



Combined eSource System Training

Course Code:	3010L (eSource for RFQs) and 3025L (eSource for RFPs, RFIs and RFQCs)
Course Type:	Lecture-Based, Instructor-Led Training
Delivery:	Virtual Session Note: Instructor will provide information on how to join in advance of the session. Please also reference Virtual Instructor-Led Training Guide .
Duration & Course Credit:	1 Day; See Learning Management System for Start/End Times 6 Contact Hours
Description:	<p>The instructor-led course for Board of Regents of the University System of Georgia and its colleges and universities provides students with the following information:</p> <ul style="list-style-type: none"> • Pre-Work Modules <ul style="list-style-type: none"> ○ Explanation of what the eSource system is ○ How to gain access – security levels ○ Security Enhancements ○ Account deactivation, unlocking, and forgot password • Instructor-led course <ul style="list-style-type: none"> ○ Signing into the eSource System ○ How to create, post, save, edit, copy, and cancel an eSource event ○ Awarding and re-awarding an event ○ Selecting supplier(s) to participate in an event ○ Viewing Supplier responses ○ Public-View searching for events ○ Getting Help ○ Defining DPA procedures
Students:	Board of Regents of the University System of Georgia and its colleges and universities only
Prerequisite(s):	Pre-requisite 3010L – Fundamentals of State Purchasing 1010L Fundamentals of State Purchasing Test 1010T Pre-requisite 3025L – GCPA
Certification or Certification Path:	Georgia Certified Purchasing Associate (GCPA) Georgia Certified Purchasing Manager (GCPM)
Cost(s):	N/A; this course is only applicable to the Board of Regents of the University System of Georgia and its colleges and universities. This is not applicable to any other users.