

Shop and create requisitions online

Regional Data Services eProcurement software streamlines the process of ordering items from eProcurement sites such as OneIndiana or IAESC (Indiana Approved Educational Shopping Cooperative). With the eProcurement System, users select items, via the web, and automatically create a requisition in the RDS Financial System. The eProcurement system uses the account security from the RDS Financial System for authorized purchasing users.

Order Prerequisites

Select Account:
 Fund F Prog Acctn Ctgct Lcdt B
 010 0000 25200 61100 0004 D Balance: \$879.49

Provide a brief description for this purchase:
 Food Supplies

Provide shipping address:
 Deliver To: Mr. Smith
 Select Location: RDS HIGH SCHOOL
 Shipping information from selected location:
 Location: RDS HIGH SCHOOL
 Address: 1560 NORTH CROWN STREET
 City, State, ZIP: CROWN POINT IN 46307

All fields on this form are required. You must select a location from the drop down list and provide location information.

Submit Requisitions

Account: Fund Balance: \$10.00 Fund: \$10.00	Item: 010 0000 25200 61100 0004 D Total: \$10.00	Item Description: FOOD SUPPLIES	Quantity: 1	Unit Price: \$10.00	Total Price: \$10.00
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Print ePro Requisitions

Account	Item	Item Description	Quantity	Unit Price	Total Price
010 0000 25200 61100 0004 D	FOOD SUPPLIES	FOOD SUPPLIES	1	\$10.00	\$10.00
Total: \$10.00					

Features:

- Eliminates the entry of the requisition detail into the RDS Financial System when ordering from an eProcurement website
- If items are purchased from multiple vendors, the system will create separate requisitions for each vendor.
- All current RDS Financial Security is used. This eliminates the need to set up any additional security.
- RDS security will only permit users to make purchases from their list of authorized budget accounts.
- Users will not be permitted to over-expend an account, unless the proper RDS administrative rights are granted. If an over-expense is allowed, an audit trail will be created showing the overage upon entry.
- Multiple accounts can be entered on a requisition.
- Check balances on accounts before shopping.
- Select the 'Ship to' location and address from a dropdown box.
- Purchasing item detail is automatically downloaded to the RDS requisition database.
- Once a requisition is properly approved and the purchase order has been created, in the RDS Financial System, an electronic notification is sent to the online store, which releases that order for processing/delivery.
- Display summary totals by account and vendor, along with individual requisition detail.