

Contract Management Crosswalk

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- The Contract Management Crosswalk is a tool to help Contract Management professionals navigate the change from the legacy system to GA@WORK Marketplace.
- Refer to training materials for additional instructions and go to the GA@WORK Resource Library for additional resources.

| Topic | Initiate/complete in legacy system by: | Initiate/complete in GA@WORK Marketplace by: | Special notes: |
|------------------------------------|--|---|--|
| Contract Types | Contract Administrators must complete the Set ID, Contract ID, Style ID and select a process option to create a contract which is limited to goods, services, and general contract styles. | A larger selection of contract types to choose from as well as enhanced reporting options. Public Works and Revenue contracts and data share and data use agreements will be included as new contract types. | To override the contract type, it must be checked out and in DRAFT status. |
| Enhanced Search Capabilities | Contract Administrators can search by multiple fields, but information must be known to use those options. | Ability to search contracts using the custom fields as well as by contract administrator, second party (supplier) and begin and end dates to name a few. | End users can use the "add filter" option to minimize their search results and add quick filters to their main contract search page. |
| Version History | Contract Administrators would have to choose maintain document and review the attachments on the contract to determine the status. | Users have the option to view the log of all actions performed on the record. | Contract Administrators can view when an old version of a contract, which is no longer in effect, has been replaced by a newer version of the contract with the status Executed in Effect. |
| e-Signature Capabilities | The e-Signature process sits outside ofTeam Georgia Marketplace. | If the contract is set to use e-Signature and the manual signature placement option is selected, when it reaches the appropriate e-Signature workflow step it will stop and display the pending signature status. | Contract Administrators will need to launch signature contract action to open the e-Signature provider application (Adobe). |