EPro

In order to access ePro please do not click on the GFM Shopper AccessoTills ill 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 t 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 contra**et**)ter 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 punot site. In addition, you can look up statewide contracts by clicking on the contracts link below theas ch bar.

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

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You are done on the pundotut site but you have not issued a requisition yteo $\delta [\bullet] \delta Z \delta , 0]] v P \delta Z / \bullet \bullet \mu Z \langle \mu | 0 n] \delta] v [<math>\mu \delta$

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On this screen we can edit the ship to location, the attention to and the accounting/expense chartfield $v (C u š) v X E C u o o C C \mu Z A v \bullet S \mu M A S Z (\mu o S v v i \mu \bullet V i \mu \bullet S \mu M A S Z)$



You can follow up on your requisition by check $Z D v P Z \langle \mu] \bullet] š] v \bullet [W]$

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



In order to see the Marketplace requisitions as well as the special requestange the origin box to blank as above. If you are reviewing olderquisitions blank out the date from box as shown above. o] I • OE Z](šZ]v(}OE u š]}v } •v[š]•‰o ÇX dZ '&D OE (µ]•]š]}v Á 0000505583t we could have changed the requisition name on the submit screen but it is **netsae**ry. Kv šZ OE]PZš Z v •] šZ OE]• }Æ Á]šZ šZ Á}OE • ^^ o š š]}v_ approvals, cancel the requisition, check budget (Procurement will do this once approved), edit although you cannot change the quantitiesiterms for a GFM requisition but if the shipping address is incorrect or a different budget should be used/ou can edit those. You can view the cycle status of the the purchase order stop is i

Creating a Special Requestquisition

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- 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. <u>http://ssl.doas.state.ga.us/PRSapp/PR_nigp_list.jsp?whereFrom=</u>public
 - b. Or go to the Porcurement Office website and click on NIGP Code Directory (do not look up NIGP codes in PeopleSottlow 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 whichtonpeick
- 3. I know my supplier ID and the supplier is in the system

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The line description should be in line with the category code chosen. Unit of metapletase 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 u can enter additional lines ut please make sure that you use one requisition for one supplier and do not order different items from multiple suppliers. The followip would be exponentially harder. Procurement will not process a requisition that is to go to multiple suppliers. This a MGA rule based on past experience.

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

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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 Pelefsoft



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

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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 anothesG institution has used the supplicit should be already in the system unless they are the Research institutions or have not gone through consolidation yet.

Tips on looking up suppliers:

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If the name search does not provide results y the address by just entering the numbers of the st 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 erroproof way is to look up a supplier by the x identification number also know 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 $\forall 9$ is not sufficient. However a foreign supplier will not need to complete the supplier registration form but has to submit a $\forall 8$ ben form.