

Getting Started as a Requester in the PeopleSoft eProcurement System

Below are helpful tips for accessing information related to entering requisitions in the PeopleSoft eProcurement System

Role: Requester

- You are authorized to shop and create Marketplace requisitions for yourself. You are also able to create Special Request Requisitions.
 - Marketplace Requisition: Created from items selected in the GeorgiaFIRST Marketplace
 - Special Request Requisitions: Created from items not selected in the GeorgiaFIRST Marketplace (non-catalog items)

PeopleSoft Login Information:

PeopleSoft Financials Core URL: <https://fprod.gafirst.usg.edu>

If you have questions or are in need of support:

Tricia Durrough Training Coordinator	678-839-6392 pdurroug@westga.edu
Shelly Parker Assistant Director of Purchasing	678-839-6398 sparker@westga.edu

Job Aids:

[Creating a Marketplace Requisition from a Personal Shopping Cart](#)

[Creating a Special Request Requisition](#)

[Creating a Desktop Receipt](#)