

## **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%. [You may also watch a training video of the system by clicking here.](#) Make sure your sound is turned on for the video. Also, the video will not work with Internet Explorer. If you use IE, you will need to copy the video link to another browser such as Chrome.

### **Login to Ed-Data:**

**\*\*Important\*\*** If you previously logged in to Ed-Data, follow the steps below under "**Login as an Existing User.**" If this is your first time logging into Ed-Data, skip to "**Login in as a First-Time User**"

#### **Login as an Existing User**

1. Enter [www.ed-data.com](http://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. Enter the following information:
  - a. **DISTRICT CODE:** Enter the 2-character code located on the upper right-hand corner of this packet.
  - b. **USER NUMBER:** This 5-digit code is located on the upper right-hand corner of this packet. Enter the 5-digit code for the USER NUMBER.
  - c. **PASSWORD (EXISTING USERS):** Enter your previously created password. A unique password is different from your user number. It is at least 8- characters and contains at least one of the following: capital letter, lowercase letter, number, and a special character. **If you forgot your password** , you can reset it by clicking " *Need help logging in to Ed-Data – Click here to reset your password or create your password.* " and carefully follow the on-screen prompts.
4. Click "Login" (after entering the District Code, User Number & Password).

#### **Login as an First-Time User**

1. Enter [www.ed-data.com](http://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. **Create your password** by clicking " *Need help logging in to Ed-Data - Click here to reset your password or create your password.* " and carefully follow the on-screen prompts.
4. After following all on-screen prompts, return to the login screen and enter:
  - a. **DISTRICT CODE:** Enter the 2-character code located in the upper right-hand corner of this packet.
  - b. **USER NUMBER:** Enter the 5-digit code for the USER NUMBER located in the upper right-hand corner of this packet.
  - c. **PASSWORD:** Enter your password.
5. Click "Login" (after entering the District Code, User Number & Password).

**SSO (single sign-on) Login Option** – Ed-Data is now compatible with existing Microsoft, Google, or ClassLink “single sign-on” accounts. Logging into Ed-Data via third-party SSO is optional . To use your existing compatible SSO account, click either the Microsoft, Google, or Classlink buttons on the Ed-Data login screen and follow the on-screen prompts.

\*\*To integrate with SSOs from Microsoft, Google, or Classlink, you will need an existing Ed-Data account with an Ed-Data district code, user number, and password. If you are new to Ed-Data or do not have an Ed-Data password, follow the steps above under Login as a First-Time User before attempting to link an SSO account .

## **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 Items 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 or an Ed-Data number from an Order Book. Vendor Item numbers can be found in a catalog or in some cases the vendor's website.

1. On the Requisition tab, Select the vendor from the "Select Awarded Vendor" dropdown.
2. Type the 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.

**SSO (single sign-on) Login Option** – Ed-Data is now compatible with existing Microsoft, Google, or ClassLink “single sign-on” accounts. Logging into Ed-Data via third-party SSO is optional . To use your existing compatible SSO account, click either the Microsoft, Google, or Classlink buttons on the Ed-Data login screen and follow the on-screen prompts.

\*\*To integrate with SSOs from Microsoft, Google, or Classlink, you will need an existing Ed-Data account with an Ed-Data district code, user number, and password. If you are new to Ed-Data or do not have an Ed-Data password, follow the steps above under Login as a First-Time User before attempting to link an SSO account .

**Your Staff's Reqs - Review/Approve/Reject Orders "Approve Requisition" Screen** - For HS Content Leaders Supervisors and Administration

1. Log in to the system (see instructions above).
2. Click on the "Approve Requisitions" tab. This screen lists all of your staff's requisitions by category.

### **Open & Review a Requisition**

To view the itemized detail of any order, click the "Modify" button on the left-hand side of the screen.

### **Approve or Reject Requisitions**

1. Select the requisition(s) you would like to approve or reject by clicking on the box(es) on the left-hand side of the screen.
2. Click the "Action" dropdown located on the bottom of the screen to select the desired action (approve/ reject).
3. Click "Apply" located next to the "Action" box.

