9.2.38 Quick Reference Guides for Team Georgia Marketplace

9.2.38 eProcurement Guides		
Title	**Description**	**Document**
ePro Requisition Settings	How to edit/change requisition settings	Current 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 Edit a Requisition	Where to Edit a Requisition	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	
ePro Ad-Hoc Between Agencies	How to ad hoc an approver from another agency	Current Document
ePro Copying Shared ePro Templates	How to copy shared ePro templates	Current Document
ePro Finalize Liquidate Requisition	How to finalize/liquidate a requisition	Current Document
ePro Un-Finalize Reinstate Active Requisition	How to unfinalized/reinstate active requisition	Current Document
ePro Receive Items	How to receive requisition items	Current Document
ePro Monitor Analyze and Reconcile	How to monitor, analyze and reconcile requisitions	Current Document
ePro Using the Requesters Workbench	How to use the requesters workbench	Current Document
ePro Sharing ePro Templates	How to share epro templates	Current Document
ePro Reconciling Approval Only Requisitions	How to reconcile requisitions routed for approval only	Current Document
Stage Multiple Requisitions to a Single Purchase Order	How to stage multiple requisitions to a single purchase order	Current Document
Stage Requisitions to an Existing Purchase Order	How to stage a new requisition to an existing purchase order	Current Document

Print EDX PO	How to print an EDX purchase order	Current Document
Update Special Requisition pricing with Supplier Contract on the line	How to update the pricing on a Special Item Requisition that has a contract linked to the line	Current Document
ePro Distribute Requisitions by Amount	How to allocate a requisition line by amount using the Distribute by Amount option	Current Document
ePro Distribute Requisitions by Percentage	How to allocate a requisition line by percentages using the Distribute by Quantity default	Current Document
Attach a Contract to a Requisition Line	How to attach a contract to a requisition line	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 Administer uses to create a Contract Agreement to store a Supplier's eVerify ID, exempt status, and yearly contract amount.	Current Document
SC Create a Contract Document Using a Template	How to create a contract document using a template and wizard	Current Document
SC Cancel Contract	How to cancel a contract	Current Document
SC Create Contract Renewal	How to create a contract renewal	Current Document

Strategic Sourcing		
Title	Description	Document
SS Create an Event	Creating a Sourcing Event	Current Document
SS Post An NOIA	Posting the NOIA for an Event	Current Document
SS Modify an Event	Modify/Edit/Addendum an Event	Current Document
SS Copy from Delimited File	Create an Event by Copying from a Delimited Excel File	Current Document
SS Canceling an Event	How to Cancel an Event	Current Document
SS Analyze an Event	Analyzing an Event	Current Document
SS Locate Vendor Bid Attachments	How to locate vendor bid attachments	Current Document

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SS Supplier Multi-File Attachments Download	How to download multiple supplier bid attachments at a time	Current Document
SS Collaboration Entry	Collaboration Entry	Current Document
SS Collaboration Review	Collaboration Review	Current Document
SS Generate Bid Analysis Export	How to generate the bid analysis export	Current Document
SS How to Run Reports	How to run reports	Current Document
SS Award Event	Award a sourcing event.	Current Document
SS Award Event to a Bidder	Awarding an event to a Sourcing Bidder	Current Document
SS Partial Award	Partial Award	Current Document
SS Posting NOA GPR	Posting the NOA to the GPR	Current Document
SS Review RFI	Reviewing an RFI	Current Document
SS Canceling an Award to a General Contract	How to cancel an award to a General Contract	Current Document
SS Canceling an Award to a Purchase Order	How to cancel an award to a Purchase Order	Current Document
SS Manage Archived Attachments	Manage archived attachments	Current Document

Virtual Catalog		
Title	Description	Document
Searching Tips for Virtual Catalog	Guide providing search tips for the virtual catalog	Current Document
Copy a Previous Cart/Order	How to copy a previous cart or order	Current Document
Staples Punch-Out Security for IE	How to answer Staples punch-out security questions for Internet Explorer	Current Document
Administrator Security Guide	Guide on how to set up new users, assign roles, and set up assigned cart approvers in the virtual catalog	Current Document
Cart Approver	How to review and approve a cart and assign it to an Assignee	Current Document
Contract CSV Import/Export Guide	How Contract Administrators can import/export contracts and updates	Current Document
Exporting Users	How to export a list of users per BU and the assignees	Current Document
Assign Substitute Approver	How to assign a substitute approver	Current Document
Create a Cart	How to create a cart in the Virtual Catalog	Current Document

Resubmit a lost cart	How the requestor can resubmit a cart that was pulled into PeopleSoft but did not save	Current Document
How to Submit a Cart	How the requestor submits a cart to a requisition in PeopleSoft	Current Document
Window Shopper	How to user the Window Shopper to search for items and Statewide Contracts	Current Document
Performing a Contract Search	How to search for Statewide Contracts	Current Document

pCard		
Title	Description	Document
Link PO line to pCard Transaction	How to link a PO line to a pCard transaction	Current Document

Purchasing		
Title	Description	Document
Link/Unlink Contract to PO	How to link/unlink a contract to a PO line	Current Document