Who Takes What for Team Georgia Marketplace™ System Access?

For the latest training requirements, please check the SPD Training Reference Guide.

P-Card Administrator	• Navigating PeopleSoft TeamWorks Financial and Supply Change Mgmt. Systems (TGM10W) • Introduction to State Purchasing (1000W) Course & Test (1000T) • Introduction to Purchasing Card Principles (6600W) Course & Test (6600T) • P-Card Administrator Hands-On (TGM70H): Contact Joel Wilcox (joel.wilcox@doas.ga.gov) to request a training session
P-Card Voucher	• Navigating PeopleSoft TeamWorks Financial and Supply Change Mgmt. Systems (TGM10W) • Introduction to State Purchasing (1000W) Course & Test (1000T) • P-Card Voucher Hands-On (TGM80H): Contact Joel Wilcox (joel.wilcox@doas.ga.gov) to request a training session
P-Cardholder	• Navigating PeopleSoft TeamWorks Financial and Supply Change Mgmt. Systems (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • Introduction to Purchasing Card Principles (6600W) & Test (6600T) • Purchasing Card (TGM100W) & Test (TGM100T) *only if holder's card will be used in TGM • Contract Management for End Users: Documenting and Communicating Supplier Performance (7010W) (OPTIONAL)
P-Card Auditor (read-only access)	• Navigating PeopleSoft TeamWorks Financial and Supply Change Mgmt. Systems (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • Introduction to Purchasing Card Principles (6600W) & Test (6600T) • Purchasing Card (TGM100W) & Test (TGM100T)
Requester	• Navigating PeopleSoft TeamWorks Financial and Supply Change Mgmt. Systems (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • eProcurement for Requesters (TGM20W) & Test (TGM20T) • Contract Management for End Users: Documenting and Communicating Supplier Performance (7010W) (OPTIONAL)
Requisition Approver	• Navigating PeopleSoft TeamWorks Financial and Supply Change Mgmt. Systems (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • eProcurement for Approvers (TGM30W), Exercise Activities (TGM30E) & Test (TGM30T) • Contract Management for End Users: Documenting and Communicating Supplier Performance (7010W) (OPTIONAL)
P-Card Approver	• Navigating PeopleSoft TeamWorks Financial and Supply Change Mgmt. Systems (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • Introduction to Purchasing Card Principles (6600W) & Test (6600T) • eProcurement for Approvers (TGM30W), Exercise Activities (TGM30E) & Test (TGM30T) • Purchasing Card (TGM100W) & Test (TGM100T)
P.O. Buyer	• Navigating PeopleSoft TeamWorks Financial and Supply Change Mgmt. Systems (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • Purchasing Basics for Georgia State Government **OR** Fundamentals of State Purchasing (1010L) *choose this option if also pursuing a GCPA • eProcurement for Requesters (TGM20W) & Test (TGM20T) • eProcurement for Approvers (TGM30W), Exercise Activities (TGM30E) & Test (TGM30T) • eProcurement for P.O. for Buyers (TGM40L) & Test (TGM40T)
Sourcing Event Buyer (Posts Solicitations)	• Navigating PeopleSoft TeamWorks Financial and Supply Change Mgmt. Systems (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) **Continued on Next Page**

Revised March 18, 2022

	• Strategic Sourcing (TGM50L) & Test (TGM50T) • Sole-Source Purchasing (7070W) • Supplier Contracts Management (TGM60L) & Test (TGM60T)
Contract Officer	• Navigating PeopleSoft TeamWorks Financial and Supply Change Mgmt. Systems (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)