



# EPROCUREMENT

*PeopleSoft Training*

**FEBRUARY**

**APPROVER  
TRAINING**

**REVIEW AND APPROVE REQUISITIONS.**

This training is designed for experienced users only. The attendee will be introduced to the newly designed PeopleSoft 9.2. 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:

- How to navigate the new layout.
- Brief Introduction and overview of eSupplier
- How to look-up a budget and analyze the account analysis report

For more information call Tracey Robinson at (973) 733-7675 or email [purchasing@nps.k12.nj.us](mailto:purchasing@nps.k12.nj.us)

## SESSION I

**WEDNESDAY FEBRUARY 8, 2017**  
**Newark Public Schools Central Office**  
**2 Cedar Street, 8th Floor**  
**Computer Labs A and B**  
**1:00 PM—3:00 PM**

