ePROCUREMENT BUSINESS PROCESSES

eProcurement Administration

ePro Setup
EP.010.040 Creating Buyers
EP.010.050 Creating Requesters
EP.080.070 Updating BUD REF for all Requesters at Year End

ePro Workflow and Approver Maintenance
EP.080.040 Modifying User Email Address for Notifications
EP.080.020 eProcurement Monitor Approvals for Reassignments
EP.010.070 Updating Department Manager ID
EP.010.071 Adding/Updating Additional Department Approver
EP.010.080 Updating Project Manager ID
EP.010.081 Adding/Updating Additional Project Approver
EP.080.050 Assigning an Alternate Approver

eProcurement Requisitions

Creating and Managing Requisitions
EP.020.500 Creating a Special Request Requisition
EP.020.501 Creating a GeorgiaFIRST Marketplace Requisition
EP.020.503 Creating a Requisition with a Procurement Contract
EP.020.620 Selecting, Adding, and Deleting Favorite Items
EP.020.610 Creating and User Personal Templates
EP.010.010 Understanding Requisition Defaults
EP.020.540 Managing Requisitions
EP.020.550 Editing, Saving, and Submitting an Requisition
EP.020.560 Canceling Requisitions and Deleting Requisition Lines

ePro Approver Actions
EP.020.660 Approving or Denying a Requisition
EP.020.670 Push-Back an Requisition
EP.020.680 Delegating Requisition Approval
EP.020.690 Using Ad Hoc Requisition Routing

Requisition Processing
EP.020.590 Using the Buyer Center
EP.020.570 Budget Checking Requisitions
EP.020.760 Expedite Requisitions
EP.020.650 Using the Requester’s Workbench
EP.020.710 Running Requisition Closing Process

eProcurement – Queries and Reports are located in the eProcurement and Purchasing v9.2 Queries and Reports Job Aid on the GeorgiaFIRST Financials website.