



Quick Facts

LENGTH
1 day

**CONTACT
HOURS**
8

START TIME
8:30 AM

END TIME
4:30 PM

eProcurement for P.O. for Buyers

Course Description:

The purpose of this training session is to prepare agency buyers to create, manage and approve requisitions, and to stage and source purchase orders.

Audience:

Professionals who are assigned the responsibility of creating requisitions and purchase orders.

Objectives:

At the completion of this training course, you will be able to do the following:

- Define a Requisition
- Add Items & Services to the Requisition
- Search Hosted Catalog in Team Georgia Marketplace
- View Contract information
- Compare Products/Contract Items
- Use Special Request options to add items/services
- Save and Select Favorite Items
- Create Favorite folders and Templates
- Attach Documents & Forms
- Review & Submit the Requisition for approval
- Search for requisitions
- Cancel, copy or edit a requisition
- Approve a requisition
- Deny or pushback
- View Requisition Lifespan
- Stage and dispatch a purchase order
- Create a change order for an electronically dispatched purchase order

Prerequisites:

- **Navigation**
- **Fundamentals of State Purchasing**