



## 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.*

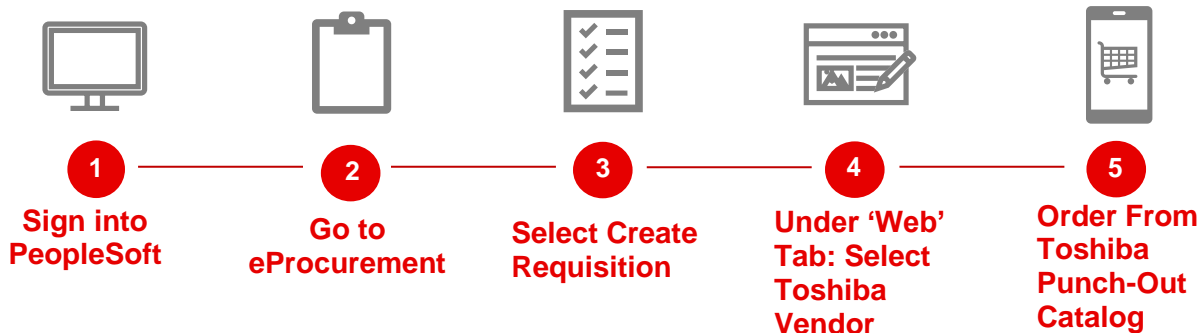
#### Who should participate?

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](mailto: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](mailto: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.

**TOSHIBA** Search My Favorites Cart (0)

HOME CATEGORIES ORDER HISTORY VIEW CART CONTACT US

**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.

**TOSHIBA** Search My Favorites Cart (0)

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

LEASE OPTIONS PURCHASE OPTIONS

**Thank you for visiting State of Indiana Punchout!**

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

Please select a category to begin shopping.

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

**TOSHIBA** Search My Favorites Cart (0)

HOME CATEGORIES ORDER HISTORY VIEW CART CONTACT US

LEASE OPTIONS PURCHASE OPTIONS

**BLACK/WHITE** **Punchout!**

**COLOR** : 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!

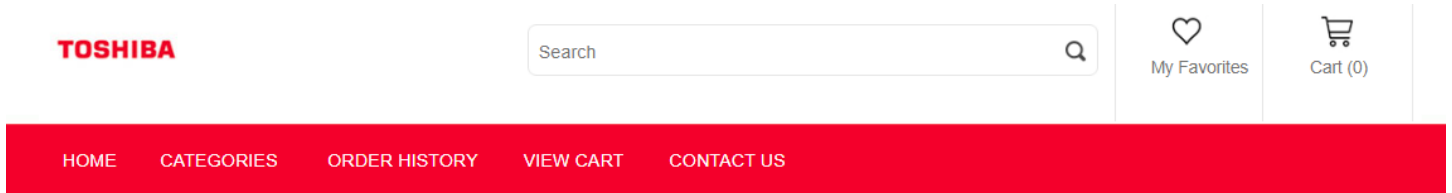
Please select a category to begin shopping.



Step 4. For Lease Options, once you have selected the Toshiba product of choice, enter in 'Quantity,' the Quantity of months per Fiscal Year\*, then select 'Order' to add to the Cart. You will need to add each Fiscal Year Order as a separate line entry in the Shopping Cart. The numeric order of entry will be aligned to your Purchase Order. You will want to enter orders for Fiscal Year First, then the next Fiscal year, and so on.

For example, you will need to enter an order for the selected equipment Model for Fiscal Year 1, enter an order for Required Bundle Full Service for selected Model for Fiscal Year 1, enter an order for the selected equipment Model for Fiscal Year 2, enter an order for the Required Bundle Full Service for selected Model for Fiscal Year 2, order for the selected equipment Model for Fiscal Year 3, enter an order for the Required Bundle Full Service for selected Model for Fiscal Year 3, and so forth.

\*Note: All Leases are 48 Month Terms.



Toshiba E-Studio 3015AC Bundle 136 Includes Dual Scan Document Feeder, Console Stapler, and Large Capacity Feeder  
Home



**Toshiba E-Studio 3015AC Bundle 136 Includes Dual Scan Document Feeder, Console Stapler, and Large Capacity Feeder**

30 Page Per Minute Color Copy, Print, Scan, Secure MFP  
Customizable UI includes Dual Scan Document Feeder, Console Stapler and Large Capacity Feeder

**Pricing:**

1 or more	\$58.1100 Monthly
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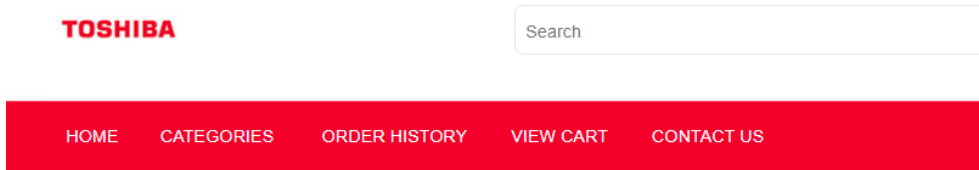
Quantity:

Order

Quantity: Enter the # of Months in a Fiscal Year


I would like to:

Step 5. After ordering the equipment Model for the first fiscal year, select the Required Bundle Full Service of the selected Toshiba product to add to the Cart. Enter in 'Quantity;,' the number of Cost Per Copy that will be used for the fiscal year. Then, select 'Order' to add to the Cart.



