

Getting Started As a GAFIRST Marketplace Shopper

In order to begin shopping in the GeorgiaFIRST Marketplace, this job aid is designed to help you get started in the application for the first time.

Role: Shopper

- You are authorized to create shopping carts in the GAFIRST Marketplace and assign them to your designated Requesters for processing into Requisitions.

Your Requesters are:

Primary:

Back-ups:

PeopleSoft Login Information:

PeopleSoft Financials URL:

<https://fprod.gafirst.usg.edu>

PeopleSoft User ID:

PeopleSoft Password:

Keep your PeopleSoft password protected.

If you have questions or are in need of support:

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Job Aids:

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Shopping and Assigning a Cart

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1. Log into **PeopleSoft Financials** <https://fprod.gafirst.usg.edu>
2. Ensure your **pop-ups** for the PeopleSoft site are disabled.
3. Click on **GeorgiaFirst Marketplace** link in the menu list.
4. Click on the **GeorigaFIRST** button.
5. Click on the **drop down arrow** next to your name.
6. Click on **View My Profile**
7. Under **User's Name, Phone Number, Email, etc.**, verify User information. If incorrect, notify your ePro Administrator.
8. Under **Default User Settings**, select the **Cart Assignees** link.
9. Click the **Add Assignees** button.
10. Search by last name, user name or department to find the appropriate requester.
11. Click the **Search** button.
12. Select your Primary Requester by clicking on the requester name.
13. Next to your Primary Requester's name, select the **Set as Preferred** button.
14. Click the **Add Assignees** button, search for your back-up requesters and add them to your Assignee list (complete steps 10 – 16).

You are now ready to begin building shopping carts in the GeorgiaFIRST Marketplace. Click on the **Home** icon to begin.

Shopping and Assigning a Cart

This job aid is designed to help you search for items to create a cart and then assign it to your designated Requester.

1. Log into **PeopleSoft Financials**.
2. Click on the **GeorgiaFIRST Marketplace** link.
3. Click on the **GeorgiaFIRST Marketplace** button.
4. In the **Shop at the Top** section, enter a part number, description, or other information in the search field. Select a category if known to limit the results, and then click the **Go** button.
5. Use the **Filter Results** on the left side of the page to further narrow the results. Click on a **filter hyperlink** (i.e., Mandatory State Contract) or the **“Add Filter”** icon (funnel with green plus sign) to apply a filter.
 - a. To remove a filter, click the appropriate **“remove selected filter”** icon (funnel with red minus sign).
6. To see more information about a product, click its **name/description hyperlink**. A pop-up box will display with that product’s detailed information.
 - a. You may add this item to your Shopping Cart directly from this pop-up by selecting the appropriate action in the drop down menu and clicking **Go**.
7. To add an item to your Shopping Cart from the original search results page, enter the desired **quantity** in the quantity field.
8. Select the **Add to Cart** button.
9. Add additional items by repeating steps 3 – 7; when finished adding all items, click on the **Cart Summary** link in the upper right corner of the screen to process the active Shopping Cart.
10. If desired, **rename** the cart different from the default name assigned, which includes the cart date, plus your User ID and sequential cart number for that date. If you rename the cart, click the **Update** button.



11. Make any necessary updates to your shopping cart, such as updating quantities or removing items. You may also return to the **home/shop** page or click the **continue shopping** link to add additional items.
12. When you have finished shopping and are ready to assign your cart to your requester, click the **Assign Cart** button.
13. In the **Assign Cart** pop-up, your **default requester** appears and will be assigned automatically unless changed.
 - a. If you want to select a different requester, click the **Select from profile values** link.
14. In the **Note to Assignee** box, if you want your items charged to a different Chartstring from your default, include the revised Chartfields information. Make any other comments that you want the Requester to see. This information will appear on the email notification sent to the Requester.
 - a. Do not include any slashes (/) in your note.
15. Click the **Assign** button.
16. The system has assigned your cart to your designated requester and notified that person via email about the assigned cart.