

EPro

In order to access ePro please do not click on the GFM Shopper Access Tile. You will be a requester and you will not be able to create a requisition from the shopper tile. Please note the circle in the upper right

In order to create a requisition, click the requisition button. The following screen will appear:

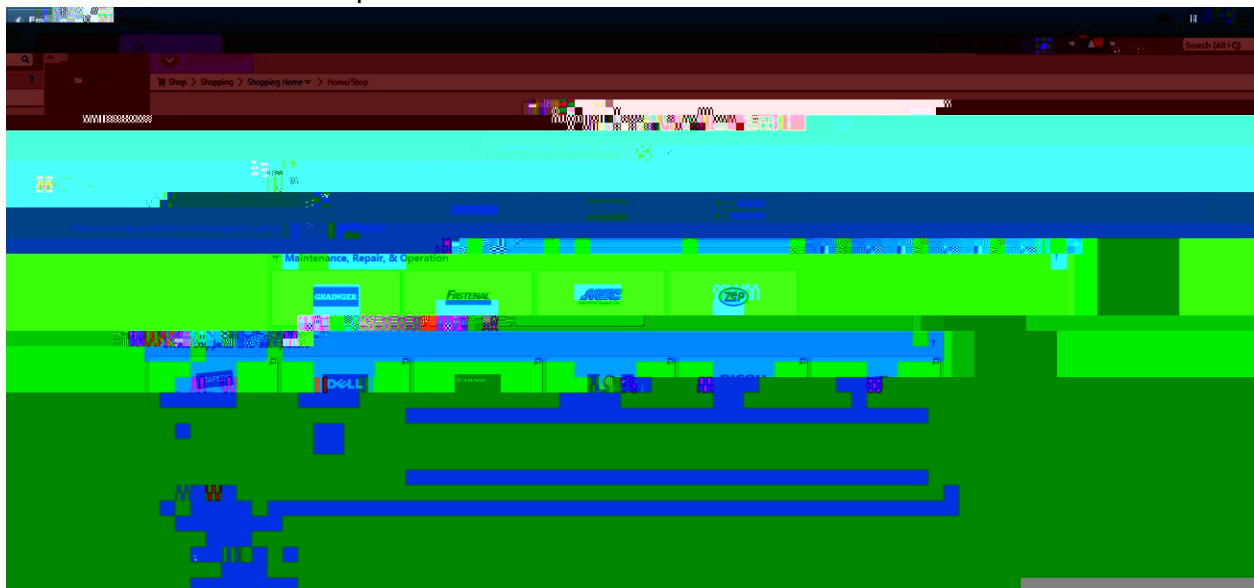


You can create your favorites and templates, but for the most part you will either create a Georgia First Marketplace Requisition (supplies purchased from a statewide contract) or a special request requisition.



