eProcurement Module Upgrade Changes
March 2015
ePro Changes

• Cleaner and faster interface
• No changes affecting the GeorgiaFIRST Marketplace
• Easier to search for suppliers
• Vendors are now referred to as Suppliers
General Requisition Creation

• New look for Create Requisition home page
• New link for GAFirst Marketplace and Special Requisitions
Special Request Requisitions

• There are no longer three tabs for steps 1, 2 & 3
• When you click on Special Request, you will automatically be taken to the page to manually enter the items being requested.
Special Request Requisitions

- Step 1. Define Requisition information is now found in the Requisition Settings link. This is where you can load any defaults to be used on your requisition. Be sure to click on Requisition Settings prior to clicking on the Special Request link.
Requisition Settings

- Requisition Name
- Supplier Name
- Item Category
- Unit of Measure
- Ship To
- Default Accounting Chartstring
Requisition Summary

- Requisition Summary containing all items entered on the requisition is found at the shopping cart icon.
Checkout – Review and Submit

• Step 3. Review and Submit is now available at the Checkout button
Review & Submit

- Update/add Requisition Name
- Update Chartstring Information
- Add Line Comments
- Add Requisition Comments
- Update Ship To Information
- Preview Approvals
- Save and Submit
## Review & Submit

### Checkout - Review and Submit

Review the item information and submit the req for approval.

#### Requisition Summary

- **Business Unit:** 64000
- **Requester:** Durrough, Patricia S
- **Currency:** USD

#### Cart Summary: Total Amount 100.00 USD

- **Description:** Chair
- **Item ID:** Advantage Office Solutions
- **Supplier:** Durrough, Patricia S
- **Quantity:** 1.0000
- **UOM:** Each
- **Price:** 100.00 USD
- **Total:** 100.00 USD

#### Requisition Lines

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Item ID</th>
<th>Supplier</th>
<th>Quantity</th>
<th>UOM</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chair</td>
<td></td>
<td>Advantage Office Solutions</td>
<td>1.0000</td>
<td>Each</td>
<td>100.00</td>
<td>100.00</td>
</tr>
</tbody>
</table>

- **Lines:**
  - **Select All/Deselct All:**
  - **Select lines to:**
    - Add to Favorites
    - Add to Template(s)
  - **Actions:**
    - Add
    - Delete
    - Mass Change

- **Details:**
  - **Comments:**

- **Options:**
  - **Add or update requisition name**
  - **Add line comments**
  - **Mass change replaces the modify line button**

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Review & Submit

- Update ship to
- Add requisition comments
- Save for Later will put your requisition in an open status.
- New link to preview approvals.
- Save & Submit
Review & Submit

Expand line to access charstring information

Expand line a second time for charstring information

Account code is now on the Chartfields 2 tab
Mass Change

• When using Mass Change, must populate the GL Unit on Chartfield Tab 1 or you will not be able to enter a fund code in the Chartstring on Chartfield Tab 2.
Manage Requisitions

- Ability to copy a previous special request requisition into a new requisition
Activity

• Log into the training database with your USERID and the special password
• Complete the Activity