



<b>Quick Facts</b>
<b>LENGTH</b> 1 day
<b>CONTACT HOURS</b> 6
<b>START TIME</b> 9:00 AM
<b>END TIME</b> 4:00 PM

## eSource for RFQs

**Course Description:**

The purpose of this training session is to review the functions available to post, evaluate and award an RFQ in eSource. This training session is only for non-Team Georgia Marketplace users.

**Audience:**

- Professionals who post Request for Quotation (RFQ) solicitations that anticipate awards of \$5,000.00 or greater.
- Professionals with approved access to the Georgia Procurement Registry.

**Objectives:**

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

- Locate the eSource User’s Guide and Supplier’s Guide to eSource
- Access the eSource Menu through the Georgia Procurement Registry
- Post an eSource event
- Attach RFQ document
- Add suppliers to an event
- List and perform tasks that can be performed between the time an eSource has been posted and the time the eSource closes
- Evaluate an eSource event
- Awarding an eSource event

**Prerequisites:**

- Introduction to State Purchasing
- Fundamentals of State Purchasing