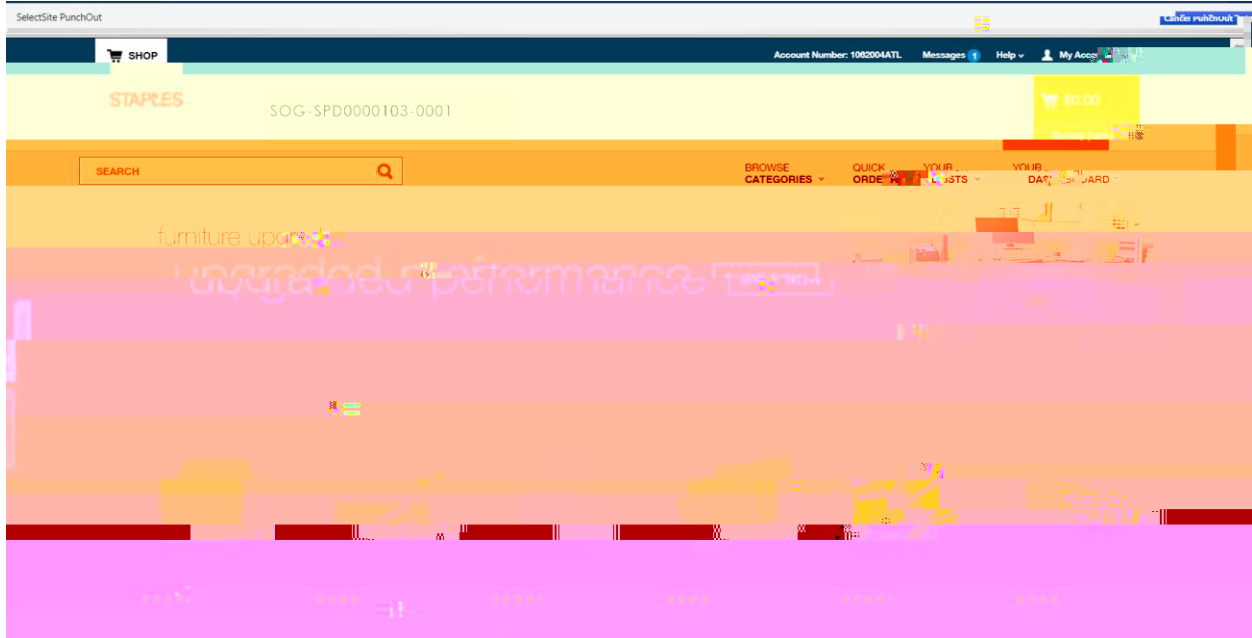
Creating Georgia First Marketplace Requisition

Click on the GAFirstMarketplace link.



Here you can punch out to the supplier website by clicking on the respective tile or search catalog items of supplier products that do not have a punch out site. In addition, you can look up statewide contracts by clicking on the contracts link below the search bar.

