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

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

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