

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: **Main Menu** → **Purchasing** → **Purchase Orders** → **Add/Update POs**, click the lookup icon

Georgia Procurement Registry Item Search



Line	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1	NIGP test 1	1.0000	EA	83226	1.00000	1.00	Active			

Georgia Procurement Registry Item Search

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



The 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

PR_nigp_keyword_selectionPUBLIC.jsp

Figure 2 - Clicking on icon will open up TGM Georgia Procurement Registry