Home

Showing 1 - 12 of 21

<p>NO IMAGE AVAILABLE NO IMAGE AVAILABLE NO IMAGE AVAILABLE NO IMAGE AVAILABLE NO IMAGE AVAILABLE NO IMAGE AVAILABLE NO IMAGE AVAILABLE NO IMAGE AVAILABLE NO IMAGE AVAILABLE NO IMAGE AVAILABLE</p> <p><b>Toshiba E-Studio 3015AC - Required Bundle Full Service</b> - B/W Rate of \$.0024 per copy \$0.0024</p>	<p>NO IMAGE AVAILABLE NO IMAGE AVAILABLE NO IMAGE AVAILABLE NO IMAGE AVAILABLE NO IMAGE AVAILABLE NO IMAGE AVAILABLE NO IMAGE AVAILABLE NO IMAGE AVAILABLE NO IMAGE AVAILABLE NO IMAGE AVAILABLE</p> <p><b>Toshiba E-Studio 3015AC - Required Bundle Full Service</b> - Color Rate of \$.028 per copy \$0.0280</p>	 <p><b>Toshiba E-Studio 3015AC Bundle 136 Includes Dual Scan Document Feeder, Console Stapler, and Large Capacity Feeder</b> \$58.1100</p>
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[Toshiba E-Studio 3015AC - Required Bundle Full Service - B/W Rate of \\$.0024 per copy](#)  
[Home](#)



### Toshiba E-Studio 3015AC - Required Bundle Full Service - B/W Rate of \$.0024 per copy

Toshiba E-Studio 3015AC - Required Bundle Full Service - B/W Rate of \$.0024 per copy

**Pricing:**

1 or more

\$0.0024 EA

**Quantity:**

**Order**

[Toshiba E-Studio 3015AC - Required Bundle Full Service - Color Rate of \\$.028 per copy](#)  
[Home](#)



### Toshiba E-Studio 3015AC - Required Bundle Full Service - Color Rate of \$.028 per copy

Toshiba E-Studio 3015AC - Required Bundle Full Service - Color Rate of \$.028 per copy

**Pricing:**

1 or more

\$0.0280 EA

**Quantity:**

**Order**







Step 6. After entering Fiscal Year 1 Orders, go to your 'Cart' to add more entries for the remaining Fiscal Years for the lease term. \*Pro Tip: Select "-Order More of this Product" in order of the entries made for Fiscal Year and enter the number of months for Fiscal Year 2 for the Toshiba product ordered and select 'Order' to add to Cart, and the number of copies for Fiscal Year 2 and select 'Order' to add to cart. Repeat this step until the 48 month term is accounted for and each Fiscal year has their own line item per product.

TOSHIBA

My Favorites
Cart (1,507)

[HOME](#)
[CATEGORIES](#)
[ORDER HISTORY](#)
[VIEW CART](#)
[CONTACT US](#)

My Order

Product	Qty	Price	Total
 <b>Toshiba E-Studio 3015AC - Required Bundle Full Service - Color Rate of \$.028 per copy</b>	<input type="text" value="500"/>	\$0.0280	\$14.0000
 <ul style="list-style-type: none"> <li>- Order More of this Product</li> <li>- View More</li> <li>- Delete Item from My Order</li> <li>- View Purchase Details</li> </ul>			
 <b>Toshiba E-Studio 3015AC - Required Bundle Full Service - B/W Rate of \$.0024 per copy</b>	<input type="text" value="1000"/>	\$0.0024	\$2.4000
 <ul style="list-style-type: none"> <li>- Order More of this Product</li> <li>- View More</li> <li>- Delete Item from My Order</li> <li>- View Purchase Details</li> </ul>			
 <b>Toshiba E-Studio 3015AC Bundle 136 Includes Dual Scan Document Feeder, Console Stapler, and Large Capacity Feeder</b>	<input type="text" value="7"/>	\$58.1100	\$406.7700
 <ul style="list-style-type: none"> <li>- Order More of this Product</li> <li>- View More</li> <li>- Delete Item from My Order</li> <li>- View Purchase Details</li> </ul>			

Make any quantity changes above? Click [Update](#)

**Checkout**

Step 7. When ready to checkout your order, select 'Cart' on the top right hand or select the 'VIEW CART' tab to check out your order. Review your order and select "Checkout" to complete your order.

TOSHIBA

My Favorites
Cart(2)

[HOME](#)
[CATEGORIES](#)
[ORDER HISTORY](#)
[VIEW CART](#)
[CONTACT US](#)

**Checkout**

Step 1. In PeopleSoft, 'Create Requisition,' Review and Submit the quantities to the appropriate number of months and the appropriate number of impressions or copies on each line or fiscal year.

Step 2. 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.



## Create Requisition

### Line Comments

Line	Description	*Quantity	Unit	Price
1				

Send to Vendor     Show at Receipt     Show at Voucher

Step 3.      Validate your order before submission.

Step 4.      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/>.