**Suggested Online Lessons for Requesters**

The lessons below are suggested for ePro and Georgia*FIRST* Marketplace Requesters. Depending on your actual responsibilities, you may not need to review every lesson. Check with your Department Manager and/or Procurement Office to help determine which lessons you should view. Beginning on page 2 of this document are the objectives in each of these lessons.

Reminder: Each lesson includes audio. You will need speakers or headphones to listen to the audio portion of the lessons.

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|  | Online Lessons for Requesters |
|  | EPMP01\_Introduction to ePro and the Georgia*FIRST* Marketplace |
|  | EPMP08\_Getting Started as a Requester |
|  | EPMP04\_eProcurement and Georgia*FIRST* Marketplace Approvals |
|  | EPMP09\_Introduction to Requisitions |
|  | EPMP05\_How to Search for Items in the Georgia*FIRST* Marketplace |
|  | EPMP10\_Creating a Marketplace Requisition from an Assigned Cart |
|  | EPMP11\_Creating a Special Request Requisition |
|  | EPMP12\_Creating a Marketplace Requisition from Your Own Shopping Cart |
|  | EPMP07\_Creating Georgia*FIRST* Marketplace Folders and Favorites |
|  | EPMP13\_Managing Requisitions  |
|  | EPMP14\_Special Request Requisition Favorites and Templates |
|  | EPMP18\_Desktop Receiving  |

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| EPMP01\_Introduction to ePro and the Georgia*FIRST* Marketplace |
| Approximate Time: | 17 minutes |
| Objectives: | * Define ePro
* Define Georgia*FIRST* Marketplace
* List the benefits of using ePro and the Georgia*FIRST* Marketplace
* List the ePro/Marketplace roles and their responsibilities
* Identify the process flow of using ePro and the Georgia*FIRST* Marketplace for procuring goods
* Identify how information is passed between PeopleSoft Financials and the Georgia*FIRST* Marketplace
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| EPMP08\_Getting Started for the First Time as a Requester in the Georgia*FIRST* Marketplace |
| Approximate Time: | 11 minutes |
| Objectives: | * Identify the importance of logging into PeopleSoft and entering the Georgia*FIRST* Marketplace immediately
* Identify how to log into PeopleSoft Financials and enter the Georgia*FIRST* Marketplace
* Identify the contents of the Georgia*FIRST* Marketplace Home Page
* Define how to update your default color theme in the Georgia*FIRST* Marketplace
* Identify what default Chartfields are and why they are necessary
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| EPMP04\_ePro and Georgia*FIRST* Marketplace Approvals  |
| Approximate Time: | 18 minutes |
| Objectives: | * Describe how ePro approvals work
* Describe the basic process flow of approvals
* Define Worklist
* Identify the notifications involved with approvals
* Identify the different approval stages and paths
* Define approver deadlines
* Identify what happens when approver deadlines are missed in the system
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| EPMP09\_Introduction to Requisitions |
| Approximate Time: | 15 minutes |
| Objectives: | * Define Marketplace Requisition
* Define Special Request Requisition
* Identify the basic steps for creating a requisition in ePro
* Identify where requisition defaults can be set
* Identify where items are added to a requisition
* Identify where you can modify requisition lines
* Identify where you can preview the approval chain
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| EPMP05\_How to Search for Items in the Georgia*FIRST* Marketplace  |
| Approximate Time: | 22 minutes |
| Objectives: | * Identify how to perform a simple search in the Georgia*FIRST* Marketplace
* List the categories of items in the Georgia*FIRST* Marketplace
* Describe how items are displayed on the search results page
* Identify how to filter search results
* Define how to compare items
* Identify how to switch between a simple search and an advanced search
* Identify how to search from the Purchasing Showcase
* Define how to search from Punch-Out Suppliers
* Identify how to browse by category
* Identify how to browse by supplier
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| EPMP10\_Creating a Marketplace Requisition from an Assigned Cart |
| Approximate Time: | 30 minutes |
| Objectives: | * Identify how a Requester is notified of an assigned shopping cart
* Identify how to create a Marketplace Requisition
* Define how to access an assigned shopping cart from the Georgia*FIRST* Marketplace
* Define how to pull a shopping cart into a Requisition
* Define how to indicate the Shopper as the official Requester
* Identify how to add comments to a requisition line or whole requisition
* Identify how to preview the approval chain for a requisition
* Identify how to submit a requisition
* Define how to edit the distribution for a requisition line
* Define how to split the distribution for a requisition line
* Define how to enter asset information for a requisition line
* Identify how to insert additional approvers into the approval chain
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| EPMP11\_Creating a Special Request Requisition |
| Approximate Time: | 31 minutes |
| Objectives: | * Identify how to create a Special Request Requisition
* Define how to set up requisition defaults for a Special Request Requisition
* Identify how to add items to a Special Request Requisition
* Identify how to add comments
* Identify how to preview the approval chain of a requisition
* Identify how to submit a requisition for approval
* Define how to edit the distribution for a requisition line
* Define how to split the distribution for a requisition line
* Define how to enter asset information for a requisition line
* Identify how to insert additional approvers into the requisition’s approval chain
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| EPMP12\_Creating a Marketplace Requisition from Your Own Shopping Cart |
| Approximate Time: | 19 minutes |
| Objectives: | * Identify how to create a Marketplace Requisition from your own shopping cart
* Define how to build a shopping cart in the Georgia*FIRST* Marketplace
* Identify how to delete a cart in the Georgia*FIRST* Marketplace
* Identify how to begin building a new cart
* Define how to pull your shopping cart into a Requisition
* Identify how to add comments to a Requisition
* Define how to edit the distribution for a requisition line
* Define how to split the distribution for a requisition line
* Define how to enter asset information for a requisition line
* Identify how to preview the approval chain for a Requisition
* Identify how to insert additional approvers into the approval chain
* Identify how to submit a Requisition
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| EPMP07\_Creating Georgia*FIRST* Marketplace Folders and Favorites |
| Approximate Time: | 16 minutes |
| Objectives: | * Define Marketplace Favorite
* Define Marketplace Folder
* Identify what items should not be saved as favorites
* Identify how to create a Marketplace folder and sub-folder
* Identify how to add an item as a personal favorite
* Detail how to add a favorite item to your shopping cart
* Identify how to move or copy a favorite item to a different folder
* Identify how to edit a favorite item
* Identify how to delete a favorite item
* Identify how to delete a folder
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| EPMP13\_Managing Requisitions |
| Approximate Time: | 17 minutes |
| Objectives: | * Locate the Manage Requisitions page
* Describe the various search criteria that can be used on the Manage Requisitions page
* Define the various Requisition Statuses
* Define the various Budget Checking Statuses
* Use the Manage Requisitions page to review information
* Use the Manage Requisitions page to edit a requisition
* Use the Manage Requisitions page to delete a requisition line
* Use the Manage Requisitions page to cancel a requisition
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| EPMP14\_Special Request Requisition Favorites and Templates  |
| Approximate Time: | 14 minutes |
| Objectives: | * Define Special Request Requisition Favorites
* Define Special Request Requisition Templates
* Identify how to save an item as a Special Request Requisition Favorite
* Identify how to add a Favorite Item to a Special Request Requisition
* Identify how to delete a favorite item
* Identify how to create a personal template for Special Request Requisitions
* Identify how to apply a template to a Special Request Requisition
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| EPMP18\_Desktop Receiving  |
| Approximate Time: | 7 minutes |
| Objectives: | * Define desktop receiving
* Identify who should receive items
* Identify how to create a desktop receipt
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