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:

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Job Aids:

Creating a Marketplace Requisition from a Personal Shopping Cart
Creating a Special Request Requisition
Creating a Desktop Receipt