

Team Georgia Marketplace



Wave 2 Go Live Webinar

March 2, 2010

Purpose

To encourage you to get out there and use Team Georgia Marketplace™!

- Boost your confidence
- Walk through basic purchasing tasks as a refresher
- Record the session for future reference

We have learned...

- The more you use it, the faster you learn it.
- Coach and learn from each other.

This is an informal session

- Try to hold questions until after the task demonstrations



Topics for today...

- Requisitions
 - Entering a requisition for office supplies
 - Entering a special requisition
 - Creating a requisition for contract
 - Approving requisitions
 - Managing requisitions
- Purchase Orders
 - Approving a purchase order
 - Updating a purchase order
 - Dispatching a purchase order
- P-Card Charges
 - Setting up P-Card pagelet
 - Reconciling charges
 - Approving charges
 - Queries

Kyle Morton



Team Georgia Marketplace™



Financial Systems

PeopleSoft FSCM

User ID:

Password:

[Forgot your password?](#)

Important Notice

This is a State of Georgia application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by Georgia Technology Authority's appropriate use policy. All information in the system belongs to the State of Georgia and may be read or monitored by authorized persons.

By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources.

Next Steps

Users

- Get out there and use Team Georgia Marketplace™!
- Go to Change My Password and set up your security questions right away
- Review your training
- Check with Super Users for guidance and tips
- Check with your peers to see who has already completed tasks



Advisors

- Ensure your agency leadership team understands the ramp up time it may take some users to complete.
- Take time to listen to your users and forward their comments to the Team Georgia Marketplace™ group.



Thank you for the time you have invested in learning more about this project. Your continued support and participation will determine its success! Please contact your Business Advisor if you have any questions.

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