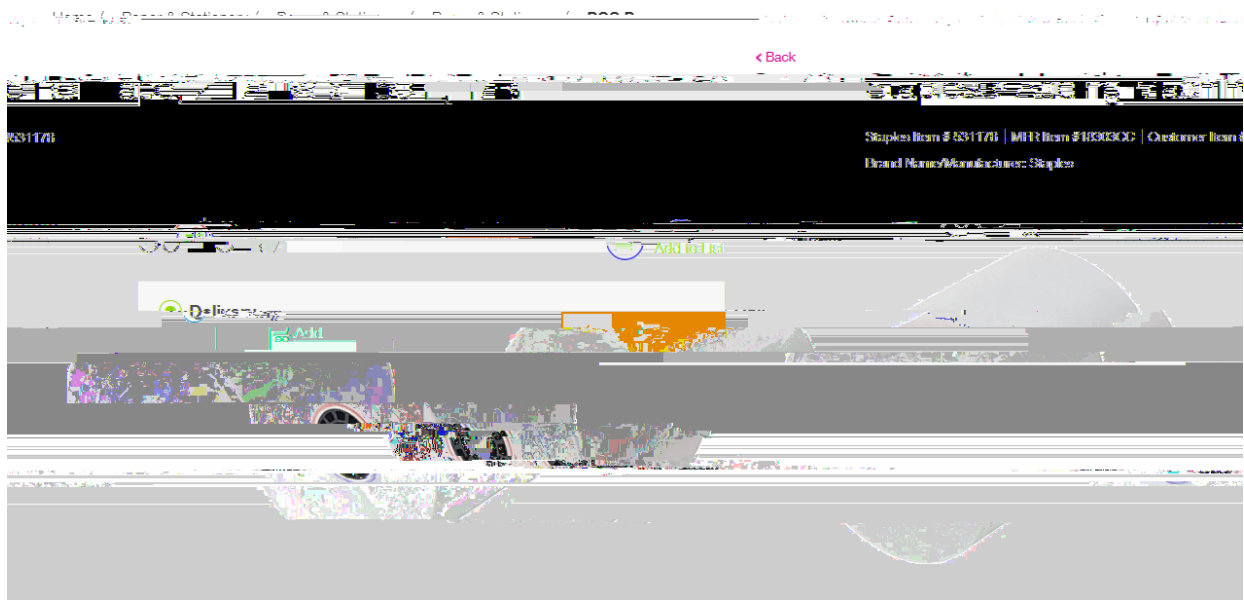
> š [• % μ v Z } μ š š } ^ š % o • X



> š [• o } } | μ % } % Ç % % œ X z } μ v] š Z œ o] | } v š Z } Æ] • % o Ç



Not every item is cheaper on this contract site do due diligence and compare prices especially for toner. Selecting a larger quantity will not guarantee better pricing:



So one roll costs 15 cents you would be paying 91 cents per roll if you select the dozen.

