



Thank you for your continued support of Educational Data Services! We currently serve over 600+ school districts, and over 100,000 teachers who utilize our web-based system to cost effectively procure school supplies and adhere to state purchasing laws.

## ED-DATA REVIEW

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**What is Ed-Data?** Ed-Data is not a supply vendor. Instead, we work for you, our cooperative members, by organizing the largest supply cooperative of its kind in the state. We manage the co-op's day-to-day needs and developed a web-based platform to simplify and streamline the buying process. Our platform facilitates competition between vendors to reduce pricing, and provides you with a website to simply organize and submit your supply needs for approval. This simplifies the ordering process for all.

- Our web-based system is just like online shopping, while focusing on your recurring consumable supply needs. Just simply shop for the supplies you need, with no need for bidding or quoting.
- Each user (teacher, secretary, etc.) is provided with their own website to organize supply needs.
- Our co-op stretches your supply budget and offers the best value of low pricing, simplicity, and legal purchasing according to state law.
- Our system offers 20+ supply categories which satisfies virtually all your school supply requirements under one platform.
- Many of the 100+ supply vendors in the Ed-Data System will be familiar to you such as School Specialty, Staples, Carolina, Lakeshore, NASCO, Sargent Welch, Sax, Triarco, etc.
- Your annual school supply orders will be prepped and submitted through the Ed Data System for summer delivery.
- Items such as textbooks, class trips, professional development and other non-school supply related items will be ordered outside of the Ed-Data System, in the same manner as before.

### Ed-Data Supply Categories

Athletic	Elementary Science	Library	Science
Audio Visual	Family Consumer Sci.	Office	Special Needs
Copy Paper	Fine Art	Photography	Teaching Aids
Cosmetology	<b>General Classroom</b>	Physical Education	Technology
Custodial	Health & Trainer	Rocketry	World Language, and more...

## BEST PRACTICES

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**Supply Requisitioning Basics:** Ed-Data contains multiple supply categories to address a wide variety of school supply requirements. In general, most teachers stick to one or two categories. Limiting the number of categories used will make receiving orders a breeze and reduce the number of POs. All orders will be boxed, labeled, and shipped by teacher. Some categories, like *General Classroom Supplies* or *Office* offer a total award (one vendor), while others contain multiple vendors to provide selection and value.

**Elementary Needs and Ordering:** It's typically best for classroom teachers to start with the *General Classroom* supply category. This is where you will get the best overall pricing on common school supplies. Many teachers buy most, if not all, of their basic supplies here. More "boutique"-type items

can be found under the *Teaching Aids* category. Here you will see companies like Really Good Stuff and Lakeshore amongst others. Departmental areas are available as needed such as Fine Art, Science, P.E., etc.

**High School and Middle School Needs/Ordering:** Depending on your school's procedures, *General Classroom* supplies may be ordered by your department head or main office. If you are unsure of your school's procedure, please check with your administrator. Departmental areas like *Fine Art, Science*, etc. are available for our departmental needs.

**Secretary Needs/Ordering:** The *Office* or *General Classroom* categories are typically the most frequently used categories. Toner cartridges for personal printers (such as HP) are available in the *Office* category. The best pricing for purchasing cases of copy paper is in the *Copy Duplicator* category.

A few key points:

- Pricing includes shipping for virtually all consumable supply items for summer delivery.
- Try to stick to your key supply category or categories. Teachers typically use one or two categories for their supply needs.
- Submit all of your requisitions by the deadline which is either printed on your instruction packet or provided by your administrator.
- Do not create multiple requisitions for a single supply category.
- If your prior year's order is loaded for you, simply revise this order with next year's needs. You do not need to research your items all over again. If you would like to start from scratch, please delete last year's order first.

Step-by-step instructions and a brief training video are available via your introductory email, and within the Ed-Data system. They cover accessing ed-data.com, logging in to your Ed-Data account, and creating and submitting your supply orders. Please reach out to Ed-Data if you need further assistance. Your customer service representative's contact information is available at the bottom of your instruction packet.