



Event Details

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by

Event:	EPROC080 - eProcurement Requisitioning Tool Course
Subject:	
Event Overview:	Delivered course, covering navigation of the system screens, features and functions; use of the online catalogue; creation of catalogue and off-catalogue requisition baskets; approving; receipting and reporting on transactions
Event Objectives:	Clear understanding of how to navigate and use the eProcurement system for any purchasing/requisitioning requirements.
Event Content:	1. Navigation of eProc Tool; Main Icons / Screens. 2. Online Guide Processes: Internal Baskets / Punchout Baskets / Reporting / Receipting / Approving / Referring Back 3. Q&A
Notes:	Please bring along note-taking/writing materials. User training guide available to download from homepage of eProcurement application.
UCD Instructor:	Nicola Brennan
Instructor (External):	
Building:	O'Brien Centre for Science - Hub
Room:	H1.47
When:	10:30 on 06-Dec-17 for 2 hours