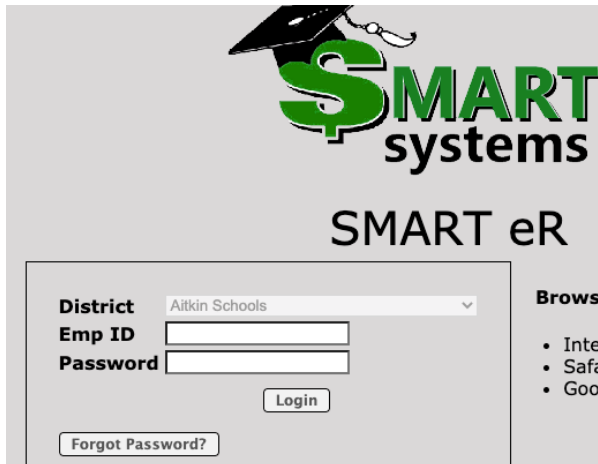


Smart eR **AMAZON** Requisition/Purchase Order Process

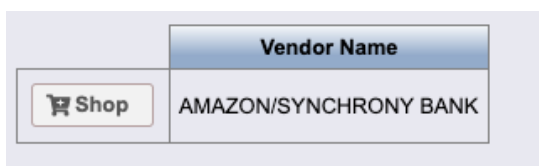
Log in to Smart eR. Please email Julie jnowlan@isd1.org if you need help with your login information.



On the left side of the screen click on “Requests” then “Online Shopping”



Click on the “Shop” button next to AMAZON to create a new requisition/order.



Search for items you need and add to cart.

When your cart is ready, click on “proceed to checkout”.

Subtotal (1 item): **\$45.00**

This order contains a gift

Proceed to checkout

Click continue on the next two screens. Next click on “Submit order for approval”.

Submit order for approval

By placing your order, you agree to the [Amazon Business Accounts Terms & Conditions](#).

Order Summary

Items:	\$45.00
Shipping & handling:	\$0.00
Total before tax:	\$45.00
Estimated tax to be collected:	\$0.00

Order total: \$45.00

Once your cart is sent from Amazon Business to Smart eR, your cart Price and Quantity are locked for 7 calendar days.

TIP! If you have a lot of items to order you may want to go into your school Amazon account and add items to your cart ahead of time then log into Smart eR to place the order. If you take too long in Smart eR you may be logged out and lose your order.

Next you will be brought back to Smart eR. Please review and complete necessary information.

Description **Quantity** **Unit Price** **Unit Type**

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

Date Required 08/28/2020

Ship to Location L1 - AITKIN PUBLIC SCHOOLS - District Office

Comments Steve Snyder (High School)

Vendor Notes

SKU Code M1 **Type** E **Account Code**

Buyer District - District

Transfer

Required information -

Date:

Ship to Location:

Comments: enter your name and (school)

Account Code: (call office for account code if you don't know)

Buyer:

Click on Transfer when all information is complete.

Verify the detail items are correct at the bottom of the screen.

Detail Items

The highlighted accounts exceed the budgeted amounts **Requisition Total:** 45.00 **Type:** E **Account Code:**

SKU Code	Item # AND Description	Units	U.Type	Rate	Discount	Total Cost	Type	Account Code	GL Period
M1	Amazon Shipping Charge	1.00	EA	0.00	0.00 %	0.00	E	01-005-810-000-154-401	202102
Ship to Location		Change Reason		Comments					
L1 - AITKIN PUBLIC SCHOOLS - District Office				Steve Snyder (High School)					

SKU Code	Item # AND Description	Units	U.Type	Rate	Discount	Total Cost	Type	Account Code	GL Period
M1	B08BPN858C 6 x Steramine Quaternary Sanitizing Tablets, Sanitizing Food Conta	1.00	EA	45.00	0.00 %	45.00	E	01-005-810-000-154-401	202102
Ship to Location		Change Reason		Comments					
L1 - AITKIN PUBLIC SCHOOLS - District Office				Steve Snyder (High School)					

Click "Save" button at the top of the screen.

Previously saved requisitions with a Not Routed status are automatically deleted by the system. Fields with a colored background need to be entered before saving.

Status Not Routed

Date Required 08/28/2020

Comments Steve Snyder (High School)

Vendor Code AMAZON/SYNCHRONY BANK - 2477

Next click the "Route" button on the right.

	Req #	Vendor Name	Created By	Required	Status	Location	Type	Req Amt	Unless you click route, your order is not submitted.
<input type="button" value="Edit"/>	1134	AMAZON/SYNCHRONY BANK	Heather L. Hipp - 10195	08/28/2020	Not Routed	L1	W	45.00	<input type="button" value="Route"/>

You will receive a message that states "You are about to route this requisition and will be unable to edit this requisition again". If everything looks okay click on OK.

Status changes to "approved" and will be available for your respective office to approve.