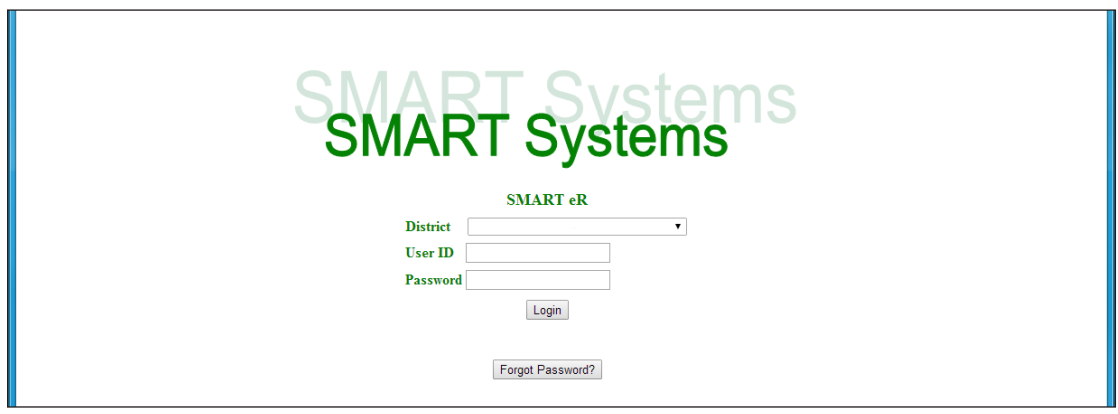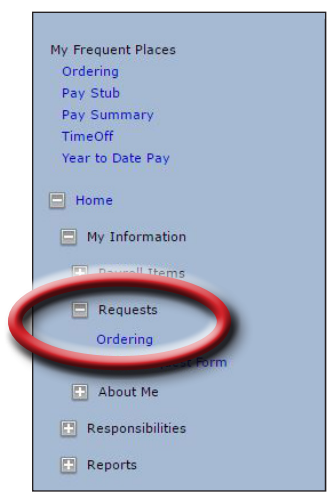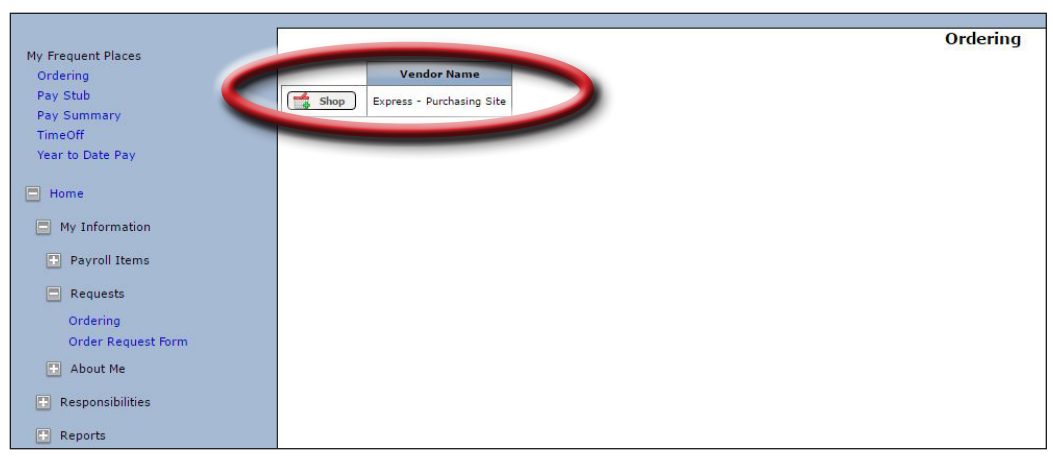# SMART Systems & Express

Ordering through SMART eR

1. Access SMART eR and log in.

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

4. 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.

