

Regional Data Services eProcurement software streamlines the process for ordering items from eProcurement sites such as OneIndiana or IAESC (Indiana Approved Educational Shopping Cooperative). The eProcurement System allows users to 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:

Fnd F Prog Acctn Objct Loct B

Balance: \$869.49

Provide a brief description for this purchase:

Provide shipping address:

Deliver To:

Select Location:

Shipping information (from selected location):

Location:

Address:

City, State, ZIP:

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

Submit Requisitions

Summary		Vendor/Requisition Detail																					
Vendors School Specialty \$120.00 CDW \$310.00 Total \$430.00		IAESC Vendor School Specialty 100 Paragon Pkwy Mansfield OH 44907																					
Accounts YR FND F PROG ACCTN OBJCT LOCT B 10 010 0 0000 11100 61100 0801 0 \$60.00 \$95.00 10 010 0 0000 11100 61100 0802 0 \$95.00 \$382.00 Total \$155.00		RDS Financial Vendor School Specialty 100 PARAGON PKWY MANSFIELD, OH 44907																					
Total Balance YR FND F PROG ACCTN OBJCT LOCT B 10 010 0 0000 11100 61100 0801 0 \$60.00 \$95.00 10 010 0 0000 11100 61100 0802 0 \$95.00 \$382.00 Total \$155.00		Account Number YR FND F PROG ACCTN OBJCT LOCT B 10 010 0 0000 11100 61100 0801 0 \$45.00 10 010 0 0000 11100 61100 0802 0 \$20.00 Total \$65.00																					
Difference \$275.00		Remove <table border="1"> <thead> <tr> <th>Item Description</th> <th>Quantity</th> <th>Unit</th> <th>Price</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>ART KRAFT RL 36X1000 BLACK</td> <td>10</td> <td>EACH</td> <td>\$5.90</td> <td>\$59.00</td> </tr> <tr> <td>ART KRAFT RL 36X1000 WHITE</td> <td>10</td> <td>EACH</td> <td>\$6.10</td> <td>\$61.00</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> <td>\$120.00</td> </tr> </tbody> </table>		Item Description	Quantity	Unit	Price	Total	ART KRAFT RL 36X1000 BLACK	10	EACH	\$5.90	\$59.00	ART KRAFT RL 36X1000 WHITE	10	EACH	\$6.10	\$61.00	Total				\$120.00
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Print ePro Requisitions

Accounts		Total Balance		YR FND F PROG ACCTN OBJCT LOCT B	
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Total					
Requestion	Vendor	Description	Create Date	Status	Notes
<input type="button" value="print"/>	0006999	School Specialty	2/10/2011	Cancelled	Cancelled due to stock being found in warehouse.
<input type="button" value="print"/>	0006850	School Specialty	2/05/2011	PO#00018672	
<input type="button" value="print"/>	0006830	CDW	1/31/2011	Cancelled	Incorrect cartridge for printer.
<input type="button" value="print"/>	0006775	Quill	1/09/2011	PO#00018621	
Total					\$120.00

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.