



Event Details

Printed on 4 May 2024
by

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| Event: | EPROC085 - 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 11-Apr-18 for 2 hours |