

Medford



Tigers

[Home](#) | [District](#) | [Schools](#) | [Activities](#) | [Athletics](#) | [Community Ed](#)



[Links for Staff](#)

AESOP - Sub Calling System
Teachers On Call Phone Numbers
855-346-1650 or 952-346-1656

[Facebook Page](#)

[High School Supplies](#)

[High School Daily Announcements](#)

[OLD PARENT PORTAL LOGIN](#)

[NEW PARENT PORTAL LOGIN](#)

[STUDENT PORTAL LOGIN](#)

[1:1 Device Acceptable Use &
Insurance Form](#)

[Activity Calendar](#)

[School Calendar](#)

[Staff Directory](#)

[Breakfast & Lunch Menus](#)

[Online Food Service Payments Info](#)

[Open Enrollment Form](#)

[Enrollment Cap Guidelines](#)

[Safe & Supportive Schools](#)

[Employment](#)

[Alumni](#)

[Google Apps Portal](#)

[Infinite Campus](#)

[Professional Development Form - Elementary](#)

[Professional Development Form - High School](#)

[Renaissance](#)

[SMARTER](#)

[SPED Forms](#)

Order Requisition Entry

Log in to Smarter. This will be your employee # and password to get into your Employee information. (Default will be the 4 digits district # and last 4 digits of your SS# and then you will be prompted to set up your own password).



SMART eR

District	<input type="text" value="0763 - Medford Public Schools"/>
User ID	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Login"/>	

Warning: If you are using a public computer, certain web browsers may automatically save your PDF documents that have been opened. These may be viewed by other people. To keep your information secure, please log out of SMART eR and delete your files out of this computer's 'Downloads' folder.

Browsers/Software Supported

- Internet Explorer 11.x, Edge -or-
- Safari 11.x, 12.x -or-
- Google Chrome 73.x, 74.x
- Adobe Acrobat Reader 9.x, 10.x, 11.x

Select Requests on the left hand side.

Options will be:

Ordering (Web-based orders)

Order Requisition Entry

Select **“Order Requisition Entry”**. Select **“Add New”**. (Once you have done requisitions, you will be able to click the **“Past Requisitions”** tab and use the **“Copy”** button for similar requisitions.)

Order Requisition Entry

Current Requisitions **Past Requisitions**

Previously saved requisitions with a Pending status are automatically deleted by the system after two weeks.

Add New

No Current Requisitions

Enter the order information (areas in pink are required). When complete select :

Save and Enter Items

Order Requisition Entry

Current Requisitions **Past Requisitions**

Previously saved requisitions with a Pending status are automatically deleted by the system after two weeks. Fields with a colored background need to be entered before saving.

Cancel

Date Required 10/20/2017

Comments TEST

Vendor Code 2-WAY RADIO OF MN INC. - 32828

Alt Address

Ship to Location 1 - Area School-1 - Location-1

Vendor Notes TEST

Buyer AH - Amy 507-524-3918

Save and Enter Items

Vendor Name 2-WAY RADIO OF MN INC.
123 Sunny Street
Somewhere, MN 12345

Vendor Fax# (218) 214-5689

Enter order detail information on the Add/Save Row line and select **“Save Row”** when done with a line.

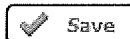
New Row to be Added

		SKU Code	Item # AND Description	Units	U.Type	Rate	Discount	Total Cost
		M	Miscellaneous	1.00	EACH		0.00	0.00
Type	Account Code	GL Period	Ship to Location	Change Reason		Comments		
E		202002	HS - Area School-HS - Location-HS					
								No Print <input type="checkbox"/>

*Reminder to add shipping, handling or promotional amounts

The completed line will list below. If additional lines are to be added, enter detail on the Add/Save Row line and "Save Row" again until you are done entering the detail for the order. You can "Edit" or "Delete" detail lines if needed.

When you are done entering your detail, click on



at the top of the Requisition.

[Home](#)
[My Information](#)
[Payroll Items](#)
[Requests](#)

- Ordering
- Order Requisition Entry
- Leave of Absence Request

[About Me](#)
[Responsibilities](#)
[Reports](#)

Status: Not Routed

Date Required: 08/23/2019

Comments:

Vendor Code: 4IMPRINT - 8534

Alt Address:

PO Category:

Add/Maintain Notes

Req# 6388

Created By: CONSTANCE J. CARLSON - 371

Ship to Location: HS - Area School-HS - Location-HS

Vendor Notes:

