



University of Massachusetts Amherst PeopleSoft 8.9 Amherst Marketplace-only Training

A shortened version of the eProcurement training class has been developed for users that only require access to the Amherst Marketplace. This class is designed to meet the needs of departments with large populations of faculty, staff, and/or Graduate Research Assistant (RAs) with Marketplace purchasing needs but do not require full access to the PeopleSoft financial purchasing system.

The shortened purchasing training model allows users access to place orders using the Amherst Marketplace only. These orders are then reviewed for proper coding, including Speed Charts, Categories, and Account codes, by an authorized department staff person (a Business Manager or Bookkeeper, for example) through the automated workflow process before the order is released to the Marketplace vendor.

This shortened 2-hour Marketplace training class is offered on a department by department special request basis only. The department must agree to special processing requirements to use this purchasing model. Please contact the Procurement department at 545-0361 to set up a training session prior to submitting the Marketplace Access Request Form to the Campus Security Administrator.

Note that by completing this shortened 2-hour Marketplace training class it does not qualify users for access to other areas of the PeopleSoft finance system. Users must take the full eProcurement training class for full access.