



## **The Team Georgia Marketplace™ Tools**

The applications that make up Team Georgia Marketplace™ are available in PeopleSoft, so if you currently use PeopleSoft you will be familiar with the login process and the format of the screens, but you will be trained to use the applications that you need to use within your work role. If you are not a PeopleSoft user, you will receive role-based training as well as some simple PeopleSoft basics in order to get comfortable using the applications.

Here are the basic tools you will encounter in Team Georgia Marketplace...

### **eProcurement**

Think of this application as the online version of a requisition form. ePro, as it is called, allows a person to complete a request and have the request automatically routed to the right people for approval.

### **P-Card Reconciliation**

Cardholders use this application to review the transactions made using their card and approve the purchases or reconcile the statement, completely online.

### **Strategic Sourcing**

Buyers use this application to electronically create a sourcing event and analyze any of the responses from qualified suppliers.

### **Contract Management**

The application is used by contract administrator, attorneys, and other specialists who work with contracts between the State and suppliers. Contracts can be created, revised, and managed electronically using this application.

### **Window Shopper**

This feature is an electronic window into the contents of the online catalogs that comprise the items in Team Georgia Marketplace. It allows a person who wants to buy something for their agency or government organization to review and compare prices as well as gain item information needed to create a purchase order. You will need an ID and password to access the window shopper. Talk to your agency procurement professional to obtain access or call 404-657-6000

Here is a link to Window Shopper:

<https://solutions.sciquest.com/apps/Router/Login?OrgName=Georgia>