

## Required Training for Team Georgia Marketplace Roles

(The classes listed below only include the classes required for TGM access. [Click to view Certification Paths.](#))

P-Card Administrator (TGM70H)  
&  
Voucher Training(TGM80H)

- A request must be sent to MuKesh Patel to request a training session.
- mukesh.patel@doas.ga.gov

P-Card Holder

- Introduction to Purchasing Card Principles (6600W) & Test (6600T)
- Purchasing Card (TGM100W) & test (TGM100T) \*only if the holder's card will be used in the TGM System

Requestor

- Navigation (TGM10W)
- eProcurement for Requestors (TGM20L) & Test

Requisition Approver

- Navigation (TGM10W)
- eProcurement for Approvers (TGM30W) & Test (TGM30T)

P-Card Approver

- Navigation (TGM10W)
- eProcurement for Approvers (TGM30W) & Test (TGM30T)
- Purchasing Card (TGM100W) & Test (TGM100T)

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### P.O. Buyer

- Introduction to State Purchasing (1000W)
- Navigation (TGM10W)
- Purchasing Basics for Georgia State Purchasing (1020L) OR Fundamentals of State Purchasing (1010L) \*choose this option if pursuing a GCPA
- eProcurement for P.O. for Buyers (TGM40L) & Test (TGM40T)

### Sourcing Event Buyer (posts solicitations)

- Introduction to State Purchasing (1000W)
- Navigation (TGM10W)
- Fundamentals of State Purchasing (1010L)
- eProcurement for P.O. for Buyers (TGM40L) & Test (TGM40T)
- Basics of Writing Specifications (3000L)
- Strategic Sourcing (TGM50L) & Test (TGM50T)

### Contract Officer

- Introduction to State Purchasing (1000W)
- Navigation (TGM10W)
- Fundamentals of State Purchasing (1010L)
- eProcurement for P.O. for Buyers (TGM40L) & Test (TGM40T)
- Basics of Writing Specifications (3000L)
- Strategic Sourcing (TGM50L) & Test (TGM50T)
- Supplier Contracts Management (TGM60L) & Test (TGM60T)