

Procurement Foundational and Role Based Learning Programs

Below is a summary of the GA@WORK Procurement Learning Programs and the estimated time to complete each.

For more details on courses and Learning Programs, visit the [GA@WORK Resource Library](#).

Role	Courses in Learning Program eLearning Instructor Led <small>*Does not apply to the University System of Georgia (USG)</small>	Est. Hours
Foundational Learning Programs		
Employee*	Basic Navigation + ESS + Learning	2.5
Manager*	Basic Navigation + HCM Overview + Introduction to Reporting + ESS + MSS + Talent Management + Performance Management + Learning + Recruiting for Managers + Onboarding Setup	8.0
Role Based Learning Programs		
APO/CUPO	GA@WORK Procure to Pay Overview*	1.0
Contract Administrator	GA@WORK for Supplier Contracts	6.0
Help Desk & CRM Admins (DOAS)	GA@WORK Procure to Pay Overview + GA@WORK for Requesters + GA@WORK for Requisitions, P-Card, and PO Approvers + GA@WORK for PO Buyers + Introduction to GA@WORK Strategic Sourcing I + GA@WORK for Strategic Sourcing II + GA@WORK for Supplier Contracts + GA@WORK for Purchasing Card Holders + GA@WORK Agency P-Card Administrator System Training	30
P-Card Administrator	GA@WORK Procure to Pay Overview + GA@WORK for Requisitions, P-Card, and PO Approvers + GA@WORK Agency P-Card Administrator System Training + GA@WORK Intro to Reporting	4.0
P-Card Auditor	GA@WORK Intro to Reporting (SPD Auditors Only) + GA@WORK Procure to Pay Overview + GA@WORK for Requisitions, P-Card, and PO Approvers + GA@WORK for Purchasing Cards + GA@WORK Agency P-Card System Administrator Training	6.0
P-Card Holder	GA@WORK Procure to Pay Overview + GA@WORK for Requisitions, P-Card, and PO Approvers + GA@WORK for Purchasing Card Holders	3.0

Procurement Foundational and Role Based Learning Programs

Below is a summary of the GA@WORK Procurement Learning Programs and the estimated time to complete each one. For more details on courses and Learning Programs, visit the [GA@WORK Resource Library](#).

Role	Courses in Learning Program eLearning Instructor Led <small>*Does not apply to the University System of Georgia (USG)</small>	Est. Hours
Role Based Learning Programs		
PO Buyer	<i>GA@WORK Procure to Pay Overview + GA@WORK for PO Buyers</i>	2.0
Procurement Approver	<i>GA@WORK Procure to Pay Overview + GA@WORK for Requisitions, P-Card, and PO Approvers</i>	2.0
Requesters	<i>GA@WORK Procure to Pay Overview + GA@WORK for Requesters</i>	2.0
Sourcing Event Buyer	<i>Introduction to GA@WORK Strategic Sourcing I + GA@WORK for Strategic Sourcing II + GA@WORK Technical Evaluation Team Scoring for RFPs & RFQCs</i>	13.5
Sourcing Event Panelist (Technical Evaluator)	<i>GA@WORK Technical Evaluation Team Scoring for RFPs and RFQCS</i>	0.5
Supplier	<i>Respond to Sourcing Events (GA@WORK Marketplace) + Register as a Prospective Supplier (GA@WORK Marketplace)</i>	2.0