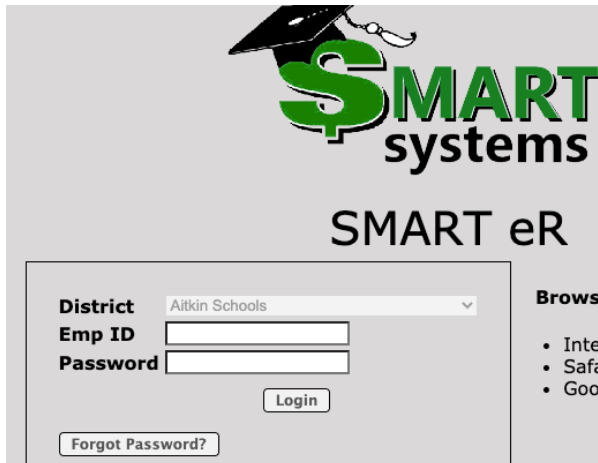


Smart eR Requisition/Purchase Order Process

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



The image shows the Smart eR login interface. At the top, there is a logo for 'SMART systems' featuring a green dollar sign with a graduation cap on top. Below the logo, the text 'SMART eR' is displayed. The login form includes a dropdown menu for 'District' with 'Aitkin Schools' selected, and input fields for 'Emp ID' and 'Password'. A 'Login' button is positioned below the password field. To the right of the login form, there is a 'Browse' section with a list of items: 'Inte', 'Safa', and 'Goo'. A 'Forgot Password?' link is located at the bottom left of the login form.

On the left side of the screen click on “Requests” then “Order Requisition Entry”



The image shows a navigation menu on the left side of the screen. The menu items are: 'Home', 'My Information', 'Payroll Items', 'Fiscal Benefits Summary', 'Pay Stub', 'Year To Date Pay', 'Contract Information', 'TimeOff', 'Flex Information', 'Pay Information', 'ACA Form 1095', 'Wage Statement', 'W-4', 'W-2', 'W-2 Information Sheet', 'Requests', 'Online Shopping', and 'Order Requisition Entry'. Two blue arrows point to the 'Requests' and 'Order Requisition Entry' items.

Click on the “Add New” button to create a new requisition.

Complete the Order Requisition Entry screen.

Date required: today’s date

Ship to: choose from drop down

Comments: enter your name

Vendor code: company you are ordering from (start typing name to search drop down list)

Buyer: choose from drop down

Click “Save & enter items” button.

Click “Add/Maintain Notes” to add any notes or attachments. (Please attach any quotes you have received and any special ed forms/backup).

[Add/Maintain Notes](#)

Vendor Name MN RURAL EDUCATION ASSOCIATION
 PO BOX 187
 ST CLOUD, MN 56302-0187

Vendor Phone# 320-333-8890
Vendor Fax# 888-884-7932
Vendor Email mrea@mnrea.org

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
M1	Misc	1.00	EA	0.00	0.00 %	0.00	E	01-005-010-000-000-820	202101
Ship to Location		Change Reason		Comments					
L1 - AITKIN PUBLIC SCHOOLS - District Office									

[No Print](#)

Complete New Row to be Added.

Enter:

Item description

Units

Rate

Account Code (check with respective office)

Ship to (drop down list)

Comments – any notes for office or ordering instructions

Click “Add/Save Row”

Row moves below to “Detail Items”. If you have more rows to add repeat the “Add/Save Row”.

If finished click the “Save” button at the top of the screen.

	Req #	Vendor Name	Created By	Required	Status	Location	Type	Req Amt	Unless you click route, your order is not submitted.
Edit	1019	MN RURAL EDUCATION ASSOCIATION	Heather L. Hipp - 10195	07/01/2020	Not Routed	L1	R	2,129.00	Route

Next click the “Route” button on the right.

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