**NOTE:** Once you approve a requisition, the teacher can no longer change that requisition.

### **Sort & Filter Requisitions**

- **Sort** - The requisitions can be sorted by clicking on headers at the top of each column.
- **Filter** - The system will allow you to filter requisitions by Budget Code, Category, Status, User Name, User Number, and in some cases by location. This can useful while approving your requisitions or can be used to generate reports for budgeting or keeping a history. To filter and print (option) please follow the steps below.

1. View your staff's requisitions on the "Approve Requisitions" tab.
2. Click the filter box as desired in the "Filter List By" section.
3. After making a selection the system will display the requisitions to match your request.
4. You can clear your filter results by clicking "Clear Filter"

## Add Items to Your Requisition with Search

Our enhanced search tool allows you to browse our extensive database of **Cooperative Bid Items** to add new items to your requisition. It's simple and will help you stretch your budget.

- **Cooperative Bid Items** have already gone through the bidding process, meaning you will get the exact item as you see described. The price and the vendor are also set. This is just like online shopping. What you see is what you get, and there will not be any substitutions.
1. Enter your request in the "Quick Search" on the "Requisition" screen or click on the "Search" tab to enter the advanced search menu.

You can simply search by keyword or any combination of *Keyword*, *Most Popular Item* list, and/or *Vendor* :

- **Keyword** - Enter a search term for the desired item. A keyword entry can be used on its own or in conjunction with "Most Popular List" or "Vendor List".
    - *Note: By default, all terms entered into the keyword search will be considered essential in order to provide the best possible search results. This can be turned off by deselecting the "Require all terms below" box. While unchecking the box will yield more search results, they may be less desirable.*
  - **Most Popular Item List** - This dropdown provides an alphabetical list of the most popular items purchased by thousands of educators at the highest discounts.
  - **Vendor** - This option narrows your search to a given vendor.
    - *Note: In most cases it's recommended to leave this set to "All Vendors" to maximize search results.*
2. Populate your search criteria (keyword, etc.) then click the "Search" button, located to the right.
  3. Items will be listed below based on your search criteria.
    - *Note: Results can be viewed in a Gallery View or List Format. The Gallery view is the default, however either view can be selected by clicking the icon next to "Show Results as:". By default, search results are listed by Relevance. Results may be re-sorted by other variables by selecting an option from the "Sort By:" dropdown menu.*
  4. Enter the desired quantity, then click "ADD". The item will be added to your requisition.
  5. To return back to your order, click on the grey "Requisition" tab (left of the "Search" tab).

## SEARCH TIPS:

- Use the "Most Popular/High Volume Items" 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.

## 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.

**If you need additional assistance your Ed-Data Customer Service Representative is Patrice Abate and can be reached at Phone: (973) 321-9398 or Email: patricea@ed-data.com**

