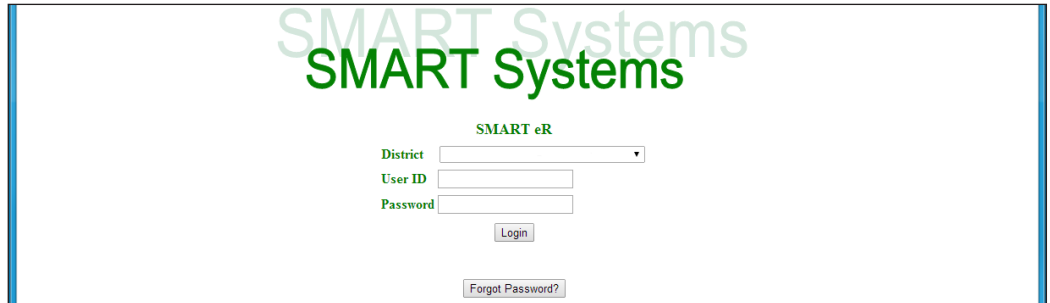


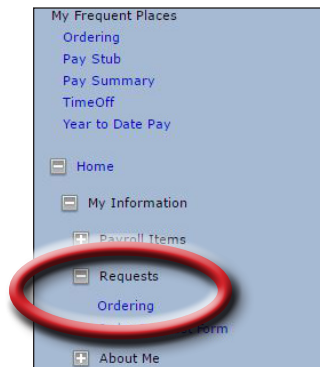
# SMART Systems & xpress

## Ordering through SMART eR

1. Access SMART eR and log in.



2. In the left column, under **Requests**, click on **Ordering**.



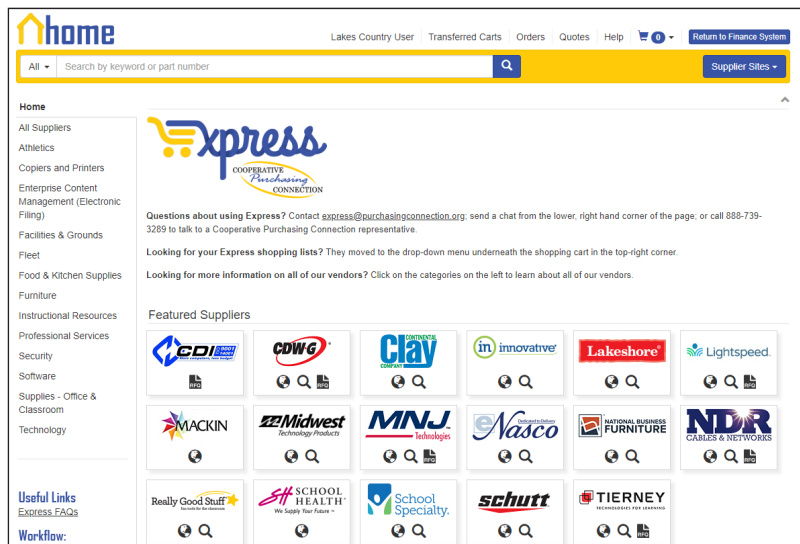
3. Click on Shop Express – Purchasing Site. This will take you to the Express website. You will return to SMARTeR at checkout.



**Note:** The Express website is a pop up. The first time you click Shop, you might be notified that a pop up was blocked. Change the settings of your web browser to allow pop ups from the SMARTeR website.

4. Create your order in Express.

**Note:** Both Express and SMART log you out after 30 minutes of inactivity. To ensure you don't lose your items, add them to a shopping list. The next time you log in, you will be able to access the items from your shopping list.



Continued on next page

### From our FAQ – Why should I use a Shopping List?

To simplify your ordering process, we suggest creating Shopping Lists. Once you find the item you wish to purchase, select a Shopping List from the drop-down menu to the right of the Add to Cart button. Shopping lists will be saved until you choose to delete them. They store your frequently purchased items so the next time you need to order, you simply select the items from the shopping list instead of searching for them again. Your Shopping Lists are stored on the top upper right of your screen.

To save your shopping cart to a list, check the gray boxes next to the desired items and then click the Copy Selected button. Then you can choose to create a new shopping list or add the items to an existing shopping list.

Tip: Create the shopping lists within Express. Some suppliers allow you to punch out and create lists on their site. By creating it in Express you are assured no one can accidentally modify it.

5. When your order is ready to be placed, go to your shopping cart and click **Checkout**. This will take you and your order back to SMART eR.

home Marketplace | Shopping Lists | Transferred Carts | My Quotes | My Orders | Help

All Categories Search by keyword or part number Supplier Sites

Shopping Cart

Item	Part #	Supplier	Price	UOM	Quantity	Item Total
CopperTop Alkaline Batteries, AA, 8/PK	DURMN1500B8Z	Innovative Office Solutions	\$8.13	PK	1	\$8.13
CopperTop Alkaline Batteries, D, 12/BX	DURMN1300	Innovative Office Solutions	\$20.88	BX	2	\$41.76
Remanufactured CE410A (305A) Toner, Black	IVRE410A	Innovative Office Solutions	\$46.42	EA	1	\$46.42

Copy Selected Remove Selected Update Quantities

Checkout

6. Check the boxes for the items (from one vendor) you wish to transfer to a PO and click **Begin Transfer**.

See the end of this document for how to create a PO for the items from other vendors.

