

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

*Does not apply to the University System of Georgia (USG)

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

*Does not apply to the University System of Georgia (USG)

Est.
Hours

Role Based Learning Programs

PO Buyer

GA@WORK Procure to Pay Overview + GA@WORK for PO Buyers

2.0

Procurement
ApproverGA@WORK Procure to Pay Overview +
GA@WORK for Requisitions, P-Card, and PO Approvers

2.0

Requesters

GA@WORK Procure to Pay Overview + GA@WORK for Requesters

2.0

Sourcing Event
BuyerIntroduction to GA@WORK Strategic Sourcing I +
GA@WORK for Strategic Sourcing II +
GA@WORK Technical Evaluation Team Scoring for RFPs & RFQCs

13.5

Sourcing Event
Panelist (Technical
Evaluator)

GA@WORK Technical Evaluation Team Scoring for RFPs and RFQCS

0.5

Supplier

Respond to Sourcing Events (GA@WORK Marketplace) +
Register as a Prospective Supplier (GA@WORK Marketplace)

2.0