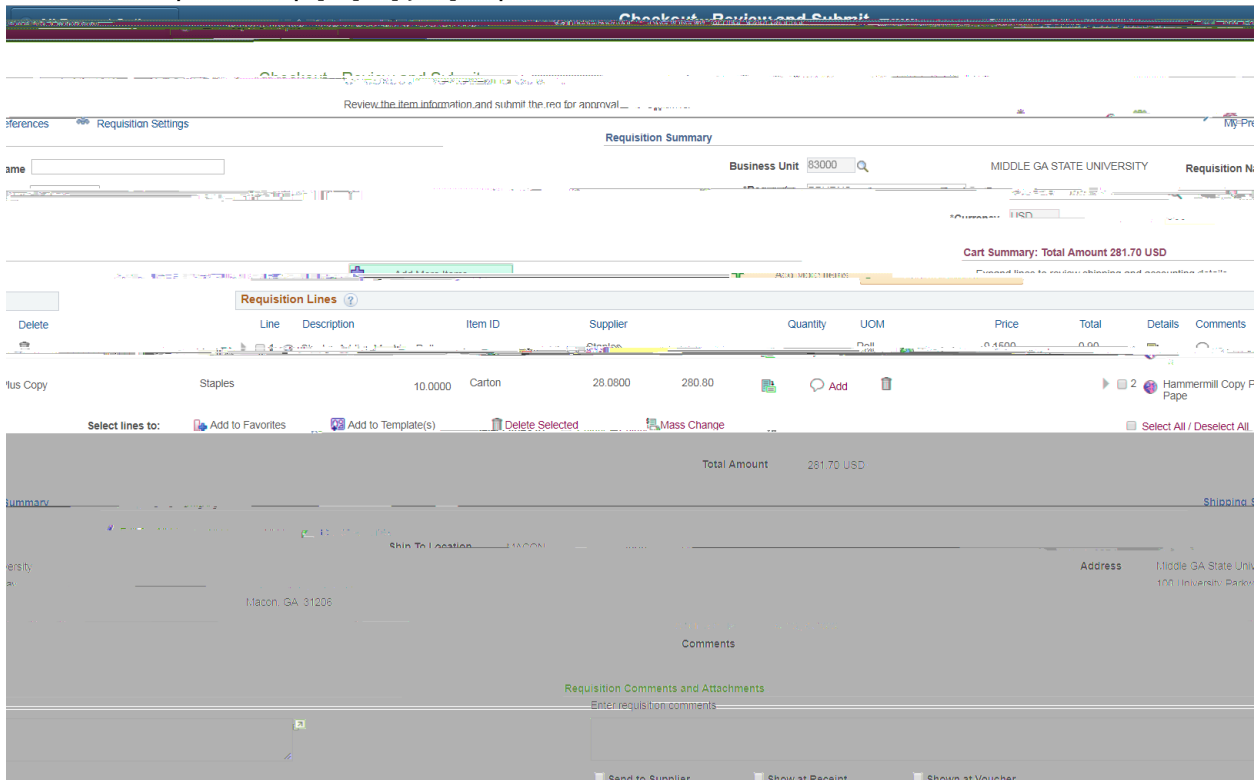


^} o š [• • o š š Z } % Ç % % Œ v š Z] v P u Z] v % % Œ (} Œ š Z] •

> š[•]v Œ • šZ (μ vš]š] • v •μ u]š }Œ ŒX



You are done on the punchout site but you have not issued a requisition yet

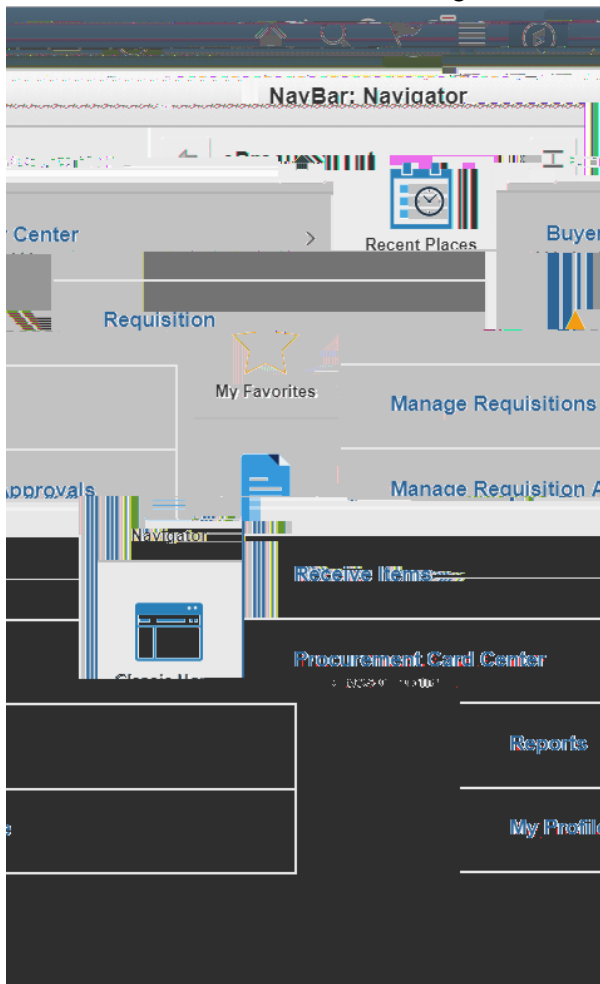


On this screen we can edit the ship to location, the attention to and the accounting/expense chartfield

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
[Redacted Content]										

You can follow up on your requisition by checking the status of your requisition.

Click back to the NavBar and Navigator, eProcurement and Manage Requisitions



In order to see the Marketplace requisitions as well as the special requisitions change the origin box to blank as above. If you are reviewing older requisitions blank out the date from box as shown above.

o] | • Œ Z](šZ]v({Œ u š}}v } •v[š]•%o ÇX dZ '&D Œ ‹µ]•]š}}v Á
0000505583t we could have changed the requisition name on the submit screen but it is necessary.

Kv šZ Œ]PZš Z v •] šZ Œ]• }Æ Á]šZ šZ Á}Œ • ^^ o š š}}v_
approvals, cancel the requisition, check budget (Procurement will do this once approved), edit
although you cannot change the quantities/terms for a GFM requisition but if the shipping address is
incorrect or a different budget should be used you can edit those. You can view the cycle status of the

