

## **ED DATA UPDATE:**

Ed Data's User List Form will need to be submitted to Purchasing no later than February 28, 2022. The form will be emailed to all the office managers and requisitioners and posted on my web-page. Remember that this list can be updated, added to, or deleted from at any time by your administrator. If you require more than one approver on the user account, please indicate that on the form. Please remember that the Purchasing Agent has the final approval on all orders.

## **TIMELINE:**

Submit User Lists:	February 28, 2022
System Opens/Welcome Emails Sent:	April 1, 2022
User submits orders	May 31, 2022
Administrators Approve Orders:	June 20, 2022
PO's Prepared and Sent to Vendors:	June/July 2022
Supplies Delivered:	July/August 22

## **Notes on Ed Data purchases:**

- Ed Data is not set up to do open purchase orders. Your orders are set up as carts.
- If you cannot find what you need utilizing Ed Data, then you can enter a requisition through nVision; purchasing policies apply.
- After December 31, any funds not used with Ed Data should be encumbered using requisitioning in nVision. You can always use the contracts from the Ed Data system but like all other requisitioning, Jan 31 is the purchasing deadline. Please refer to our year-end purchasing guidelines.

**\*\*\*NOTE:** There will be an additional zoom meeting for all administrators, directors or requisitioners that have not attended the previous P & P meeting, scheduled to go over the conversion and answer any questions that they may have. It is very important that they attend this meeting. An email will be sent out to all when the date is solidified.