

Training requirements for Team Georgia Marketplace™ System Access

There are many roles in procurement and SPD has training for each type of procurement professional. Please review the required training per role for Team Georgia Marketplace™ system access.

P-Card Administrator	<ul style="list-style-type: none"> • Navigation (TGM10W) • Introduction to State Purchasing (1000W) Course & Test (1000T) • Introduction to Purchasing Card Principles (6600W) Course & Test(6600T) • P-Card Administrator Hands-On (TGM70H): A request must be sent to MuKesh Patel (mukesh.patel@doas.ga.gov) to request a training session
P-Card Voucher	<ul style="list-style-type: none"> • Navigation (TGM10W) • Introduction to State Purchasing (1000W) Course & Test (1000T) • P-Card Voucher Hands-On (TGM80H): A request must be sent to MuKesh Patel (mukesh.patel@doas.ga.gov) to request a training session
P-Cardholder	<ul style="list-style-type: none"> • Navigation (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • 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
Requester	<ul style="list-style-type: none"> • Navigation (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • eProcurement for Requesters (TGM20W) & Test (TGM20T)
Requisition Approver	<ul style="list-style-type: none"> • Navigation (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • eProcurement for Approvers (TGM30W) & Test (TGM30T)
P-Card Approver	<ul style="list-style-type: none"> • Navigation (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • eProcurement for Approvers (TGM30W) & Test (TGM30T) • Purchasing Card (TGM100W) & Test (TGM100T)
P.O. Buyer	<ul style="list-style-type: none"> • Navigation (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • Purchasing Basics for Georgia State Government (formerly Basics of Fundamentals of State Purchasing) (1020L) or Fundamentals of State Purchasing (1010L) *choose this option if also pursuing a GCPA • eProcurement for P.O. for Buyers (TGM40L) & Test (TGM40T)
Sourcing Event Buyer (Posts Solicitations)	<ul style="list-style-type: none"> • Navigation (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • Fundamentals of State Purchasing (1010L) & Test (1010T) • eProcurement for P.O. for Buyers (TGM40L) & Test (TGM40T) • Basics of Writing Specifications (3000W) & Test (3000T) • Strategic Sourcing (TGM50L) & Test (TGM50T) • Sole-Source Purchasing (7070W) • Supplier Contracts Management (TGM60L) & Test (TGM60T)
Contract Officer	<ul style="list-style-type: none"> • Navigation (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • Fundamentals of State Purchasing (1010L) & Test (1010T) • eProcurement for P.O. for Buyers (TGM40L) & Test (TGM40T) • Basics of Writing Specifications (3000W) & Test (3000T) • Strategic Sourcing (TGM50L) & Test (TGM50T) • Contract Administration (7000L) & Test (7000T) (OPTIONAL) • Supplier Contracts Management (TGM60L) & Test (TGM60T)