5. Create your order in Express.

Note: Both Express and SMART time out after 30 minutes of inactivity. To save 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.
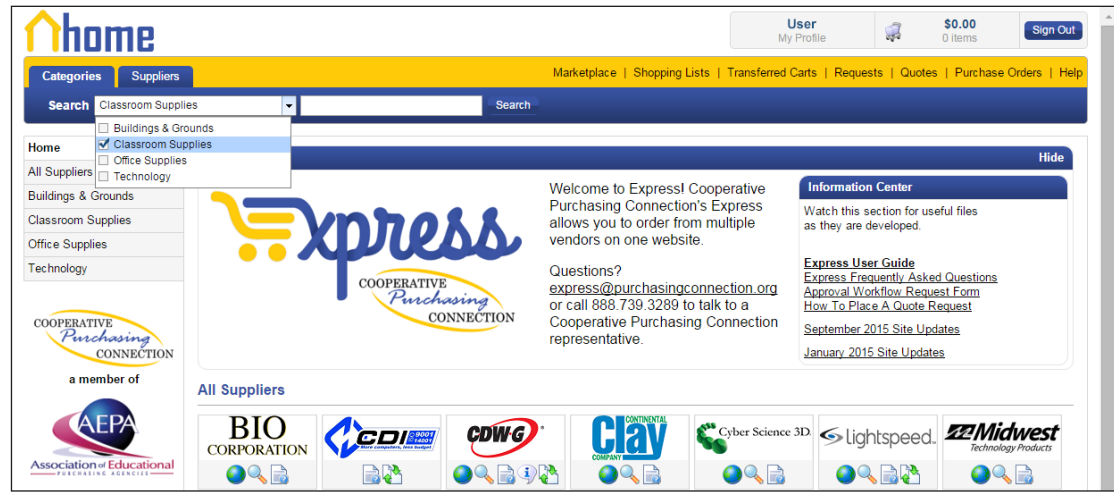
6. When your order is ready to be placed, go to your shopping cart and click Checkout. This will take you and your order back to SMART eR.
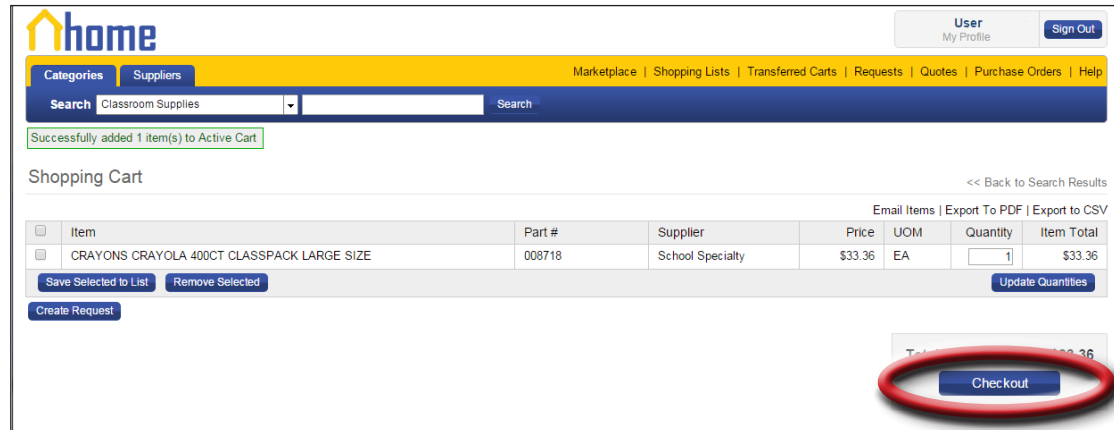
7. Fill in the blanks required by your agency on the SMART eR page and click Transfer. This will submit your order to SMART Finance for approval.
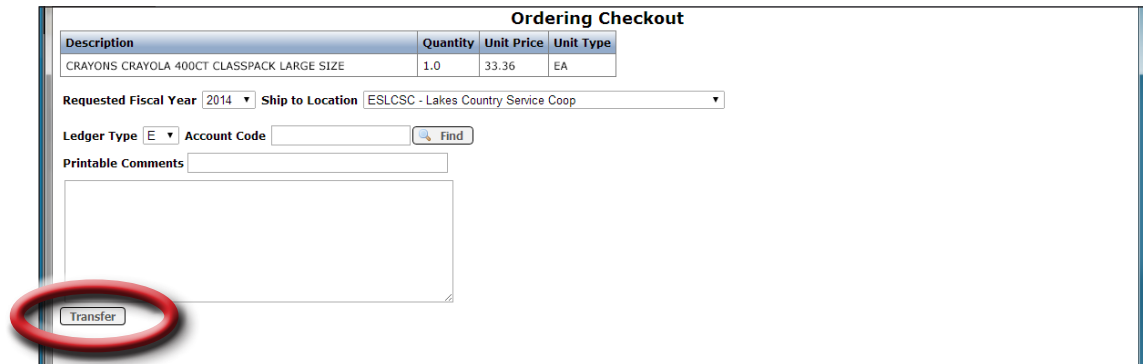
Fun Feature: Shopping carts checked out to SMART can be restored in the marketplace for 48 hours after checkout.

- 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.

If you have any questions about Cooperative Purchasing, Express, or integrating with SMART Systems, contact express@purchasingconnection.org or call 888-739-3289.