



eProcurement Guides		
Title	Description	Documents
ePro Ad-Hoc Between Agencies	Adding an SPD Approver to Requisitions	Current Document
ePro Change Accounting Defaults	Changing Accounting Defaults	Current Document
ePro Change Chart fields at the Line Level	Changing Chart fields at the Line Level	Current Document
ePro Create Requisition for a Statewide Contract Item	Creating a Requisition for a Statewide Contract Item	Current Document
ePro Cancel a Requisition	How to Cancel a Requisition	Current Document
How to Print EDX PO's	How to Print PO's via EDX	Current Document
Stage Requisitions	Steps to Stage a Requisition	Current Document
Creating a Special Item Requisition	How to create a Special Item Requisition	Current Document
ePro Receive Items	How to receive items in ePro	Current Document
ePro Approving a Requisition	How to approve a requisition in ePro	Current Document

PCard Guides		
Title	Description	Documents
Approve P-Card Transaction	How to Approve P-Card Transaction	Current Document
P-Card Voucher Create Process	P-Card Voucher Creation Process	Current Document
P-Card Roles	Understanding P-Card Roles	Current Document
Link PO line to a P-Card Transaction	How to link PO lines to a P-Card Transaction	Current Document
Reconcile P-Card Transactions	How to Reconcile P-Card Transactions	Current Document
Link PO Lines To Overcharge P-Card Transaction	Steps to Overcharge P-Card Transaction	Current Document
Link PO Lines to Decrease P-Card Transaction	Steps to Decrease P-Card Transaction	Current Document
Add New Line(s) to Existing Requisitions using P-Card	How to Add new Line(s) to Existing Requisitions using P-Card	Current Document

Contract Guides		
Title	Description	Documents
Contract Entry	How to make Contract Entries	Current Document
Create Document	How to Create a Contract	Current Document
Create Contract Amendment	How to Create a Contract Amendment	Current Document
Cancel Contract	How to Cancel a Contract	Current Document
Create Contract Renewal	How to Create a Contract Renewal	Current Document
Contract Entry / Pre Go-Live	How to make Contract Entries Pre Go-Live	Current Document
Create Contract Agreements	How to Create Contract Agreements	Current Document
Single PO with Renewable Contracts	How to encumber funds for Contract Renewals.	Current Document



Strategic Sourcing Guides		
Title	Description	Documents
SS Analyze Event	Analyzing an Event	Current Document
SS Award Event	Awarding Event	Current Document
SS Canceling An Award to a General Contract	Canceling An Award to a General Contract	Current Document
SS Canceling An Award to a Purchase Order	Canceling An Award to a Purchase Order	Current Document
SS Canceling An Event	Canceling An Event	Current Document
SS Collaboration Entry	Creating a Collaboration Entry	Current Document
SS Collaboration Review	Understanding a Collaboration Review	Current Document
SS Event Create	Creating an Event	Current Document
SS Event Modify-Edit-Addendums	How to Modify and Edit-Addendums	Current Document
SS Partial Award	Partial Award Quick	Current Document
SS Post NOIA	Posting a Notice Of Intent to Award	Current Document
SS Posting NOA (GPR)	Posting Notice Of Award (GPR)	Current Document
SS Review RFI	How do you Review RFI	Current Document
SS Copy From Delimited _Excel_ File	How to Copy From Delimited Excel File	Current Document
SS How to run reports	SS How to run reports	Current Document

Virtual Catalog Guides		
Title	Description	Documents
Searching Tips for Virtual Catalog	Guide to Searching Tips on Virtual Catalog	Current Document
Copying a Previous Cart/Order	How to copy a previous cart or order	Current Document
Using Favorites	How to use favorites	Current Document
Staples Punch-Out Security for IE	How to answer staples punch-out security questions for Internet Explorer.	Current Document

Security Guides		
Title	Description	Documents
Security Form	Guide to completing security form when requesting roles.	Current Document
Changing Origins for Requesters	Guide to changing origins for requesters.	Current Document

Miscellaneous		
Title	Description	Documents
TIF to JPEG Conversion Guide	Guide to converting a TIF to JPEG file.	Current Document