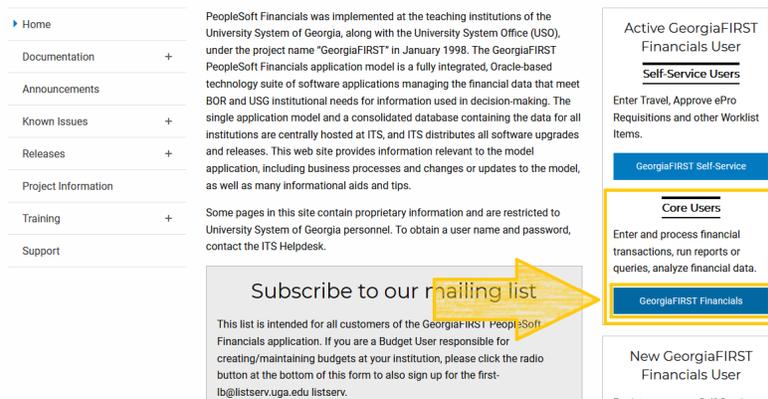


How To Get to the GeorgiaFIRST Marketplace

KSU uses the University System of Georgia's administered application of PeopleSoft. That means multiple universities use the same application – so some modules will be active for some universities and deactivated for others. If you run into an error when issuing a GFM requisition, you have likely followed an incorrect path. Please follow the instruction below, and contact purchasing@kennesaw.edu with any questions.

1. Log in to PeopleSoft via <https://www.usg.edu/gafirst-fin/> by clicking **GeorgiaFIRST Financials** under **Core Users** on the right of the page. You will be prompted to log in using **Duo**.

Delivering Trusted Financial Management Solutions



Home

Documentation +

Announcements

Known Issues +

Releases +

Project Information

Training +

Support

PeopleSoft Financials was implemented at the teaching institutions of the University System of Georgia, along with the University System Office (USO), under the project name "GeorgiaFIRST" in January 1998. The GeorgiaFIRST PeopleSoft Financials application model is a fully integrated, Oracle-based technology suite of software applications managing the financial data that meet BOR and USG institutional needs for information used in decision-making. The single application model and a consolidated database containing the data for all institutions are centrally hosted at ITS, and ITS distributes all software upgrades and releases. This web site provides information relevant to the model application, including business processes and changes or updates to the model, as well as many informational aids and tips.

Some pages in this site contain proprietary information and are restricted to University System of Georgia personnel. To obtain a user name and password, contact the ITS Helpdesk.

Active GeorgiaFIRST Financials User

Self-Service Users

Enter Travel, Approve ePro Requisitions and other Worklist Items.

GeorgiaFIRST Self-Service

Core Users

Enter and process financial transactions, run reports or queries, analyze financial data.

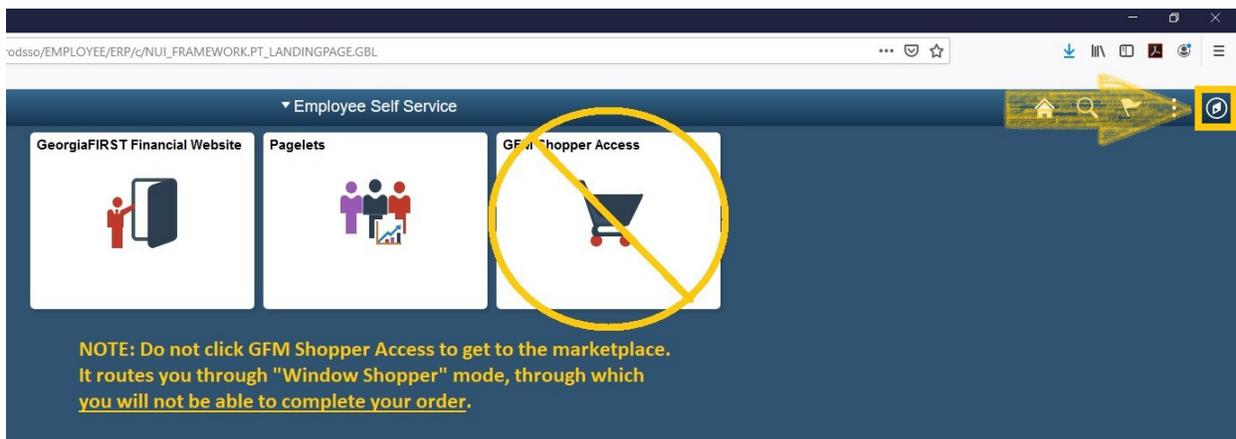
GeorgiaFIRST Financials

New GeorgiaFIRST Financials User

Subscribe to our mailing list

This list is intended for all customers of the GeorgiaFIRST PeopleSoft Financials application. If you are a Budget User responsible for creating/maintaining budgets at your institution, please click the radio button at the bottom of this form to also sign up for the first-
lb@listserv.usg.edu listserv.

2. When in PeopleSoft, click the compass icon at the top right of the page. This opens the **NavBar** menu.
 - a. NOTE: Do not click the *GFM Shopper Access* tile to get to the marketplace. It routes you through "Window Shopper" mode, through which you will not be able to



odss0/EMPLOYEE/ERP/c/NUL_FRAMEWORK.PT_LANDINGPAGE.GBL

Employee Self Service

GeorgiaFIRST Financial Website

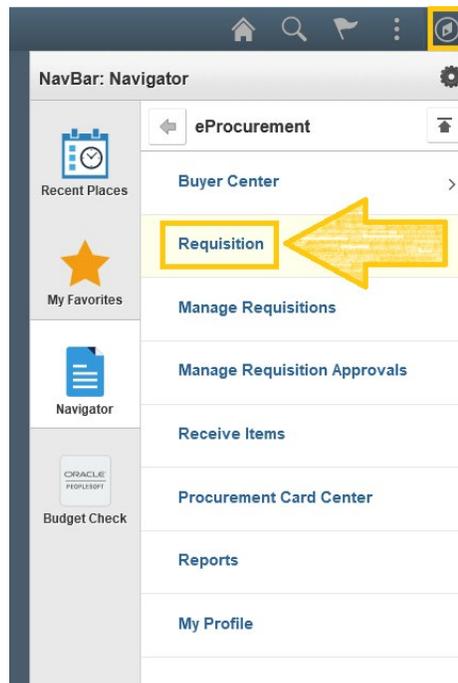
Pagelets

GFM Shopper Access

NOTE: Do not click GFM Shopper Access to get to the marketplace. It routes you through "Window Shopper" mode, through which you will not be able to complete your order.

complete your order.

- In the NavBar menu, click **Navigator** > **eProcurement** > **Requisition**.



- On the new page, click **GAFirstMarketplace** under **Web**. From here you will be able to proceed with issuing a requisition.

Create Requisition ?

Welcome **Bullock,Ronald W**

[Home](#)
[My Preferences](#)
[Requisition Settings](#)
[0 Lines](#)
[Checkout](#)

Request Options Search All Search Advanced Search

Enter search criteria or select from the menu on the right to begin creating your requisition.

<p>Web Browse Supplier Websites GAFirstMarketplace</p>	<p>Express Item Entry Create an Express Requisition</p>	<p>Special Requests Create a non-catalog request</p>
<p>Forms Create and Submit Forms</p>	<p>Favorites Browse Favorite Items and Services</p>	<p>Templates Browse Company and Personal Templates</p>
<p>ePro Services Request Services Fixed Cost Service Variable Cost Service Time and Materials</p>	<p>Recently Ordered View recently ordered items and services Freight for Scantron Forms Scantron Test Sheets, 106173</p>	