

## Quick Facts

### LENGTH

1/2 day

### CONTACT HOURS

4

### START TIME

TBD

### END TIME

TBD

## TGM20L eProcurement for Requestors

### Course Description:

The purpose of this training session is to review the self-service requisitioning and show students how to create and manage their own requisitions from searching for items and submitting requisitions to tracking statuses and changing requisitions.

### Audience:

- Requisitioners
- Buyers
- Approvers

### Objectives:

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

- Create a Requisition
- Attach documents & Forms
- Use a Pcard on a Requisition
- Review and Submit the Requisition
- Express Forms to Create Requisitions
- Search Hosted Catalogs & Use Punchout (SciQuest)
- View Requisition Lifespan
- Edit a Requisition
- Cancel a Requisition
- Approve a Requisition
- Insert Approver (Ad hoc Approval)
- Reassign Requisitions for Approval (Worklist & Profile)
- Deny a Requisition
- Pushback a Requisition
- Use the Buyer Center
- Receive in ePro

### Prerequisites:

- Navigation