the purchase order stop is i

Creating a Special Requirement

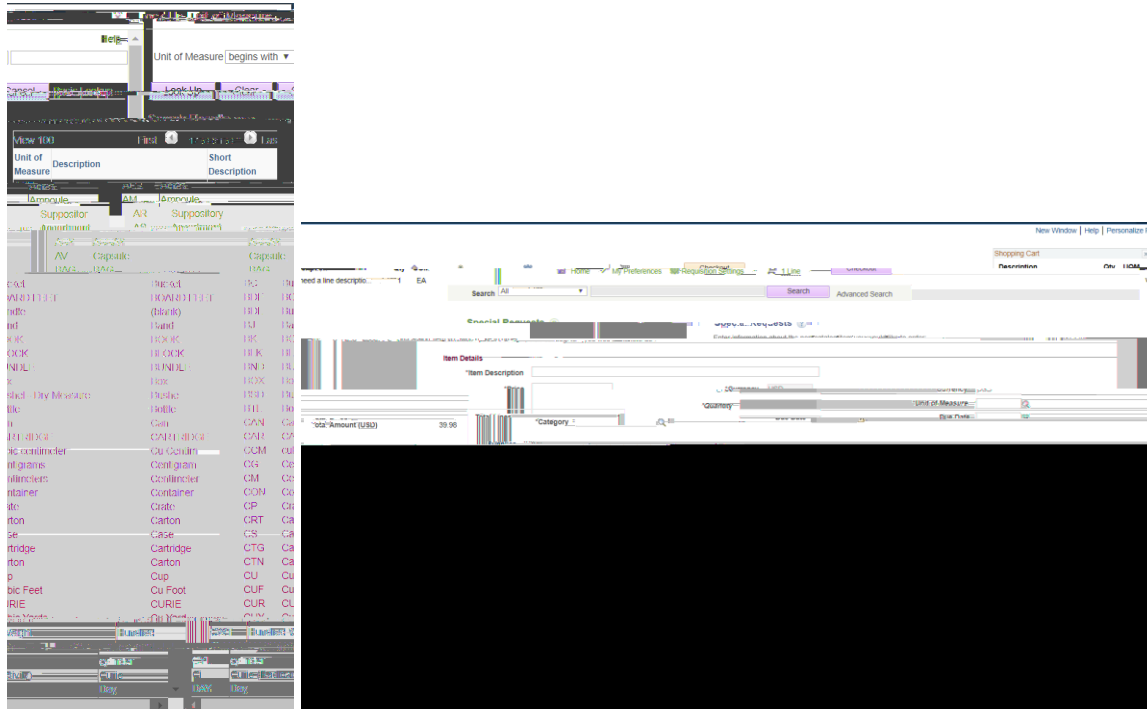
o š[• v}š o] l šZ]• (μ]š Ç š
> š[• P} šZœ}μ P Z Z lo]•š (]œ•š W

1. I have a quote in pdf format ready to attach
2. I know what I am purchasing and I have looked up the Category/Commodity aka NIGP Code
 - a. http://ssl.doas.state.ga.us/PRSapp/PR_nigp_list.jsp?whereFrom=public
 - b. Or go to the Procurement Office website and click on NIGP Code Directory (do not look up NIGP codes in PeopleSoft flow process and you do not see all the necessary information to choose the correct code
 - c. Check with the Procurement Office if you are uncertain which to pick
3. I know my supplier ID and the supplier is in the system
 - a. / (v } š o š [•] (š Z • μ % % o] œ] •] v š Z • Ç • š u

If we cannot find the supplier in our system š [• } v š š š Z • μ % % o] œ v • l
tax ID before we send them the supplier registration form to complete. The name of

The line description should be in line with the category code chosen. Unit of measure please do not use the following: USD or Lot. We are already paying in US currency so the unit of mL in US currenc: USy 0.00

