
ePROCUREMENT BUSINESS PROCESSES

eProcurement Administration

ePro Setup

| | |
|------------|---|
| EP.010.040 | Creating Buyers |
| EP.010.050 | Creating Requesters |
| EP.080.070 | Updating BUD REF for all Requesters at Year End |

ePro Workflow and Approver Maintenance

| | |
|------------|--|
| EP.080.020 | eProcurement Monitor Approvals for Reassignments |
| EP.010.070 | Updating Department Manager ID |
| EP.010.071 | Adding/Updating Additional Department Approver |
| EP.010.080 | Updating Project Manager ID |
| EP.010.081 | Adding/Updating Additional Project Approver |
| EP.080.050 | Assigning an Alternate Approver |

eProcurement Requisitions

Creating and Managing Requisitions

| | |
|------------|---|
| EP.020.500 | Creating a Special Request Requisition |
| EP.020.501 | Creating a GeorgiaFIRST Marketplace Requisition |
| EP.020.503 | Creating a Requisition with a Procurement Contract |
| EP.020.620 | Selecting, Adding, and Deleting Favorite Items |
| EP.020.610 | Creating and User Personal Templates |
| EP.020.540 | Managing Requisitions |
| EP.020.550 | Editing, Saving, and Submitting an Requisition |
| EP.020.560 | Canceling Requisitions and Deleting Requisition Lines |

ePro Approver Actions

| | |
|------------|------------------------------------|
| EP.020.660 | Approving or Denying a Requisition |
| EP.020.670 | Push-Back an Requisition |
| EP.020.680 | Delegating Requisition Approval |
| EP.020.690 | Using Ad Hoc Requisition Routing |

Requisition Processing

| | |
|------------|-------------------------------------|
| EP.020.590 | Using the Buyer Center |
| EP.020.570 | Budget Checking Requisitions |
| EP.020.760 | Expedite Requisitions |
| EP.020.650 | Using the Requester's Workbench |
| EP.020.710 | Running Requisition Closing Process |

eProcurement – Queries and Reports are located in the eProcurement and Purchasing v9.2 Queries and Reports Job Aid on the GeorgiaFIRST Financials website.