



State of Indiana

How to Place an Order under Toshiba's Contract

State of Indiana has contracted with Toshiba under contract number, [] to provide access to competitively procured purchasing contracts to its membership. Purchasers are able to log onto PeopleSoft to order Toshiba products under the Toshiba Punch-Out Catalog in eProcurement. For more information, see the Creating Requisitions People Soft Guide or QPA guides posted at <https://www.in.gov/idoa/procurement/procurement-training/procurement-peoplesoft-guides/purchase-order-processing/>. The Toshiba eProcurement guide is focused on the processes used under this contract.

The user should keep in mind that while on the vendor's web site he/she still has the 20 minute time frame to return to PeopleSoft before being timed out. Once the user has found all items and has checked out of the vendor's punch-out web site, he/she will be returned to PeopleSoft where he/she will need to click on the Review and Submit link at the bottom of the page or click the Review and Submit tab at the top. The user will then proceed to the Review and Submit section.

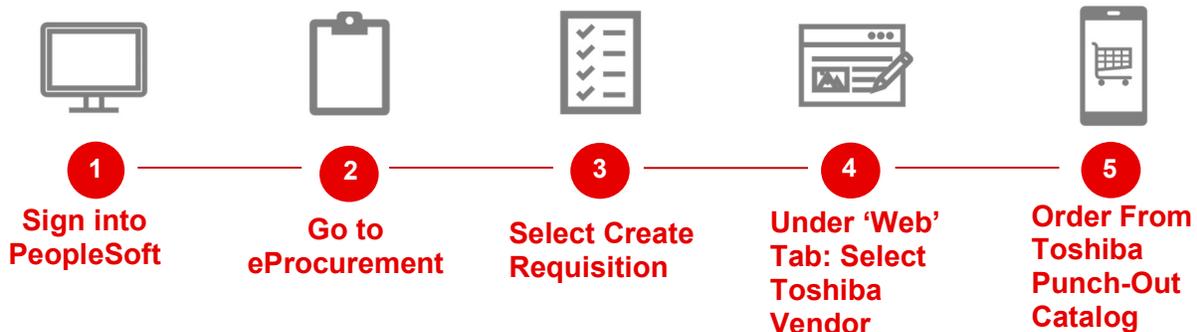
Who should participate?

State Offices / State Agencies / State Departments / State Boards / State Bureaus / State Commissioners / State Institutions, Colleges, and Universities / State Authorities / Local Government / Municipalities / Cities / Townships / Eligible Governmental entities on a convenience basis

How do I access the Contract?

1. Sign onto PeopleSoft
2. Go To: eProcurement
3. Select: Create Requisition
4. Under: Add Items and Services
 - o Go To Tab: Web
 - o Select: Toshiba
5. Order Toshiba products from the Toshiba Punch-Out Catalog

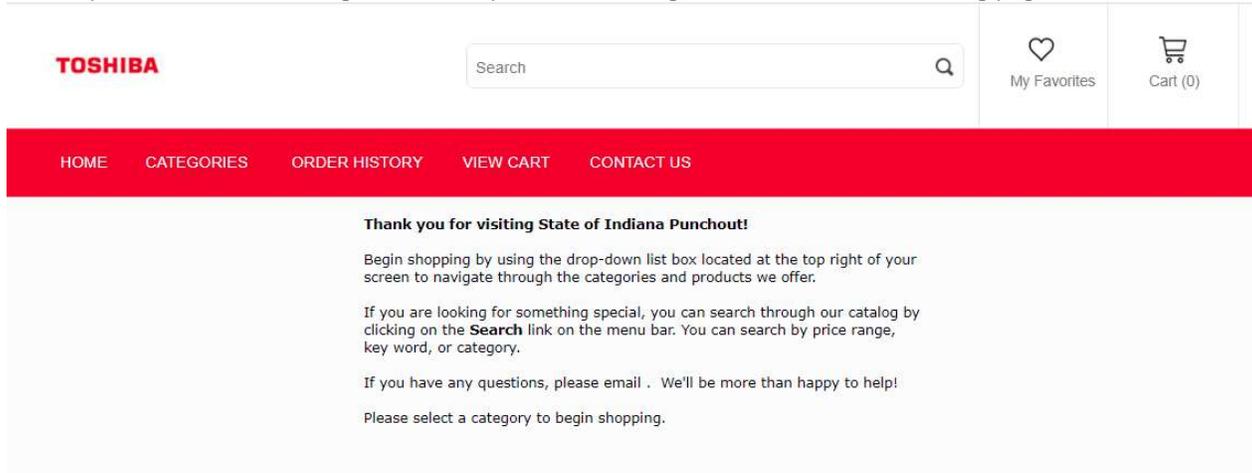
Order Process is below. If you have any questions, please contact your Toshiba sales representative or Brittany.Zurface@tbs.toshiba.com.



