

9.2 UAT Quick Reference Guides for Team Georgia Marketplace



eProcurement Guides		
Title	Description	Document
ePro Creating a Special Item Requisition	How to create a Special Item Requisition	Current Document
ePro Approving a Requisition	How to approve a requisition in ePro	Current Document
ePro Cancel a Requisition or Individual Req Lines	How to Cancel a Requisition or Individual Requisition Lines Using Manage Requisitions	Current Document
ePro Cancel a Requisition	How to Cancel a Requisition	Current Document
ePro Change Accounting Defaults	How to Change Accounting Defaults	Current Document
ePro Create Requisition for a Statewide contract Item	How to Create a Requisition for a Statewide Contract Item	Current Document
ePro eVerify for PO	This document outlines the process the PO Buyer uses to update the PO header with the eVerify information for an applicable Service PO.	Current Document
ePro Stage Requisitions	Steps to Stage a Requisition	Current Document
ePro Worklist – My Work	How to edit the My Work requisition list view	Current Document

Supplier Contract Guides		
Title	Description	Document
SC Contract Entry	How to make Contract Entries on the Contract Header	Current Document
SC Create Contract Amendment	How to Create a Contract Amendment	Current Document
SC Create Contract Agreements	How to Create Contract Agreements	Current Document
SC eVerify for Supplier Contracts	This document outlines the process the Contract Administrator uses to create a Contract Agreement to store a Supplier's eVerify ID, exempt status, and yearly contract amount.	Current Document