

ePROCUREMENT BUSINESS PROCESSES

eProcurement Administration

ePro Setup

EP.020.490	ePro Overview
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.010.060	Validating ePro Roles to User IDs
EP.080.010	Establishing Approver/Supervisor Route Controls
EP.080.040	Modifying User Email Address for Notifications
EP.080.020	eProcurement Monitor Approvals for
EP.010.070	Updating Department Manager ID
EP.010.071	Updating Additional Department Manager ID
EP.010.080	Updating Project Manager ID
EP.080.050	Assigning an Alternate Approver

eProcurement Requisitions

Creating and Managing Requisitions

EP.020.500	Creating an ePro Requisition
EP.020.530	Adding a Travel Requisition for Non-Employee
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 ePro Req
EP.020.560	Canceling ePro Reqs and Deleting Req Lines

ePro Approver Actions

EP.020.660	Approving or Rejecting an ePro Requisition
EP.020.670	Push-Back an ePro 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.