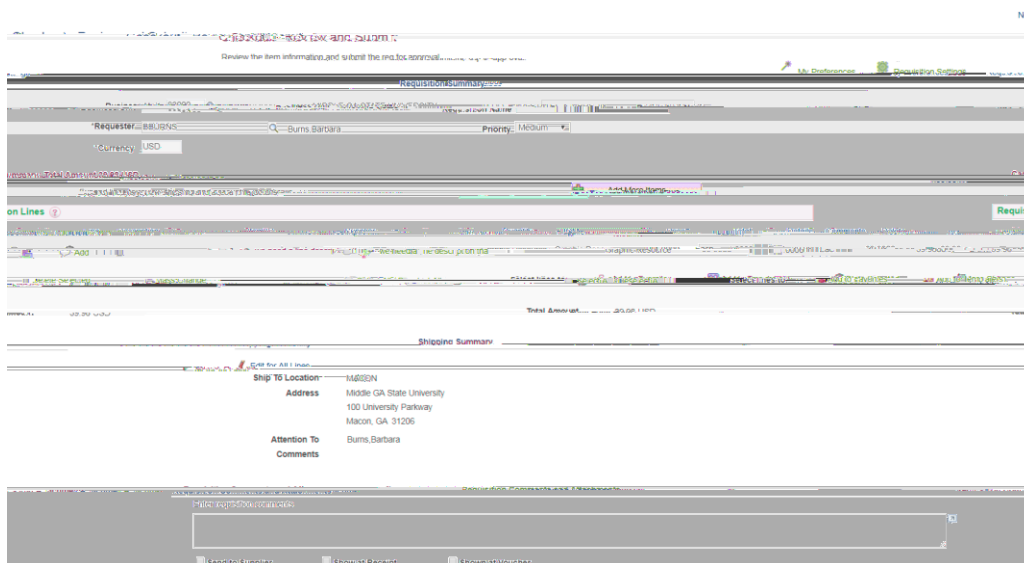
measure. You can look up the correct term by clicking on the magnifying glass next to the field.



Please see above for the fields that require information. You can enter additional lines but please make sure that you use one requisition for one supplier and do not order different items from multiple suppliers. The follow up would be exponentially harder. Procurement will not process a requisition that is to go to multiple suppliers. This is a MGA rule based on past experience.

> š[• o À]š • }v o]v v (š Œ Á vš Œ šZ]v({Œu š]}v o] | Z]•%o Ç• v Á v o] | Z Z |}µš[X

Now the screen is the same as previous seen for a GFM requisition, but this time we need to attach our quote:



> š[• •](Ç}μ v •%o}š Œš}}v μ o μv Œ šZ Á}Œ Z }uu vš•[X

Most common expense codes are:

