**Getting Started as the Requester in the Georgia*FIRST* Marketplace**

In order to begin shopping in the Georgia*FIRST* Marketplace, this job aid is designed to help you get started in the application for the first time.

**Role: Requester**

* You are authorized to build requisitions from shopping carts in the Georgia*FIRST* Marketplace assigned to you by Shoppers, as well as to shop and create requisitions for yourself. You are also able to create Special Request Requisitions.
	+ Marketplace Requisition: Created from items selected in the Georgia*FIRST* Marketplace
	+ Special Request Requisitions: Created from items not selected in the Georgia*FIRST* Marketplace (non-contract/catalog items)
* Before a Shopper can assign a cart to you, you must log into the Georgia*FIRST* Marketplace at least once to establish your Requester profile.

**Your Default Chartfields are:**

|  |  |
| --- | --- |
| Business Unit: |  |
| Department: |  |
| Fund Code: |  |
| Class Field: |  |
| Program: |  |
| Project: |  |

**PeopleSoft Login Information:**

|  |  |
| --- | --- |
| PeopleSoft Financials Core URL: |  |
| PeopleSoft User ID: |  |
| Default PeopleSoft Password: |  |

*You will be required to change your default password. Keep your PeopleSoft password protected.*

**If you have questions or are in need of support:**

|  |  |
| --- | --- |
| <name><title> | Phone: Email:  |
| <name><title> | Phone: Email:  |
| <name><title> | Phone: Email:  |

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1. Log into PeopleSoft Financials through the URL on page 1.
2. Ensure your **pop-ups** for the PeopleSoft site are disabled.
3. In the menu, select **eProcurement**.
4. Select **Create Requisition**.
5. Select **Add Items and Services**.
6. Select the **GaFirst Marketplace** tab.
7. Click on the **Georgia*FIRST* Marketplace** Merchant link.
8. Click on the **profile** link next to your name.
9. Ensure your Name, Phone, Email Address, Business Unit, and Department are correct. If they are not, notify your ePro Administrator.
10. Select the **Personal Settings** sub-tab.
11. In the **Color Theme** drop down list, select your institution and click the **Save** button.
12. To begin shopping, click on the **home/shop** tab. To leave the Georgia*FIRST* Marketplace, click the PeopleSoft **Home** link.

Your Shoppers can now designate you as their Requester.