



GA@WORK

Procurement Course Descriptions

GA@WORK Training - Procurement Course Descriptions

Course	Delivery Channel	Description & Objectives
GA@WORK Introduction to Strategic Sourcing I	eLearning	<p>GA@WORK Introduction to Strategic Sourcing is an eLearning course designed to empower procurement professionals with essential skills to navigate the Strategic Sourcing module and support key Strategic Sourcing processes.</p> <ul style="list-style-type: none"> • Explain key features and benefits of Strategic Sourcing • Explain user roles and key processes that will be supported by the Strategic Sourcing module • Describe the navigation features of the Strategic Sourcing dashboard • Understand optional sourcing request process • Explain how to access other training resources
GA@WORK for P-Card System Administrators	eLearning	<p>GA@WORK for P-Card System Administrators is an eLearning course designed to teach Agency P-Card Administrators how to leverage GA@WORK to perform tasks.</p> <ul style="list-style-type: none"> • Explain the Agency P-Card Administrators' responsibilities in GA@WORK. • Prepare for P-Card Settlement and edit a P-Card prior approval request that is in progress or approved status. • Cancel P-Card prior approval requests in draft or in-progress status and view accounting for canceled P-Card transaction verification. • Locate P-Card Requisitions, P-Card Purchase Orders and locate and edit a credit card.
GA@WORK for P-Card Holders	eLearning	<p>GA@WORK for P-Card Holders is an eLearning course designed to teach employees how to leverage GA@WORK for use of the organizations' purchasing cards.</p> <ul style="list-style-type: none"> • Explain how the cardholder, and employee (on behalf of the cardholder) submits a P-Card prior approval request. • Explain how to submit a P-Card prior approval request for managers. • Edit a P-Card prior approval request that is in progress or approved status. • Cancel P-Card prior approval requests in draft or in-progress status. • Locate P-Card requisitions and P-Card purchase orders. • Create a P-Card purchase order manually (not from a requisition). • Explain P-Card transaction verification, review and approval and P-Card settlement processing. • View accounting for canceled procurement card transaction verification. • Run reports for Credit Card Transactions, Procurement Card Transaction Verification and P-Card Prior Approval Requests.

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GA@WORK Procure to Pay Overview	eLearning	<p>GA@WORK Procurement Overview is an eLearning course that provides a general overview of how to navigate GA@WORK to conduct various procurement tasks.</p> <ul style="list-style-type: none"> • Define the procurement lifecycle and explain its importance within an agency and navigate the procurement dashboard. • Demonstrate the steps to create a requisition and identify the required fields and information. • Explain the approval workflow process and how to track and manage approvals. • Convert requisitions to purchase orders and identify key fields and settings for purchase orders. • Describe the process of recording the receipt of goods/services and handling discrepancies. • Outline the steps to process invoices and match them to purchase orders and receipts. • Provide an overview of payment processing, including managing payment terms and schedules. • Explain how to add and manage suppliers in GA@WORK, and track supplier performance. • Describe the process of creating and maintaining catalogs and the benefits of using catalogs. • Access and utilize procurement reports and identify key metrics and KPIs.
GA@WORK for Purchase Order Buyers	eLearning	<p>GA@WORK for Purchase Order Buyers is an eLearning course designed to teach buyers how to leverage GA@WORK to create and manage purchase orders for goods and services.</p> <ul style="list-style-type: none"> • Find requisitions and source to purchase orders and find purchase orders • Create purchase orders without requisitions and manually (not from a requisition). • Create a purchase order that references a contract. • Issue purchase orders to suppliers and schedule the issuance of purchase orders. • Resolve custom validation errors and warnings and view accounting for Pos • Create and submit change orders. • Close and cancel a purchase order and use the procurement document mass action for purchase orders. • Shop Amazon Marketplace and run reports for purchase orders.
GA@WORK for Requesters	eLearning	<p>GA@WORK for Requesters is an eLearning designed to teach requesters how to leverage GA@WORK to create and manage requisitions for goods and services. This training course also provides foundational knowledge for individuals responsible for reviewing and approving requisitions or sourcing requisitions to purchase orders.</p> <ul style="list-style-type: none"> • Explain how to set up and track requisitions and requisition details. • Describe how to process and receive purchase orders. • Explain how to track and report on progress of purchase orders.

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GA@WORK for P-Card Holders	eLearning	<p>GA@WORK for P-Card Holders is an eLearning designed to teach employees how to leverage GA@WORK for use of the organizations' purchasing cards.</p> <ul style="list-style-type: none"> • Explain how the cardholder, and employee (on behalf of the cardholder) submits a P-Card prior approval request. • Explain how a cardholder reviews and approves a P-Card Prior Approval as self or on their behalf. • Review and revise and cancel a P-Card Prior approval as self or on the cardholder behalf. • Explain P-Card transaction verification and P-Card settlement processing review and approval. • The end user will monitor credit card transactions and verification document by billing date. • Run reports for Credit Card Transactions, Procurement Card Transaction Verification and P-Card Prior Approval Requests.
GA@WORK for Requisitions, P-Card and Purchase Order Approvers	eLearning	<p>GA@WORK for Requisitions, P-Card and Purchase Order Approvers is an eLearning course designed to teach requisition and purchase order approvers how to leverage GA@WORK to review, approve, deny or push back requisitions and purchase orders for goods and services.</p> <ul style="list-style-type: none"> • Locate requisitions pending approval. • Approve and send back a requisition. • Insert additional requisition approvers. • View accounting for requisitions. • Locate purchase orders pending review. • Review and approve or send back a purchase order. • Add an additional approver. • Run reports for requisitions and purchase orders.

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GA@WORK for Strategic Sourcing II	Instructor-Led Training	<p>GA@WORK for Strategic Sourcing is a comprehensive, instructor-led training designed to teach sourcing event buyers and procurement officers how to leverage the Strategic Sourcing module to create, manage, evaluate and award solicitations.</p> <ul style="list-style-type: none"> • Explain key features and benefits of Strategic Sourcing • Explain user roles and key processes that will be supported by the Strategic Sourcing module • Describe the navigation features of the Strategic Sourcing dashboard • Identify solicitation types and available templates • Explain key steps in building solicitations and routing for approval • Describe available features to manage open solicitations • Conduct review and evaluation activities for supplier responses • Conduct solicitation close-out and award activities • Identify and use reports • Describe how to access other training resources
GA@WORK Supplier Contracts	Instructor-Led Training	<p>GA@WORK Supplier Contractors is a comprehensive course designed to teach contract administrators how to leverage GA@WORK to create and manage contracts.</p> <ul style="list-style-type: none"> • Familiarize yourselves with key terms, business processes, and navigation related to contracts. • Examine the contract module objectives at GA@WORK. • Gain confidence in managing contracts, with a focus on review cycles and the signature collection process. • Identify contract renewals and amendments proficiently. • Review and outline the tools to communicate, report, and review contracting activities.
GA@WORK Technical Evaluation Team Scoring	eLearning	<p>GA@WORK Technical Evaluation Team Scoring is an eLearning course designed for evaluation team members conducting technical evaluation of supplier responses to solicitations in the GA@WORK Strategic Sourcing module.</p> <ul style="list-style-type: none"> • Describe technical evaluation process in Strategic Sourcing • Explain how to access the panel questionnaire • Explain how to assign ratings and add comments • Describe how to submit, withdraw or update the panel questionnaire • Describe how to access other training resources