## Awarded Vendors List

Athletic Supplies	BSN Sports, LLC, Laux Sports LLC dba Laux Sporting Goods, M-F Athletic dba MFAC, LLC , Pioneer Athletics dba Pioneer Manufacturing Co, Riddell dba All American Sports Corp. , S&S Worldwide, Inc., School Specialty, LLC, Sportsman's dba George L. Heider, Inc., United Supply Corp.
Audio Visual Supplies	Acco Brands Corporation dba Acco Brands USA LLC, Adorama Inc., Bluum USA Inc., Camcor, Inc. , Impex Micro Inc., Paper Clips Inc., PC University Distributors Inc., PureTek Group Inc , Pyramid School Products dba Pyramid Paper Company, Scott Electric Co., United Supply Corp.
Cafeteria Compostable Products	Staples Contract & Commercial LLC, United Supply Corp.
Cafeteria Consumable Supplies	Staples Contract & Commercial LLC, United Supply Corp.
Copy Duplicator Supplies	Staples Contract & Commercial LLC
Custodial Supplies	AramSCO, Inc., Brookaire Company, LLC, Central Poly-Bag Corp. , Cooper Electric Supply LLC dba Cooper Electric, Donna Jana Enterprizes LLC dba My Price Supply , Farrar Filter Company, Inc., Interboro Packaging Corp., John A. Earl, Inc., Metco Supply Inc. , Ocean Janitorial Supply, Inc., PureTek Group Inc, Staples Contract & Commercial LLC , Tri-State LED DE LLC, United Sales USA Corp., United Supply Corp.
Elementary Science Grade Level Materials List	Carolina Biological Supply Co, EAI Education dba Eric Armin Inc., School Specialty, LLC , United Supply Corp., VWR Funding, Inc dba Wards Science
Elementary Science Supplies	Carolina Biological Supply Co, EAI Education dba Eric Armin Inc., Nasco Education LLC , School Specialty, LLC, United Supply Corp., VWR Funding, Inc dba Wards Science
Family / Consumer Science Supplies	Metco Supply Inc., Nasco Education LLC, S.A.N.E., United Supply Corp.
Fine Art Supplies	Blick Art Materials LLC, Cascade School Supplies, Inc., Nasco Education LLC , National Art & School Supplies, Inc., School Specialty, LLC, W.B. Mason Co., Inc.
General Classroom Supplies	Cascade School Supplies, Inc.
Health and Trainer Supplies	BSN Sports, LLC, Henry Schein, Inc., Performance Health Holdings, Inc. dba Medco Supply , School Health Corporation
Library Supplies	Acco Brands Corporation dba Acco Brands USA LLC, Cascade School Supplies, Inc., Demco, Inc. , The Library Store, Inc.
Math Supplies	EAI Education dba Eric Armin Inc., Earlychildhood LLC dba Discount School Supply , Nasco Education LLC, United Supply Corp.
Music Supplies	Advantage Music Limited, Catalano Musical Products, K&S Music Inc., Music & Arts, Music In Motion Inc. , Shar Products Company dba Shar Music, Sweetwater Sound, LLC, United Supply Corp. , Washington Music Sales Center, Inc., West Music Company, Inc.
Office and Toner Supplies	Staples Contract & Commercial LLC
Photography Supplies	Adorama Inc., Impex Micro Inc., Metco Supply Inc.
Physical Education Supplies	BSN Sports, LLC, Nasco Education LLC, S&S Worldwide, Inc., School Health Corporation , School Specialty, LLC, United Supply Corp.
Rocketry	Electronix Express dba R.S.R. Electronics Inc., Metco Supply Inc., Midwest Technology Products , Pitsco Education, LLC
Science Supplies	ASI Associates, Inc. dba Arbor Scientific, Bio Company Inc. dba Bio Corporation , Carolina Biological Supply Co, EAI Education dba Eric Armin Inc. , Fisher Scientific Co. LLC dba Fisher Science, Flinn Scientific, Inc., Nasco Education LLC , Parco Scientific Company, Pitsco Education, LLC, School Specialty, LLC, United Supply Corp. , VWR Funding, Inc dba Wards Science
Special Needs	Nasco Education LLC, S&S Worldwide, Inc., School Health Corporation, School Specialty, LLC , Super Duper, Inc dba Super Duper Publications, United Supply Corp.
Teaching Aids	Cascade School Supplies, Inc., Charles J. Becker & Bro. Inc dba Becker's School S , EAI Education dba Eric Armin Inc., Earlychildhood LLC dba Discount School Supply , Kaplan Early Learning Company, Kurtz Bros., Inc., Lakeshore Learning Materials, LLC , Nasco Education LLC, Really Good Stuff, LLC, S&S Worldwide, Inc., School Specialty, LLC , United Sales USA Corp., United Supply Corp.

**If you need additional assistance your Ed-Data Customer Service Representative is Patrice Abate and can be reached at Phone: (973) 321-9398 or Email: [patricea@ed-data.com](mailto:patricea@ed-data.com)**

Technology Supplies      Electronix Express dba R.S.R. Electronics Inc., Metco Supply Inc., Midwest Technology Products  
   , Paxton/Patterson LLC, Pitsco Education, LLC, United Supply Corp.

---

World Languages      Teacher's Discovery, Inc. American Eagle Co., Inc.

---

**If you need additional assistance your Ed-Data Customer Service Representative is Patrice Abate  
and can be reached at Phone: (973) 321-9398 or Email: [patricea@ed-data.com](mailto:patricea@ed-data.com)**