

Team Georgia Marketplace



Go-Live Webinar

May 26, 2010

eProcurement Overview

- Enter Team Georgia Market Place Requisition for office supplies
- How to modify the chartfields
- Review and Submit
- Run budget checking
- Enter special request requisition
- Approve requisition

Worklist

Approval Page

ePro Buyer Overview

- ePro reqs to be sourced pagelet
- Requisition Selection Page
- Staging tables
- Manage requisition page
- Searching for open POs
- Updating Purchase Orders
- Approving PO
 - Amount approval
 - Chartfield approval
- Dispatching POs

Pcard Overview

- Setting up the Pcard pagelets
- Reconciling charges
 - Splitting charges and linking to purchase order lines
 - Disputing charges
- Approving charges
- Pcard queries available