To locate your nearest Authorized Servicing Dealer, contact Brittany Zurface at 317.660.0174 or Brittany.Zurface@tbs.toshiba.com.

Toshiba Punch-Out Catalog Order Instructions:

Step 1. When entering the Toshiba punch-out catalog, the Menu will be the landing page.



The screenshot shows the Toshiba landing page. At the top left is the 'TOSHIBA' logo. To its right is a search bar with the placeholder text 'Search' and a magnifying glass icon. Further right are two icons: a heart labeled 'My Favorites' and a shopping cart labeled 'Cart (0)'. Below these elements is a red navigation bar with the following links: 'HOME', 'CATEGORIES', 'ORDER HISTORY', 'VIEW CART', and 'CONTACT US'. The main content area below the navigation bar contains the following text:

Thank you for visiting State of Indiana Punchout!

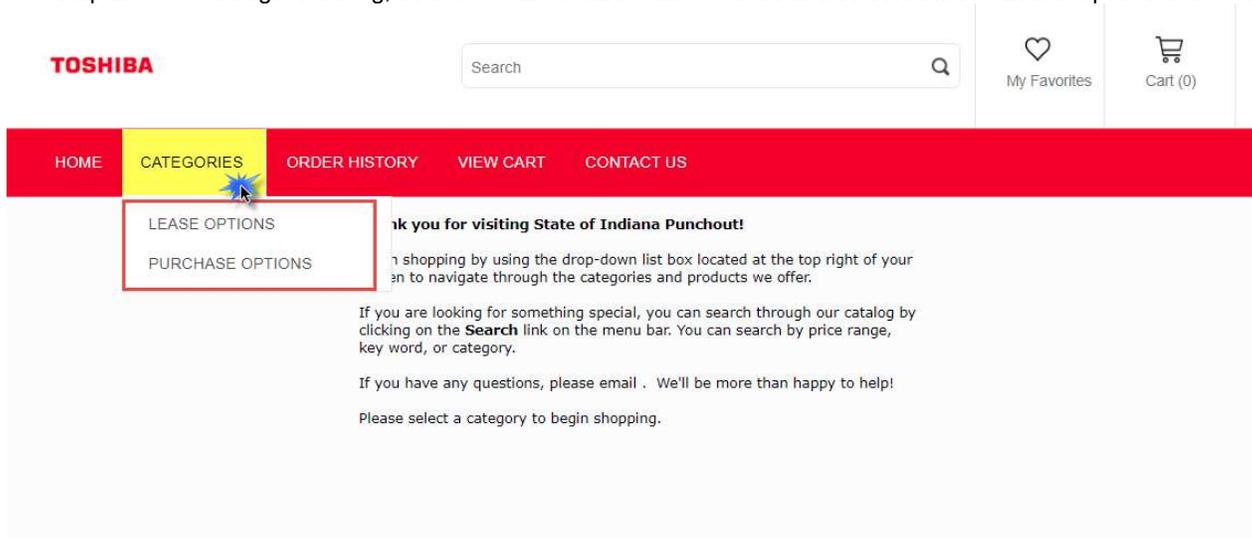
Begin shopping by using the drop-down list box located at the top right of your screen to navigate through the categories and products we offer.

If you are looking for something special, you can search through our catalog by clicking on the **Search** link on the menu bar. You can search by price range, key word, or category.

If you have any questions, please email . We'll be more than happy to help!

