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## 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.**