**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 |