



# Quick Start for UGAmart

## Getting Started in UGAmart

This document provides a quick look at UGAmart and the available resources for using this purchasing system for UGA department users.

### What is UGAmart?

UGAmart serves as the University's primary resource for purchasing goods and services.

Users log into UGAmart to create purchase requisitions, which are routed through budget checks and various workflow approvals within UGA.

After review, approval, and after any necessary purchasing processes, such as competitive bidding, UGA Procurement staff create a purchase order ("PO") from that requisition, and the PO is sent to the supplier and to the UGA Financial Management System, where the funds are encumbered.

After the orders are completed, invoiced, and paid, the PO is closed.

### Logging In to UGAmart

From the UGAmart Homepage

- 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.

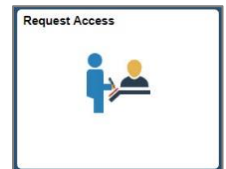
From UGA Financials Homepage

- Go to <https://financials.onesource.uga.edu>
- Enter your MyID, password, and DUO verification.
- Click the UGAmart tile.



### Requesting Access to UGAmart

UGAmart utilizes security roles to grant access to different tasks in the system. The **Shopper** role is automatically granted to all UGA employees active in PeopleSoft. If you need another role, ask your supervisor to submit a UGAmart Access Request through the *Request Access* tile on the *UGA Financials* homepage.



The basic UGAmart roles are:

- **Shoppers** have the primary role of shopping and adding items to a draft shopping cart. Shoppers assign the draft cart to a Requisitioner in their department/unit for completion and submittal for approval.
- **Requisitioners** can shop and add items to a draft shopping cart like a Shopper, but they can also view/edit ChartFields and can submit their cart or a cart assigned to them as a purchase requisition for approval.
- **Approvers** have the same capabilities as Requisitioners, but are also able to approve requisitions during the *Department Approval* workflow step. Note that the same user cannot approve a requisition for which they already served as a Shopper or a Requisitioner.

### Additional Information

- Users should review specific guidance and details in the OneSource Training Library at <https://training.onesource.uga.edu> (Financials Topics by Module > Procurement > UGAmart), including:
  - Creating and assigning shopping carts
  - Using punch-out catalog, hosted catalog, and non-catalog items
  - Entering ChartField information and submitting requisitions
  - Approving, rejecting, and returning requisitions
  - Requesting that a PO be closed
- For questions, contact the OneSource Service Desk at [onesource@uga.edu](mailto:onesource@uga.edu) or 706-542-0202 (option 2).