Buyer: AD - Athletic Director

Vendor Name: 4IMPRINT

123 Sunny Street

Somewhere, WI 12345

Vendor Fax# 218-214-5689

New Row to be Added

		SKU Code	Item # AND Description	Units	U.Type	Rate	Discount	Total Cost
		M	Miscellaneous	1.00	EACH		0.00	0.00
Type	Account Code	GL Period	Ship to Location	Change Reason		Comments		
E		202002	HS - Area School-HS - Location-HS					
								No Print <input type="checkbox"/>

*Reminder to add shipping, handling or promotional amounts

Detail Items

The highlighted accounts exceed the budgeted amounts Requisition Total: 5.00


		SKU Code	Item # AND Description	Units	U.Type	Rate	Discount	Total Cost
		M	Misc Line Item #1	1.00	EACH	5.00	0.00 %	5.00
Type	Account Code	GL Period	Ship to Location	Change Reason		Comments		
E		202002	HS - Area School-HS - Location-HS					
								No Print <input type="checkbox"/>













When you are done with your order, select the "Route" button to get your requisition submitted to be routed for approval.

Order Requisition Entry

Current Requisitions | **Past Requisitions**

Previously saved requisitions with a Not Routed status are automatically deleted by the system after two weeks.



 Add New

	Req #	Vendor Name	Created By	Required	Status	Location	Type	Req Amt	Unless you click route, your order is not submitted.
 Edit	6388	4IMPRINT	CONSTANCE 3. CARLSON - 371	08/23/2019	Not Routed	HS	R	5.00	 Route
 View	6387	4N6 FANATICS	CONSTANCE 3. CARLSON - 371	08/16/2019	Validated	ELEM	R	100.00	
 View	6386	SCHQOL SPECIALTY INC	CONSTANCE 3. CARLSON - 371	08/16/2019	Approved	HS	WE	181.95	
 Edit	6383	LAKESHORE LEARNING MATERIAL	CONSTANCE 3. CARLSON - 371	08/15/2019	Not Routed	HS	WE	122.55	 Route
 View	6381	4.0 SERVICES	CONSTANCE 3. CARLSON - 371	06/15/2019	Approved	HS	R	25.00	
 Edit	6378	AEM REGISTRATION	CONSTANCE 3. CARLSON - 371	07/30/2019	Not Routed	HS	R	75.00	 Route
 Edit	6377	ABC SIGN AND GRAPHIC	CONSTANCE 3. CARLSON - 371	06/28/2019	Not Routed	HS	R	300.00	 Route
 View	6322	AAHSOME SORTYTELLER	CONSTANCE 3. CARLSON - 371	11/16/2017	Validated	ELEM	R	225.00	

You will get the following message.

www.regionv.k12.mn.us says

You are about to route this requisition and will be unable to edit this requisition again.

Click on OK to submit your requisition for approval, or Cancel to edit the requisition.

NOTE: If a person has more than one supervisor OR if a supervisor is in charge of more than one area, a message will open asking the user to choose which one to route to. Select the person you need to approve your requisition.

Approver Select

Please select a row and click Select

Approver	Fund Desc	Org Desc	Program Desc	Course Desc	Finance Desc	Object Desc
PIERCE, OLIVE 1 - 1029	General					
PEREZ, CRISTINA 1 - 114		High School				
CHAVEZ, FLORENCE 6 - 644		Elementary School				

If your notifications are set up to receive either email or notifications, you will be notified when the Requisition has been approved.

You can check to see when that Requisition was transferred to a Purchase Order by going into the **"Report"** selection on the left of your screen and selecting either of the following reports:

Purch Ord Detail

Purch Ord Detail by Ven Name

Enter in the Requisition number and enter.

Pur

<input type="button" value="Run Report"/> <input type="button" value="Reset Defaults"/> <input type="button" value="Clear"/> <input type="button" value="Go Back"/>			
	Value	%	
Batch(s)		<input type="checkbox"/>	<input type="button" value="Find"/>
Company	2135	<input type="checkbox"/>	<input type="button" value="Find"/>
PO Number(s)		<input type="checkbox"/>	<input type="button" value="Find"/>
Beginning PO Date(s)	08/17/2018 <input type="button" value="D"/>		<input type="button" value="Find"/>
Ending PO Date(s)	08/17/2018 <input type="button" value="D"/>		<input type="button" value="Find"/>
Status(s)		<input type="checkbox"/>	<input type="button" value="Find"/>
Requisition Number(s)	1434	<input type="checkbox"/>	<input type="button" value="Find"/>
Buyer(s)		<input type="checkbox"/>	<input type="button" value="Find"/>
Location(s)		<input type="checkbox"/>	<input type="button" value="Find"/>

*Note: This report will only retrieve PO data from the server date minus 3 years.

