



The term eProcurement is the protocol which allows a shopper access through an Internet shopping site, to create an authorized quote or shopping cart for a purchase from a pre-determined contracted supplier, and charge the purchase to a designated funding source. Frequently used for next day procurements and also referred to as punch-outs.

GPISD eProcurement is designed to facilitate an efficient on-line order processing through the internet. Requisitions, ordering and purchasing of goods and services are allowed various funding sources, which continue to evolve and expand. Purchases using grant funds must have a quote be attached to the requisition. If using General Operating funds, no attachment is needed when ordering through the eProcurement process. For each vendor listed step-by-step processes for entering, getting quotes and processing requisitions are attached.

LAKESHORE

When processing Lakeshore orders. Teachers, staff any GPISD employee who needs to create a quote will use the link, username and password, listed below. This is the required process for getting a quote. If using grant funds for your purchases, a copy of the quote will need to be attached to the requisition.

<https://eproservices.lakeshorelearning.com/login>

Username: *galenaparkteacher*
Password: *galenaparkteacher1*

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AMAZON

Campus/department secretaries will need to create a group list and email it to the procurement card specialist for set up within Amazon. Once group has been created, request your staff to create a wish list through our Amazon access point. After wish list has been created, it is sent to the person placing order (*or as directed by the campus/department secretary*). You will need to access Amazon via Frontline to initiate process a requisition.

OFFICE DEPOT V#10132

Campus/department secretaries will need to create a cart and attach the cart to the requisition if paying with grant /federal funds. You will need to access Office Depot via Frontline to initiate process a requisition.

EXAMPLE: LAKESHORE



Products ▾

Search



 \$133.50



Account: 24124026

OrdersOrder By ItemShopping Lists

Shopping Cart

Continue Shopping

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	Shipping	Qty.	Price
 Fellowes® 60Cs 10-Sheet Cross-Cut Shredder Item # 303334 Entered Item # 303334  Best Value	Delivery In-store pickup not available. Estimated delivery 3-5 business days	1 Save For Later Remove	\$133.50 \$133.50 each

Order Summary

Subtotal \$133.50

Checkout

Need Stamps?

