



Supplier Frequently Asked Questions (FAQ)

I have never been registered as a supplier with the State of Georgia. How do I get started?

Step 1: After completing CACFP/SFSP Training, email a copy of your institution's W-9 to

NutritionVMFandEEF@dec.al.ga.gov.

Step 2: Use the [GA@WORK Marketplace for Suppliers Login](#) to create your supplier profile and complete the registration process. Please note that a link to the registration portal and instructions for completing the registration process will also be emailed to you.

Step 3: After completing registration, you **must provide** your supplier ID to

Finance.Nutrition@dec.al.ga.gov. Your Supplier ID should begin with "BID" followed by numbers (example: BID12345).

I am already registered as a supplier. Where do I update my information?

If you were an existing State of Georgia supplier prior to July 1, 2026, and need your supplier username and password, email Finance.Nutrition@dec.al.ga.gov for instructions on obtaining your login credentials.

If you already have your login credentials, use the [GA@WORK Supplier Management Login](#) to manage your supplier account, including:

- Updating your W-9 information
- Updating banking information
- Maintaining your supplier account information
- Viewing and managing your supplier profile
- To ensure our records remain accurate, please inform Finance.Nutrition@dec.al.ga.gov whenever changes are made to your supplier profile. An updated W-9 form should also be submitted to Finance.Nutrition@dec.al.ga.gov following any such changes.

What version of the W-9 form is accepted? Only the **March 2024** version of the IRS W-9 form is accepted. The version date can be found:

- In the top left corner of the form
- In the bottom right corner of the form

How long does it take for the State Accounting Office to approve a New Registration or updates to a supplier profile? Approval timeframes vary. The State Accounting Office has not established a standard processing timeline for supplier registrations or account updates.

Who can I contact if I have questions? For questions regarding W-9 submissions, general questions about supplier registration or supplier updates contact Finance.Nutrition@dec.al.ga.gov. For password reset or assistance with GA@WORK portal, Contact the **State Accounting Office (SAO) Help Desk** at 770-357-5555 (Option 2, then Option 2) or by email at Supplier@sao.ga.gov.