



## Team Georgia Marketplace – Required Training February 2009

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Team Georgia Marketplace training for your agency will be scheduled to be completed prior to your agency's go-live date. Most courses have at least two requirements:

- Complete required prerequisite course(s).
- Successfully complete the course exam with a passing score of at least 80 points (out of 100 points). . Each employee has three attempts at successfully passing the exam. Exams are available through the Learning Management System (LMS).

Prerequisite courses may be either web-based, or instructor-led. Course numbers ending with a "W" indicate a web-based, self-study course.

**Note:** (If you have previously completed a prerequisite course successfully and passed the exams with at least 80%, it will not be necessary to repeat the course).

### ***Registering for Courses***

The Team Georgia Marketplace training team will provide the initial schedule for training. Employees can then register for training classes through the LMS. The LMS transcript keeps a record of each registration transaction.

### ***Accessing the Learning Management System***

To sign into LMS, the employee follows these simple steps:

1. Type this URL address into the web browser: <http://doas.rollbook.com>
2. Login to the system by entering the employee's email address. (If the first attempt is unsuccessful, try the first name, last name format versus just the initial and last name).
3. Type in the password. The password is the employee's ID number (without the preceding zeros). After signing in, the LMS displays the Welcome page.
4. The Welcome page displays a list of features available on the LMS and provides a tour on how to complete the available features of the system.
5. To avoid showing the LMS Welcome page on the next login, click on *Don't Show This Again*.

**The table below lists course descriptions and prerequisites.**

<b>Course Name/Number</b>	<b>Course Description</b>	<b>Prerequisite</b>
<b>Curriculum for Procurement Requesters and Approvers</b>		
Team Georgia Marketplace Navigation (TGM10W)	This course guides you through the steps to navigate through Team Georgia Marketplace, the new electronic procurement system within the State of Georgia.	
eProcurement for Requesters (TGM20L)	This course teaches the procurement Requisitioner to create and manage requisitions. Using a training environment, the participant will learn to search for items, submit requisitions for approval, edit, and track requisition status.	<ul style="list-style-type: none"> <li>• Team Georgia Marketplace Navigation (non PeopleSoft users)</li> </ul>
eProcurement for Approvers (TGM30L)	This course teaches the procurement Approver to manage and approve requisitions. Using a training environment, the participant will learn to add approvers, edit, deny or pushback a requisition.	<ul style="list-style-type: none"> <li>• Intro to State Purchasing – Part A</li> <li>• Intro to State Purchasing - Part B</li> <li>• eProcurement for Requestors</li> </ul>
<b>Curriculum for Procurement Buyers</b>		
Purchasing (TGM40W)	This course teaches the procurement Buyer to create purchase orders by staging requisitions or contract release, preparing the PO for dispatch, and receiving items at the casual and power levels.	<ul style="list-style-type: none"> <li>• Intro to State Purchasing – Part A</li> <li>• Intro to State Purchasing - Part B</li> <li>• Fundamentals of State Purchasing</li> <li>• eProcurement for Requestors</li> </ul>
Strategic Sourcing (TGM50L)	This course teaches the procurement Buyer to create and manage a successful sourcing event. Using a training environment, the participant will learn to create and manage bid factors, initiate collaboration, analyze bid responses, and post and award bids.	<ul style="list-style-type: none"> <li>• Intro to State Purchasing – Part A</li> <li>• Intro to State Purchasing - Part B</li> <li>• eProcurement for Requestors</li> <li>• Fundamentals of State Purchasing</li> <li>• Basics of Writing Specifications</li> </ul>
<b>Procurement Contract Mangers and Librarians</b>		
Supplier Contracts Management (TGM70L)	This course covers the Supplier Contracts Management Process which includes developing a contract from a Requisition or from a sourcing event. In addition, the course explains how to import a legacy contract. How to create contract amendments and Ad Hoc forms as well as how to track contract compliance are also covered.	<ul style="list-style-type: none"> <li>• Intro to State Purchasing – Part A</li> <li>• Intro to State Purchasing - Part B</li> <li>• eProcurement for Requestors</li> <li>• Fundamentals of State Purchasing</li> <li>• Basics of Writing Specifications</li> <li>• RFP Development Process</li> <li>• Strategic Sourcing</li> </ul>
<b>Curriculum for Procurement Card Reconcilers and Approvers</b>		
Procurement Card (TGM90L), or (TGM90W)	This course teaches the procurement card user to dispute amounts, reconcile and verify card transactions for approval. The Approver will learn to approve transactions and run queries.	<ul style="list-style-type: none"> <li>• Introduction to P-Card Principles (or agency equivalent)</li> </ul>