**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 |