Professional Development

Providing Training for
State Purchasing Professionals

Customer Focused, Performance Driven

Georgia®
Department of
Administrative Services

Quick Facts

LENGTH
1/2 day

CONTACT HOURS
4

START TIME
TBD

END TIME
TBD

TGM30L eProcurement for Approvers

Course Description:

The purpose of this training session is to review the eProcurement Inquiry and Approval processes to allow the approval and management of requisitions.

Audience:

- APO & Legal

Objectives:

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

- Manage Requisition
- Enter requisition inquiry selection criteria
- View requisition information
- View requisition line details
- View requisition schedule details
- View requisition distribution details
- View requisition-to-purchase order information
- View requisition-to-receipt information
- Approve a requisition
- Deny a requisition
- Pushback a requisition
- Add Approvers
- Add Reviewers

Prerequisites:

- Navigation
- eProcurement for Requesters