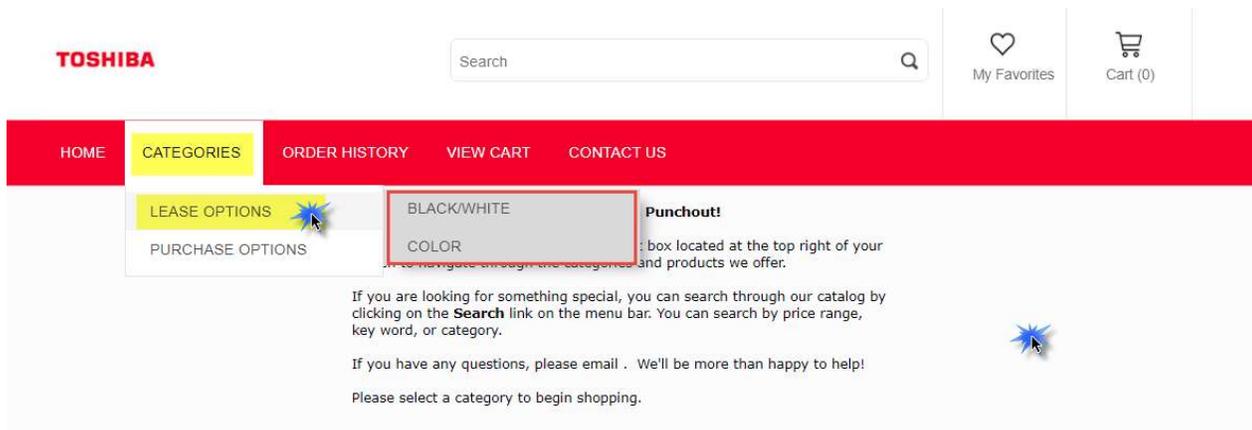
Please select a category to begin shopping.

Step 2. To begin ordering, select 'CATEGORIES' Tab. Choose and select between Lease Options and Purchase Options.



The screenshot shows the Toshiba landing page with the 'CATEGORIES' tab highlighted in yellow. A dropdown menu is open, showing two options: 'LEASE OPTIONS' and 'PURCHASE OPTIONS'. A red box highlights these two options. The rest of the page content is identical to the previous screenshot.

Step 3. For 'LEASE OPTIONS' or 'PURCHASE OPTIONS' choose and select between Black/White or Color equipment.



The screenshot shows the Toshiba landing page with the 'LEASE OPTIONS' tab highlighted in yellow. A dropdown menu is open, showing two options: 'BLACK/WHITE' and 'COLOR'. A red box highlights these two options. The rest of the page content is identical to the previous screenshot.



Step 4. Once you have selected the Toshiba product of choice, select 'Order' to add to the Cart.

TOSHIBA Search My Favorites Cart (0)

HOME CATEGORIES ORDER HISTORY VIEW CART CONTACT US

Toshiba E-Studio 3018A Bundle 10 - includes Dual Scan Document Feeder, and Four Paper Drawers
Home

Toshiba E-Studio 3018A Bundle 10 - includes Dual Scan Document Feeder, and Four Paper Drawers

30 Page Per Minute Black and White Copy, Print, Scan, Secure MFP Customizable UI Includes Dual Scan Document Feeder, and Four Paper Drawers

Pricing: 1 or more \$37.1400 Monthly

Quantity: 1 **Order**

I would like to:

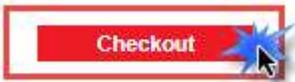
- Return to
- Request Product Assistance
- Email Product to a Friend

Step 5. When ready to checkout your order, select 'Cart' on the top right hand or select the 'VIEW CART' tab to check out your order.

TOSHIBA Search My Favorites Cart (2)

HOME CATEGORIES ORDER HISTORY **VIEW CART** CONTACT US

Step 6. In the Cart, leave the quantity as 1 in your orders and select 'Checkout' to go back to 'Create Requisition' and complete your order in PeopleSoft.



Step 7. In PeopleSoft, 'Create Requisition,' Review and Submit to adjust the quantities to the appropriate number of months and the appropriate number of impressions or copies on each line or fiscal year.

Step 8. For quantities based on Fiscal Year, add add Line Comments by selecting the Comments icon per requisition line. Enter the fiscal year to be covered and add additional information if applicable. If the comments need to be printed on the Requisition or Purchase Order, please check the 'Send to Vendor' checkbox. Select 'OK' when complete.



Favorites | Main Menu > eProcurement > Create Requisition

Create Requisition

Line Comments

Line	Description	Quantity	Unit	Price
1				

Send to Vendor Show at Receipt Show at Voucher

Step 9. Validate your order before submission.

Step 10. After the requisition is moved to a Purchase Order, please follow the instructions in the Lease Guide for ePro Users located at <https://www.in.gov/idoa/procurement/procurement-training/procurement-peoplesoft-guides/purchase-order-processing/>.