

PO Category (NIGP) Code Search

To continue improving the TeamWorks Financial user's experience, SAO has partnered with TGM to enhance the Maintain Purchase Order page by providing a link to the Georgia Procurement Registry (GPR) website where users can search for more accurate NIGP Codes. Our goal is to provide a tool that will assist in the selection process to ensure that purchases are correctly categorized for reporting purposes for the State Purchasing Department.

How do I access GPR from the PO? Navigation: **NavBar > Navigator > Purchasing > Purchase Order > Add/Update POs**, click the **look-up** icon.

Georgia Procurement Registry Item Search

Line	Item	Description	PO Qty	UOM	Category	Georgia Procurement Registry Item Search	Price	Merchandise Amount	Status
1		LIGHT TRUCK TIRES	3.0000	EA	86307		300.00000	900.00	Active
2		MEDIUM TRUCK TIRES	3.0000	EA	86310		350.00000	1,050.00	Active

Figure 1 – Georgia Procurement Registry icon is located between Category and Price on the PO line.

Georgia Procurement Registry

NIGP KEY WORD SEARCH

The NIGP descriptions at both the 3 digit and 5 digit level will be searched.

Please enter key word or phrase in the appropriate box.
Partial word search criteria may be used.
Words and phrases are NOT case sensitive.
Up to three words or phrases connected by "and" or "or" may be used for each search.

and or

and or

NIGP SEARCH Reset

PR_nigp_keyword_selectionPUBLIC.jsp

Note: After the user enter their search criteria and click on **NIGP Search** button. The system displays the search results matching the search criteria.