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 Reassignments
- 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.020.720  Routing ePro Invoices
- 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 Requisition Reconciliation Workbench
- EP.020.710  Running Requisition Closing Process

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