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.



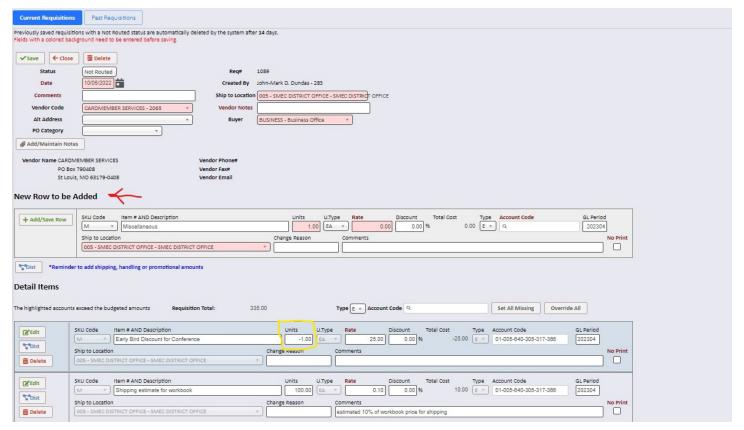
2. Select a vendor from the dropdown. There is a search bar at the top of the dropdown. If the vendor you are looking for is not on the list, send Business Manager John-Mark Dundas (jdundas@smec.k12.mn.us) an email, because the vendor might be under a different name, or may need to be added.



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.

Home My Payroll	My Requests About Me Approval Responsibilities
	Order Requisition Entry
Current Requisitions	Past Requisitions
Previously saved requisitions with a Not housed status are automatically deleted by the system after 14 days. Fields with a colored background need to be entered before saving.	
✓ Save ← Close	☐ Delete
Status	Not Routed Regt 1089
Date	10/05/2022
Comments	Ship to Location (005 - SMEC DISTRICT OFFICE - SMEC DISTRICT) OFFICE
Vendor Code	CARDMEMBER SERVICES - 2065
Alt Address	Buyer Business Office *
PO Category	•
@ Add/Maintain Notes	
Vendor Name CARDMEMBER SERVICES Vendor Phone#	
PO Box 7 St Louis.	790408 Vendor Faut
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
T Addy save Row	M 7 Sample Conference/Training 1.00 EA 7 250 0.00 % 250 E 7 Q 01-005-640-305-317-366 (202304)
	Ship to Location Change Reason Comments No Print No State Print Print Despite State Print Print Despite State Print P
	005 - SMEC DISTRICT OFFICE - SMEC DISTRICT OFFICE Training at Southeast Service Coop on 10/31/22, need to register by 10/15/22
*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!



- 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.



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.