

## Ed-Data Procurement Management System Supply Requisition Instructions - User

**Important Note:** For optimal viewing, please ensure that your screen resolution is set to 1024 x 640 or higher, and your browser zoom is set no higher than 100%.

### Login:

1. Enter www.ed-data.com in the address bar of your web browser.
2. Click on the red "Order Entry System" button on the bottom of the page.
3. Type in the following information:
  - a. DISTRICT CODE: Enter the 2-character code located on the upper right-hand corner of this packet.
  - b. USER NUMBER & PASSWORD: This 5-digit code is located on the upper right-hand corner of this packet. Enter the 5-digit code for the USER NUMBER & PASSWORD.
  - c. Click "login". You are now logged in on the "My Requisitions" tab.

### Requisition Creation & Modification "My Requisitions":

New requisitions can be created, and existing requisitions can be accessed and modified from the "My Requisitions" tab.

#### **Create a New Requisition**

1. From the "My Requisitions" tab, click the "Show Category Menu" button to access a listing of all supply categories.
2. Click on the desired supply category. A new requisition will appear.
3. Select the account code for your order by clicking on the drop down menu next to "ACCT".

You are now ready to add items to your requisition. Skip to "Adding Item To My Requisition" below.

#### **Open and Modify an Existing Requisition**

From the "My Requisitions" tab click the gray "MODIFY" button to open an existing requisition. You may add, delete or modify quantities from the requisition.

- **Change Quantity:** Change the number in the "Current Qty" column, then hit enter on your keyboard.
- **Delete Items:** Click the "x" under the Delete column.

#### **Add Items to Your Requisition from Order-EZ**

Order EZ is quick and simple way to add items to your req if you have an awarded vendors' item number. Item numbers can be found in a catalog or in some cases the vendor's website.

1. Select the vendor from the "Select Awarded Vendor" dropdown.
2. Type the vendor's item number in the cell marked "Item #".
3. Enter the desired quantity in the "Qty #:" cell.
4. Click the "Add" button. The item will be added to your requisition. Repeat to add additional items.

#### **Add Items to Your Req with Search**

Our enhanced search tool allows you to browse our extensive database to add new items to your requisition. It's simple and will help you stretch your budget. You can search using any combination of:

- **Vendor** – Narrow your search to a given vendor. (*For greater selection it's recommended to leave this set to all vendors for most searches*)
- **Most Popular Item List** - Search an extensive listing of the most popular items purchased by thousands of teachers at the highest discounts.
- **Description** – This option can be used to narrow your results from "Most Popular Item" search or on its own to search all possible items.

1. Click the "Search" tab to enter the search screen.
2. Select any combination of Headings, Vendors or enter keywords then click Search.
3. Items will be listed below based on your search criteria. Enter the desired quantity and click "ADD".
4. To return back to your order click on the grey "Requisition" tab (left of the Search tab).

#### **SEARCH TIPS:**

- \* Use the Most Popular Item dropdown as your primary search tool to access an alphabetical listing of core items. If your search results are too extensive you can narrow them by entering a keyword in the "Description" box and searching again.
- \* First try searching by all vendors to provide the greatest item selection and lowest prices.

**If you need additional assistance your Ed-Data Customer Service Representative is Joanne Lagomarsino**

**and can be reached at Phone: (973) 340-8800 x24 or Email: joannl@ed-data.com**

## Exit Requisition

- **Exit and Hold:** To close your requisition without submitting for approval, click the “Exit Requisition” or “Hold Requisition” button.
- **Exit and Submit:** To close and submit your requisition for approval, click the “Submit Requisition” button.

### Awarded Vendors List

Athletic Supplies	HENRY SCHEIN INC. , PASSON'S SPORTS/BSN SPORTS, INC. , S&S WORLDWIDE, INC. , SCHOOL HEALTH CORPORATION
Audio Visual Supplies	CAMCOR, INC. , SCOTT ELECTRIC CO. , TROXELL COMMUNICATIONS, INC. , VALIANT IMC / VALIANT NATIONAL AV SUPPLY
Cosmetology	BURMAX COMPANY, INC. , MARIANNA INDUSTRIES INC.
Custodial Supplies	APP, INC. , BERGEN INDUSTRIAL SUPPLY CO., INC. , BROOKAIRE CO., LLC , CALICO INDUSTRIES, INC. , OCEAN JANITORIAL SUPPLY, INC. , STAPLES CONTRACT & COMMERCIAL, INC. , TRAVERS TOOL CO., INC.
Elementary Science Supplies	CAROLINA BIOLOGICAL SUPPLY CO. , EAI EDUCATION / ERIC ARMIN INC. , ETA HAND2MIND , FISHER SCIENCE EDUCATION INC. , FLINN SCIENTIFIC CO. , NASCO , PARCO SCIENTIFIC COMPANY , SARGENT- WELCH / VWR , SCIENCE KIT/WARD'S
Family / Consumer Science Supplies	NASCO , S.A.N.E.
Fine Art Supplies	CASCADE SCHOOL SUPPLIES , DICK BLICK COMPANY , NASCO , SCHOOL SPECIALTY/SAX ARTS ED. , SHEFFIELD POTTERY, INC. , TRIARCO ARTS & CRAFTS, LLC
General Classroom Supplies	CASCADE SCHOOL SUPPLIES
Health and Trainer Supplies	HENRY SCHEIN INC. , SCHOOL HEALTH CORPORATION
Language Arts	TEACHER'S DISCOVERY/AMERICAN EAGLE CO. INC.
Library Supplies	CASCADE SCHOOL SUPPLIES , DEMCO, INC.
Math Supplies	EAI EDUCATION / ERIC ARMIN INC. , ETA HAND2MIND , NASCO
Music	SHAR PRODUCTS COMPANY
Office/Computer Supplies	W.B. MASON CO., INC.
Photography Supplies	VALLEY LITHO SUPPLY CO.
Physical Education Supplies	NASCO , PASSON'S SPORTS/BSN SPORTS, INC. , SCHOOL SPECIALTY, INC/SPORTIME
Rocketry	MIDWEST TECHNOLOGY PRODUCTS , PAXTON/PATTERSON LLC , PITSCO EDUCATION
Science Supplies	CAROLINA BIOLOGICAL SUPPLY CO. , EAI EDUCATION / ERIC ARMIN INC. , FISHER SCIENCE EDUCATION INC. , FLINN SCIENTIFIC INC. , FREY SCIENTIFIC CO. , NASCO , PARCO SCIENTIFIC COMPANY , PITSCO EDUCATION , SARGENT- WELCH / VWR , SCIENCE KIT/WARD'S , WARD'S SCIENCE
Special Needs	SCHOOL SPECIALTY/ABILITATIONS
Teaching Aids	BECKER'S SCHOOL SUPPLIES , CASCADE SCHOOL SUPPLIES , EAI EDUCATION / ERIC ARMIN INC. , ISLAND SCHOOL & ART SUPPLY , KAPLAN EARLY LEARNING CO. , KURTZ BROS. , LAKESHORE LEARNING MATERIALS , NASCO , REALLY GOOD STUFF , SCHOOL SPECIALTY/CHILDCRAFT , UNITED SUPPLY CORP.
Technology Supplies	BRODHEAD - GARRETT COMPANY , MIDWEST TECHNOLOGY PRODUCTS , PAXTON/PATTERSON LLC , PITSCO EDUCATION , SATCO SUPPLY

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