



# EPROCUREMENT

*PeopleSoft Training*

## SEPTEMBER

## REQUESTOR TRAINING

### CREATE AND MANAGE REQUISITIONS.

This training is designed to introduce attendees to the PeopleSoft E-Procurement system. Attendees will be trained on the procurement process in accordance with NJ statutes and NBOE policy. The session will include hands-on training on the electronic procurement system.

Seating is limited, and registration fills up quickly. Training sessions will cover topics including:

- Introduction of Purchasing Policies and Procedures
- Brief Introduction and overview of eSupplier
- How to create a field trip and travel requisition
- How to look-up a budget and correct a budget error
- How to look-up a contract
- How to edit a requisition that was denied
- How to initiate a budget transfer
- How to create a requisition with "amount only"
- Creating requisitions (all ordering options)
- How to split a requisition into two (2) accounts
- Review and submit requisitions
- Manage requisitions including online receipts

For more information call Renee Martinez at (973) 733-6548 and Susan Balbosa at (973) 733-6553 or email [purchasing@nps.k12.nj.us](mailto:purchasing@nps.k12.nj.us)

### CHOOSE A SESSION

#### SESSION I

**MONDAY, SEPTEMBER 9, 2019**  
Newark Board of Education  
765 Broad Street  
Lower Level  
9 AM—3 PM

#### SESSION II

**WEDNESDAY, SEPTEMBER 11, 2019**  
Newark Board of Education  
765 Broad Street  
Lower Level  
9 AM—3 PM