Ordering Checkout

Please check rows to transfer (only one vendor's items can be transferred at a time). If you would like to submit different comments/attachments per row(s) you can check just those row(s) and click 'Begin Transfer'. Once they are transferred then you can do the same for the next batch of rows until they are all transferred.

Begin Transfer

Vendor Name	Description	Quantity	Unit Type	Unit Price
INNOVATIVE OFFICE SOLUTIONS	CopperTop Alkaline Batteries, AA, 8/PK	1.000000	PK	8.130000
INNOVATIVE OFFICE SOLUTIONS	CopperTop Alkaline Batteries, D, 12/BX	2.000000	BX	20.880000
INNOVATIVE OFFICE SOLUTIONS	Remanufactured CE410A (305A) Toner, Black	1.000000	EA	46.420000

7. Fill in the required blanks and click **Transfer**. The Comments will appear on the mailing label and packing slip.

Ordering Checkout

Please check rows to transfer (only one vendor's items can be transferred at a time). If you would like to submit different comments/attachments per row(s) you can check just those row(s) and click 'Begin Transfer'. Once they are transferred then you can do the same for the next batch of rows until they are all transferred.

Undo Transfer

Vendor Name Description Quantity Unit Type Unit Price

Date Required 11/30/2017 Ship to Location

Comments Vendor Notes

SKU Code Type E Account Code Buyer

Transfer

8. Verify the order information and edit account codes for individual items, if needed.

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.

Save Cancel

Date Required 11/30/2017 Req# 1010

Comments ATTN: Linette Created By Mary C. Egstad - 639

Vendor Code INNOVATIVE OFFICE SOLUTIONS - 36376 Ship to Location ESLCSC - Lakes Country Service Coop - Office M.

Alt Address Vendor Notes

Buyer LHanson - Linette Hanson

Vendor Name INNOVATIVE OFFICE SOLUTIONS Vendor Fax#

AB#1004  
PO BOX 249004  
APPLE VALLEY, MN 55124-9017

Item #/Description	Units	U.Type	Rate	Discount	Total Cost	Type	Account Code	Ship
	1.00	EA	0.00	0.00 %	0.00	E		ESLCSC - Lakes Country Servi

\*Reminder to add shipping, handling or promotional amounts

The highlighted accounts exceed the budgeted amounts Requisition Total: 96.31

Item #/Description	Units	U.Type	Rate	Discount	Total Cost	Type	Account Code	Ship
IVRE410A Remanufactured CE410A (30	1.00	EA	46.42	0.00 %	46.42	E	40-005-860-000-401-000	ESLCSC - Lakes Country Servi

Edit Dist Delete

Order Requisition Entry

Save Cancel

Date Required 11/30/2017 Req# 1010

Comments ATTN: Linette Created By Mary C. Egstad - 639

Vendor Code INNOVATIVE OFFICE SOLUTIONS - 36376 Ship to Location ESLCSC - Lakes Country Service Coop - Office M.

Alt Address Vendor Notes

Buyer LHanson - Linette Hanson

Vendor Name INNOVATIVE OFFICE SOLUTIONS Vendor Fax#

AB#1004  
PO BOX 249004  
APPLE VALLEY, MN 55124-9017

Item #/Description	Units	U.Type	Rate	Discount	Total Cost	Type	Account Code	Ship
IVRE410A Remanufactured CE410A (30	1.00	EA	46.42	0.00 %	46.42	E	26-005-420-000-401-000	ESLCSC - Lakes Country Servi
DURMN1300 CopperTop Alkaline Batten	2.00	BX	20.88	0.00 %	41.76	E	40-005-860-000-401-000	ESLCSC - Lakes Country Servi
DURMN1500B8Z CopperTop Alkaline Ba	1.00	PK	8.13	0.00 %	8.13	E	40-005-860-000-401-000	ESLCSC - Lakes Country Servi

Save Dist Delete

Continued on next page

9. Then click **Save**.

10. Click **Route** to forward your order for approval. A pop-up window will ask if you are sure you want to route the requisition, click **OK** to proceed or **Cancel** to edit.

The next guide, How To Transfer a Web Order from SMARTeR, starts with a SMART Systems PO Admin logging into SMARTeR and going to Responsibilities > Order Requisition Transfer.

### Multiple Vendors

Once you've finished through step 10 for your first vendor of a multi-vendor Express cart, return to **Requests > Order Requisition Entry**.

Click **Order Checkout**. Then select the items from your next vendor and click **Begin Transfer** and start at step 7.

**Fun Feature:** Shopping carts checked out to SMART can be restored in the marketplace for 12 hours after checkout.

- A "Restore Last Cart" link will be displayed on the top-left of the shopping cart page.
- Restoring the last cart will display the last cart that was checked out so that it may be checked out again for use if the shopping cart was lost in the finance system.