Getting Started in UGAmart for Requisitioners

UGAmart serves as the University’s primary resource for the purchasing of products, supplies, materials, chemicals, etc. This system has been integrated with the UGA Financial Management System. This Quick Start will explain how Requisitioners can log in and enter chartstring information in UGAmart to make a purchase.

Logging in:
☐ Request access to UGAmart, if needed.
  • UGAmart uses security roles to grant access to different tasks in the system. The Shopper role is automatically granted to all employees active in PeopleSoft except students. Ask your supervisor to submit an Access Request Form in Financials if you need another role, such as the Requisitioner role. The form can be accessed through the Request Access tile on the UGA Financials homepage and includes a list of all possible UGAmart roles available.
☐ Login to UGAmart.
  • If not on the UGA Network, connect to Cisco AnyConnect (VPN) on your computer or mobile device.
  • Go to https://ugamart.uga.edu.
  • Click the Login to UGAmart button on the top left corner of the page and when prompted, sign in using your MyID and password. This will take you to the UGAmart home page, where you can find items to purchase.

Using UGAmart Accounting Codes to Complete a Purchase:
☐ Enter the ChartFields in the chartstring.
  • When adding Accounting Codes in UGAmart, you need to open the ChartField so that you can enter the information. To do so, click the Edit button on the right, click Select from all values link, and then click Search.
  o If you are using a SpeedType, select your SpeedType from the list.
  o If you need to type in a chartstring, type ++ in the box below SpeedType and then enter your values in the chartstring boxes to the right of the box with the ++.
  o Once ChartFields are entered scroll to the right to click recalculate/validate values before saving.

UGAmart Support:
If you have questions or issues with your security role or access to functionality, contact the Project Coordinator for your unit. A list of PCs by unit is available on the Project Coordinator Resource Page on the OneSource website: https://onesource.uga.edu/resources/project_coordinator/. For other questions, contact the OneSource Service Desk at onesource@uga.edu or 706-542-0202.