



EPROCUREMENT

PeopleSoft Training

FEBRUARY

REQUESTOR TRAINING

CREATE AND MANAGE 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:

- Introduction of vendor category search and water ordering Procedures
- How to navigate the new layout
- How to create a requisition
- Brief Introduction and overview of eSupplier
- How to create a field trip requisition
- 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

SESSION I

MONDAY, FEBRUARY 6, 2017
Newark Public Schools Central Office
2 Cedar Street, 8th Floor
Computer Labs A and B
8:30 AM — 3:00PM

