



## Quick Facts

**LENGTH**  
1 day

**CONTACT HOURS**  
8

**START TIME**  
8:30 AM

**END TIME**  
4:30 PM

## Train-theTrainer

### Course Description:

The purpose of this training session is to prepare agency trainers to train eProcurement for Requesters and eProcurement for Approvers to agency end users during the Team Georgia Marketplace rollout. Super users are trained to act as Level 0 support for agency end users. Participants will conduct a 15-20 minute presentation demonstrating an assigned Eprocurement exercise.

### Audience:

Professionals who are assigned the responsibility of training and supporting agency Team Georgia Marketplace end users during the rollout timespan.

### Objectives:

At the completion of this training course, you will be able to do the following:

Train the agency end user to:

- Define a Requisition
- Add Items & Services to the Requisition
- Search Hosted Catalog in Team Georgia Marketplace
- View Contract information
- Compare Products/Contract Items
- Use Special Request options to add items/services
- Save and Select Favorite Items
- Create Favorite folders and Templates
- Attach Documents & Forms
- Review & Submit the Requisition for approval
- Search for requisitions
- Cancel a requisition
- Copy a requisition
- Edit a requisition
- View Approvals

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- View Requisition Lifespan
- Support agency end users who have completed Team Georgia Marketplace Purchasing Card

### Prerequisites:

- eProcurement for Requesters
- eProcurement for Approvers
- Team Georgia Marketplace Purchasing Card

To register for this course, click this link: [Learning Management System \(LMS\)](#)