714100 t Supplies and materials

714102 t Lab Supplies

714111 t Shipping and Handling coincides with NIGP code 96286

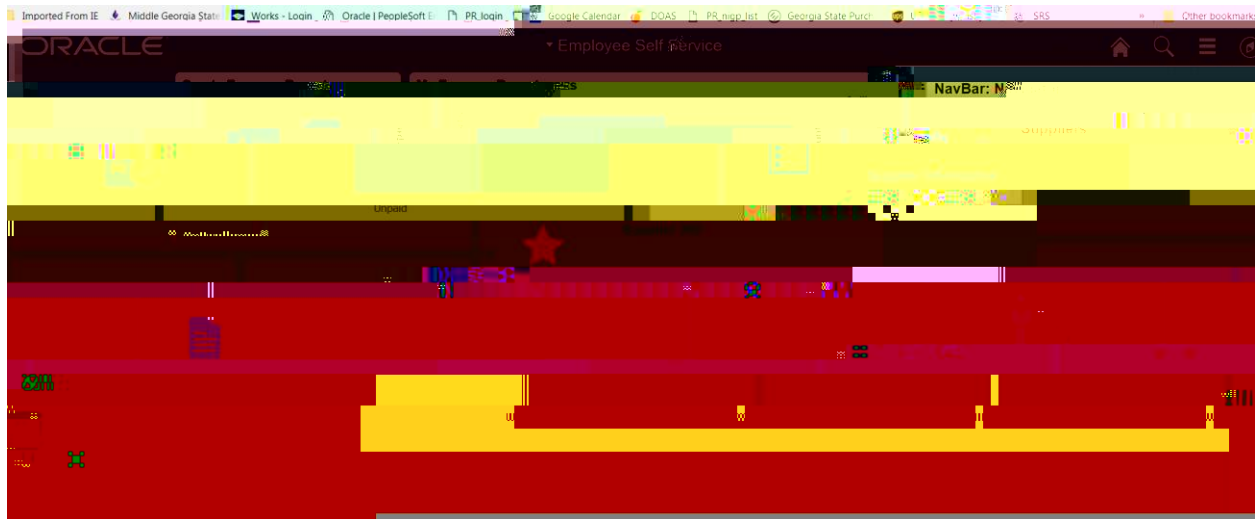
714114 t IT Supplies

714120 t Supplies and Materials other

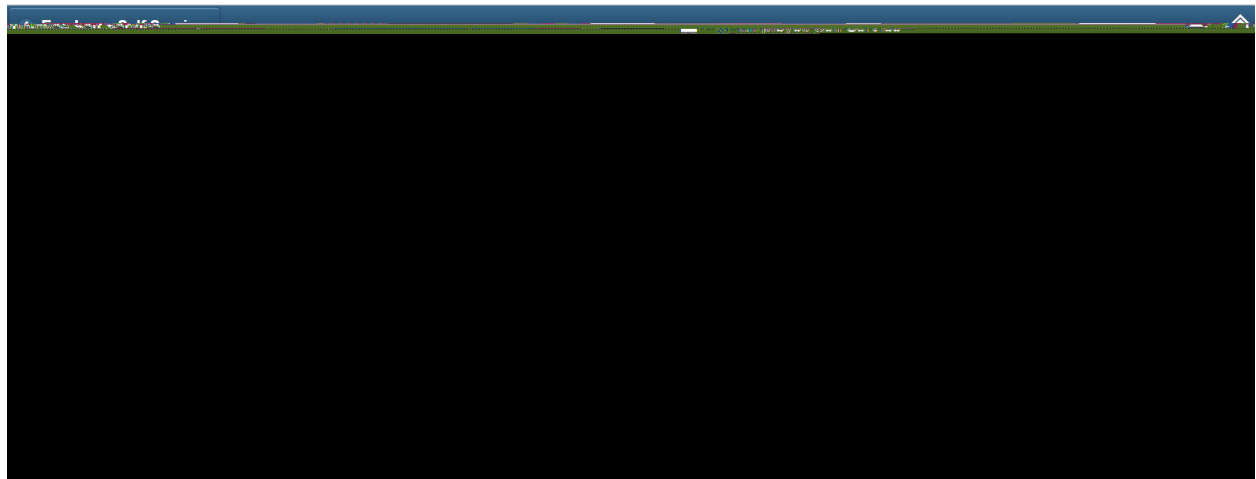
715100 t Labor t

Looking up a supplier in PeopleSoft

In order to find a supplier ID we return to the NavBar and Navigator and then click on Suppliers:



> š[• o] | }v ^μ%%o] Œ ïòì v šZ]• • Œ v Á]oo]•%o ÇW



In order to obtain any results, we must change the SetID from 83000 to Share. Please note that we no longer enter our suppliers in the PeopleSoft system, but that this is done by Shared Services for USG institutions that have consolidated. So if another USG institution has used the supplier it should be already in the system unless they are the Research institutions or have not gone through consolidation yet.

Tips on looking up suppliers:

Change the name from Equal to š }v š]v•X }v[š m%ŒEnfàr]m} You can narrow šZ • Œ Z u v]vP }v[š]v bQ}μ šzv[Á]Œ}Á/v(XšZ Ç Œ o]•š • /v X the period.

If the name search does not provide results, try the address by just entering the numbers of the street address or P.O. Box. Please keep in mind that this is not error proof. I am aware of one supplier who resides at the same address but does have two different companies which we both use.

The best and errorproof way is to look up a supplier by their tax identification number also known as FEIN.

If you encounter problems, contact the Procurement office and we will try to help. If we cannot find the supplier in the system then they will need to complete the supplier registration form and submit it to Shared Services.

Please note a W9 is not sufficient. However a foreign supplier will not need to complete the supplier registration form but has to submit a W8 form.