

HOW TO ORDER THROUGH SMART ER – NOT Amazon, Express, or Innovative Office Solutions

1. Click on "My Requests" heading → click on the "Order Requisition Entry" button → click on the "Add New" button.

Southern Minnesota Education Consortium
21697 State Hwy 56
Austin, MN 55912
Phone: (507)857-1160 Fax: (507)355-1218

Welcome John-Mark !

Home My Payroll **My Requests** About Me Approval Responsibilities

My Requests

Leave of Absence Request
Online Shopping
Order Requisition Entry
Reimbursement Entry

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Order Requisition Entry

Current Requisitions Past Requisitions

Previously saved requisitions with a Not Routed status are automatically deleted by the system after 14 days.

+ Add New ☐ Include Routed/Approved Reqs

No Current Requisitions

2. Select a vendor from the dropdown. *There is a search bar at the top of the dropdown. If the vendor you are looking for is not on the list, send Business Manager John-Mark Dundas (jdundas@smec.k12.mn.us) an email, because the vendor might be under a different name, or may need to be added.*

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Fields with a colored background need to be entered before saving.

[← Close](#)

Date: 10/05/2022

Ship to Location: 005 - SMEC DISTRICT OFFICE - SMEC DISTRICT OFFICE

Comments:

Vendor Notes:

Vendor Code

Buyer: BUSINESS - Business Office

Alt Address:

PO Category:

[✓ Save and Enter Items](#)

Vendor Name:

Vendor Phone#:

Vendor Fax#:

Vendor Email:

3. If you want to charge something to the credit card, use the vendor "Cardmember Services" and put the actual website or vendor name in the comment box (above the vendor dropdown) and email or attach a link to the website where the credit card needs to be entered. The date, ship to location, and buyer will automatically populate, so you do not need to worry about them.

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Save Close Delete

Status: Not Routed
Date: 10/05/2022
Comments:
Vendor Code: CARDMEMBER SERVICES - 2065
Alt Address:
PO Category:
Add/Maintain Notes

Req#: 1089
Created By: John-Mark D. Dundas - 283
Ship to Location: 005 - SMEC DISTRICT OFFICE - SMEC DISTRICT OFFICE
Vendor Notes:
Buyer: BUSINESS - Business Office

Vendor Name: CARDMEMBER SERVICES
PO Box 790408
St Louis, MO 63179-0408
Vendor Phone#:
Vendor Fax#:
Vendor Email:

New Row to be Added

Add/Save Row

SKU Code	Item # AND Description	Units	U.Type	Rate	Discount	Total Cost	Type	Account Code	GL Period
M	Sample Conference/Training	1.00	EA	250	0.00 %	250	E	01-005-640-305-317-366	202304

Ship to Location: 005 - SMEC DISTRICT OFFICE - SMEC DISTRICT OFFICE
Change Reason:
Comments: Training at Southeast Service Coop on 10/31/22, need to register by 10/15/22
No Print

Dist *Reminder to add shipping, handling or promotional amounts

Detail Items

No Items Found

SMART eResources v22.1.1.3 Visit our About page
Comments about our Software? SMARTSystems@erdc.k12.mn.us

4. Once the information in the shaded boxes has been entered, click "Save and Enter Items." Click on the "Item # AND Description" box and enter the product number if you know it and description, but if you do not product number, be very descriptive with entering the product you would like to order. It automatically calculates units multiplied by rate, so enter the cost per unit and change the number of units as needed. The account code and ship to location automatically populate. Once all the information is added, click "Add/Save Row." That only saves the row and not the whole requisition!

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Save Close Delete

Status: Not Routed
Date: 10/05/2022
Comments:
Vendor Code: CARDMEMBER SERVICES - 2065
Alt Address:
PO Category:
Add/Maintain Notes

Req#: 1089
Created By: John-Mark D. Dundas - 283
Ship to Location: 005 - SMEC DISTRICT OFFICE - SMEC DISTRICT OFFICE
Vendor Notes:
Buyer: BUSINESS - Business Office

Vendor Name: CARDMEMBER SERVICES
PO Box 790408
St Louis, MO 63179-0408
Vendor Phone#:
Vendor Fax#:
Vendor Email:

New Row to be Added

Add/Save Row

SKU Code	Item # AND Description	Units	U.Type	Rate	Discount	Total Cost	Type	Account Code	GL Period
M	Miscellaneous	1.00	EA	0.00	0.00 %	0.00	E	01-005-640-305-317-366	202304

Ship to Location: 005 - SMEC DISTRICT OFFICE - SMEC DISTRICT OFFICE
Change Reason:
Comments:
No Print

Dist *Reminder to add shipping, handling or promotional amounts

Detail Items

The highlighted accounts exceed the budgeted amounts Requisition Total: 335.00 Type: E Account Code: 01-005-640-305-317-366 Set All Missing Override All

SKU Code	Item # AND Description	Units	U.Type	Rate	Discount	Total Cost	Type	Account Code	GL Period
M	Early Bird Discount for Conference	-1.00	EA	25.00	0.00 %	-25.00	E	01-005-640-305-317-366	202304

Ship to Location: 005 - SMEC DISTRICT OFFICE - SMEC DISTRICT OFFICE
Change Reason:
Comments:
No Print

SKU Code	Item # AND Description	Units	U.Type	Rate	Discount	Total Cost	Type	Account Code	GL Period
M	Shipping estimate for workbook	100.00	EA	0.10	0.00 %	10.00	E	01-005-640-305-317-366	202304

Ship to Location: 005 - SMEC DISTRICT OFFICE - SMEC DISTRICT OFFICE
Change Reason:
Comments: estimated 10% of workbook price for shipping
No Print

5. Add additional rows for all items/products in the order. (Only one line is needed if ordering multiple identical items.) If you want to enter a discount, follow the same procedures as entering a row but enter a "-1" in the "Units" box and the amount of the discount as a positive number in the rate box. Make sure to enter a row for shipping regardless of what the website says; 10% of the total product cost is a good estimate for shipping. You can modify a row by clicking on the "Edit" button by that row but make sure you click the "Save" button on that row after any changes.
6. You can upload a file or link to help the business office with ordering by clicking "Add/Maintain Notes" button and "Add New" button and filling out the description box and attaching a file/picture, typing a note, or pasting a link in the note text box; click "Save" and "Go Back" to get back to the requisition.

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Req #	Vendor Name	Created By	Required	Status	Location	Type	Req Amt	
1089	CARDMEMBER SERVICES	John-Mark D. Dundas - 283	10/05/2022	Not Routed	005	R	335.00	<div>Unless you click route, your order is not submitted.</div> <div>Route</div>

[Edit](#)

7. Once all rows have been added click the "Save" button at the top left corner of the screen, and you will be moved back to the "Order Requisition Entry" screen. Click the "Route" button to send the requisition. If you do not click the "Route" button, the order will not be sent to the Business Office, and your requisition will be deleted after 14 days. Once the "Route" button has been clicked, the order is received, and you do not need to do anything else in SMARTeR.