**Suggested Online Lessons for Shoppers**

The lessons below are suggested for Georgia*FIRST* Marketplace Shoppers. 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 Shoppers |
|  | EPMP01\_Introduction to ePro and the Georgia*FIRST* Marketplace |
|  | EPMP02\_Getting Started as a Shopper through PSFIN Self Service |
|  | EPMP03\_Getting Started as a Shopper through PSFIN Core |
|  | EPMP04\_eProcurement and Georgia*FIRST* Marketplace Approvals |
|  | EPMP05\_How to Search for Items in the Georgia*FIRST* Marketplace |
|  | EPMP06\_Building and Assigning a Shopping Cart |
|  | EPMP07\_Creating Georgia*FIRST* Marketplace Folders and Favorites |
|  | 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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| EPMP02\_Getting Started for the First Time as a Shopper in the Georgia*FIRST* Marketplace through PSFIN Self Service  |
| Approximate Time: | 13 minutes |
| Objectives: | * Identify how to log into PeopleSoft Financials and enter the Georgia*FIRST* Marketplace
* Identify the contents of the Georgia*FIRST* Marketplace
* Define how to setup your default Requester
* 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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| EPMP03\_Getting Started for the First Time as a Shopper in the Georgia*FIRST* Marketplace through PSFIN Core System  |
| Approximate Time: | 13 minutes |
| Objectives: | * Identify how to log into PeopleSoft Financials and enter the Georgia*FIRST* Marketplace
* Identify the contents of the Georgia*FIRST* Marketplace
* Define how to setup your default Requester
* 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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| 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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| EPMP06\_Building and Assigning a Cart in the Georgia*FIRST* Marketplace  |
| Approximate Time: | 26 minutes |
| Objectives: | * Identify the process of building and assigning a shopping cart
* Differentiate active versus draft carts
* Add items to your shopping cart through various methods
* Identify how to access your shopping cart
* Define how to rename your shopping cart
* Identify how to edit your cart by removing items or updating quantity of items
* Identify how to assign your cart to a Requester
* Identify how to un-assign a cart
* Identify the notifications you may receive through the process as a Shopper
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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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| 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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