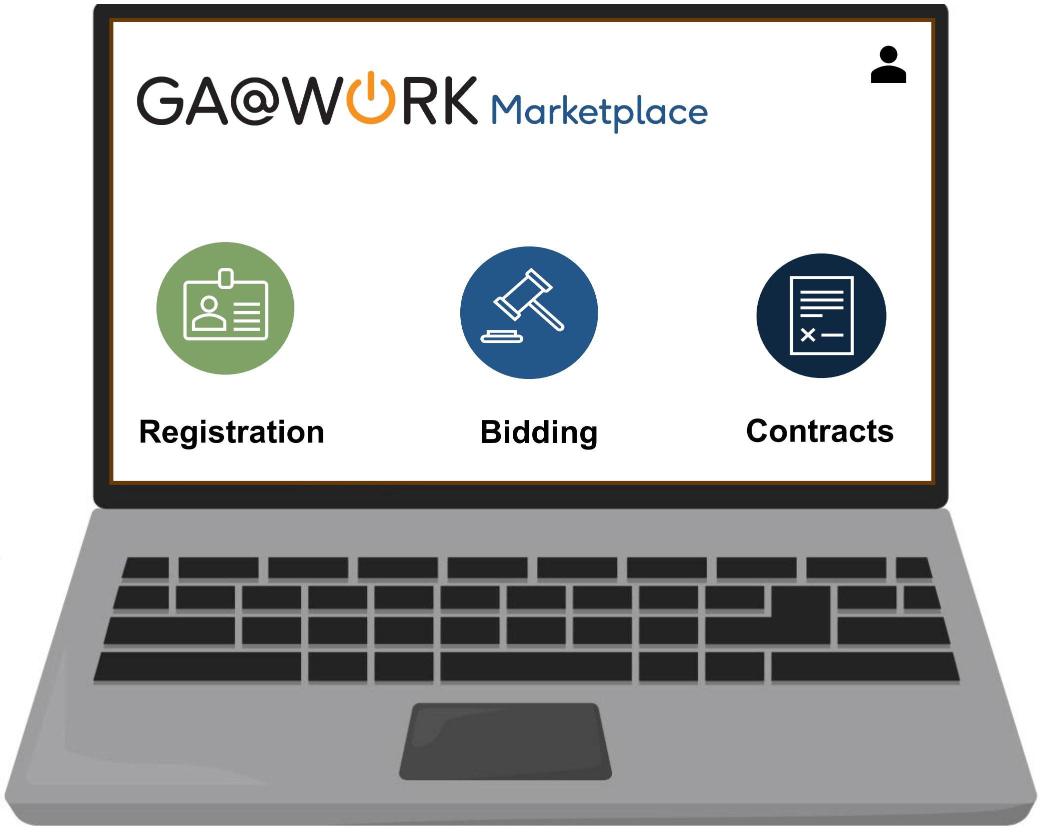
A modern, unified experience for supplier registration, bidding, and contract management

GA@WORK Marketplace
Registration | Bidding | Contracts

Launched July 1, 2026

Accessible from the DOAS website

Replaces Team Georgia Marketplace™ Supplier Portal



Post Go-Live Supplier Training

How to Get Registered and Update your Profile

- Tuesday, July 7, 10:00 AM – 12:30 PM
- Tuesday, July 21, 10:00 AM – 12:30 PM

How to Bid

- Thursday, July 9, 10:00 AM – 12:00 PM
- **Thursday, July 23, 10:00 AM – 12:00 PM**

[Register Online at Events | Georgia Department of Administrative Services - DOAS]

Expanded Training Resources

New Job Aids Available on the DOAS website

GA@WORK

Respond to Sourcing Events

DESCRIPTION

This guide will show *Suppliers* how to *Respond to Sourcing Events* in *GA@WORK Marketplace for Suppliers*.

Note: To learn how to register or review the public bids portal information, review the job aids for those processes.

OVERVIEW

The key steps in the process are below:

1. Access **Participation Email** or **Public Opportunities**.
2. Access **Sourcing Events**.
3. Enter **Sourcing Events** information.
4. Submit **Sourcing Event Bid Response**.

Business Process:

Access Participation Email or Public Opportunities → Access Sourcing Event → Enter Sourcing Event Information → Submit Sourcing Event Bid Response

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.

5/26/2026 Version 1 1

GA@WORK

Respond to Sourcing Events (Part 1 of 42)

INSTRUCTIONS

1. To access the **Sourcing Event,** follow one of the entry point information below, then skip to **Step 31** to complete the **Sourcing Event Bid Response** information.

Access Point	Step Information
Email Link Invitation	2 - 7 (slides 3- 5)
GPR public interface Event Search	8 - 11 (slides 6- 7)
JAGGAER Supplier Network	12 - 21 (slides 8-12)
Public opportunity in GA@WORK Supplier Marketplace	22 - 30 (slides 13-16)

5/26/2026 Version 1 2

Training Resources Includes:

- **Job Aids**
- Sourcing Events Guidance
- **Step-by-Step Instructions**
- Supplier Support Resources

Key Dates

Post go-live, the project team will conduct activities to finish sunsetting TeamWorks and transition to GA@WORK. During this process, access to TeamWorks will change and the ability to complete certain tasks will be restricted.

July 1

Contract file catch-up for TeamWorks contracts entered after Jun 5.

NOTE: Any changes to contracts in TeamWorks after July 1 were NOT migrated to GA@WOK Marketplace.

July 24

Converted open Purchase Orders (Fiscal Year 2026 and prior TeamWorks POs) will be available in GA@WORK on July 24

CAUTION: Please wait for confirmation from SAO prior to making any changes. Please LIMIT changes to converted POs.

July 31
Corrected Date (previously announced as August)

Final day of access to **TeamWorks Strategic Sourcing** to finalize award or close out existing solicitations. System access ends at **7:00 PM on Friday, July 31**.

After July 31, follow SPD's instructions to finalize award of any remaining TeamWorks solicitations.

Important: Download and save sourcing events and bids as needed.

Reminder: No new solicitations may be posted in TeamWorks.

August 1 - 2

TeamWorks System Maintenance from Saturday, August 1 through Sunday August 2, 2026. **System will be completely offline** for mandatory maintenance and migrating system data to GA@WORK.

August 3

Read-Only Access to TeamWorks is available at **8:00 AM** on August 3, 2026. A new login link/URL will be posted on the current TeamWorks login page. The read-only access is expected to remain available through December 31, 2026.

GA@WORK stay in the know!

Check out the
GA@WORK Procurement website:
[GA@WORK Procurement | Georgia Department of Administrative Services - DOAS]

Follow us on LinkedIn:
@ **GA State Accounting Office**

@ **Georgia DOAS State Purchasing Division**

SPD stay in the know!

Please use the following mailboxes to submit questions and requests:

procurementhelp@doas.ga.gov	Technical issues with the Georgia Procurement Registry, JAGGAER Sourcing Director or Team Georgia Marketplace™
spdpolicy@doas.ga.gov	Questions regarding the Georgia Procurement Manual, special approvals, etc.
cardprograms@doas.ga.gov	Questions regarding the Statewide Purchasing Card (PCard) program, plan amendments, and special approvals
Georgia.learning@doas.ga.gov	Questions about training, requests for access, issues with Learning Management System (LMS)
Doas.audits@doas.ga.gov	Questions about audits, etc.
Agency.sourcing@doas.ga.gov	Requests for assistance with solicitations, requests to exceed DPA, approval of sole sources more than $500,000, etc.

thank you!