



Dear PASSHE SourcePoint User,

Now is a great time to time to refresh, renew, rejuvenate, and learn! As SourcePoint evolves we are building those lessons learned right into our training, come join us to see what's new.

Specific information and registration links for training based on your SourcePoint needs can be found below.

Available Sessions – August 2022



Requester – viewing your Guided Buying Dashboard to address open receipts and approvals

This process should be done by the requester throughout the year. All requesters should be aware and understand.

[Requester – addressing open receipts and approvals – Wednesday August 17, 2022 @ 10:00AM](#)

PR entry for multi-year contracts

Entering a PR for multi-year contracts, understanding and how to obtain support and guidance.

[Multi-year contracts – Thursday August 18, 2022 @ 8:30AM](#)

[Multi-year contracts – Tuesday August 30, 2022 @ 1:30PM](#)

Approvals

Understanding the approval flow, how to approve, adding an ad-hoc approver, and temporarily delegating your approval authority.

[SourcePoint Approvals – Wednesday August 10, 2022 @ 9:30AM](#)

Demonstration of How to Enter a Service PR

This will be a live demonstration of entering a service PR within SourcePoint followed by Q&A

[Demo – Service PR entry – Tuesday August 9, 2022 @ 9:00AM](#)

[Demo – Service PR entry – Wednesday August 24, 2022 @ 3:00PM](#)

Demonstration of How to Enter a Catalog PR

This will be a demonstration of entering a catalog PR within SourcePoint followed by Q&A

[Demo – Catalog PR entry – Tuesday August 16, 2022 @ 9:00AM](#)

Demonstration of How to Enter a Non-Catalog PR

This will be a demonstration of entering a non-catalog PR within SourcePoint followed by Q&A

[Demo – Non-Catalog PR entry – Wednesday August 17, 2022 @ 3:00PM](#)

Understanding the New Supplier Process

Requesting a new Supplier, an *interactive opportunity* to learn how to search for Supplier information within SourcePoint, and how YOU can help your Suppliers

[Supplier Management – Thursday August 18, 2022 @ 1:00PM](#)

NEW each Month Tips, Tricks and Reminders

Great opportunity to learn new tips and tricks within SourcePoint.

[Tips, Tricks, and Reminders – Wednesday August 10, 2022 @ 1:00PM](#)

[Tips, Tricks, and Reminders – Tuesday August 30, 2022 @ 9:00AM](#)

Understanding the Guided Buying Dashboard

An *interactive opportunity* to update your profile, review your PR and PO, see approval flows, who is your buyer, see what YOU must receive or approve.

[Understanding Guided Buying – Thursday August 11, 2022 @ 1:00PM](#)

[Understanding Guided Buying – Wednesday August 24, 2022 @ 9:00AM](#)

Desktop Receiving

For those universities that use the Desktop Receiving function, we will review receiving, reversals and returns. *Take this time to view your receiving area within Guided Buying.*

[Desktop Receiving – Tuesday August 16, 2022 @ 2:00PM](#)

Additional Information

Use the links above to register early, as courses are offered on a first come-first-serve basis. When you register you will receive an email with a link to add to your calendar.

Also don't forget to review the WCU SourcePoint Portal, our one-stop-shop for all things SourcePoint. You will find training videos, job aides, recordings of system demonstrations, previous Newsletters, and more: [WCU SourcePoint Portal](#). **Note:** You must be on the network, remote desktop, VPN, etc. for access.

Please contact Marianna Burns, MBurns3@wcupa.edu, with any SourcePoint training or access questions, or if there is something specific you would like to see included on the WCU SourcePoint Portal.

Thank you for looking!

WCU SourcePoint Team