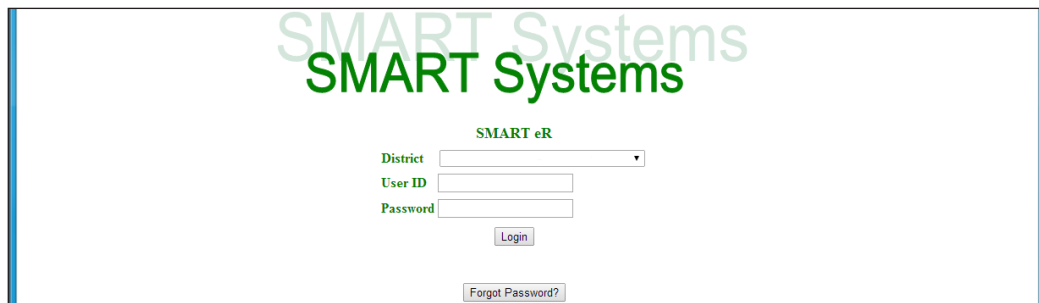


SMART Systems & xpress

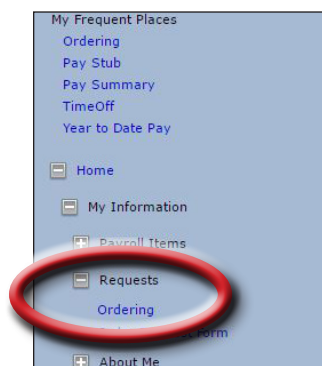
Ordering through SMART eR

1. Access SMART eR and log in.

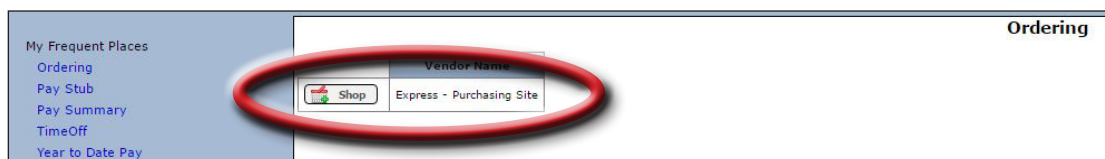


The login screen for SMART Systems SMART eR. It features a title "SMART Systems" in green and "SMART eR" in blue. Below the title are three input fields: "District" (a dropdown menu), "User ID", and "Password". A "Login" button is positioned below the password field. A "Forgot Password?" link is located at the bottom right of the login area.

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



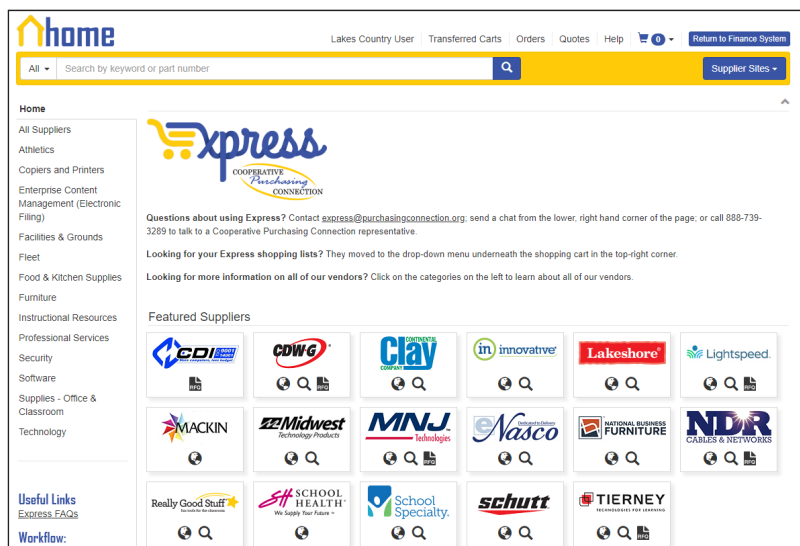
3. Click on Shop Express – Purchasing Site. This will take you to the Express website. You will return to SMARTeR at checkout.



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

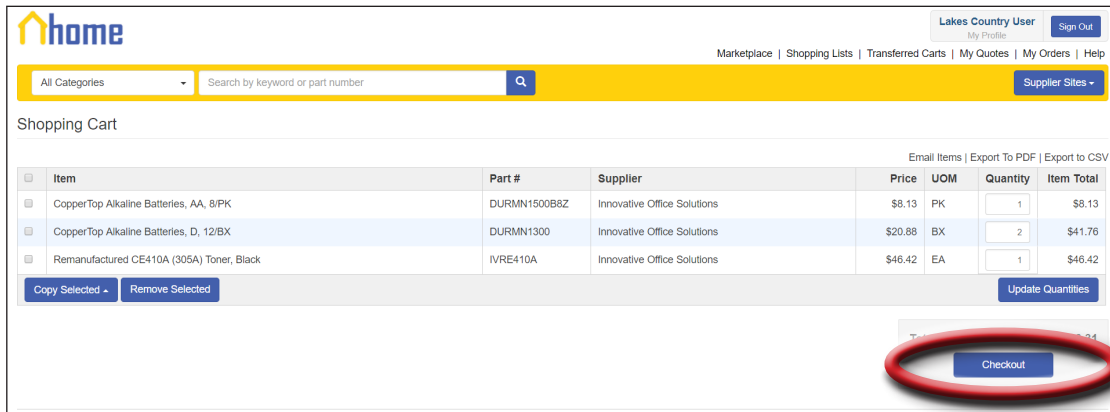
From our FAQ – Why should I use a Shopping List?

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.

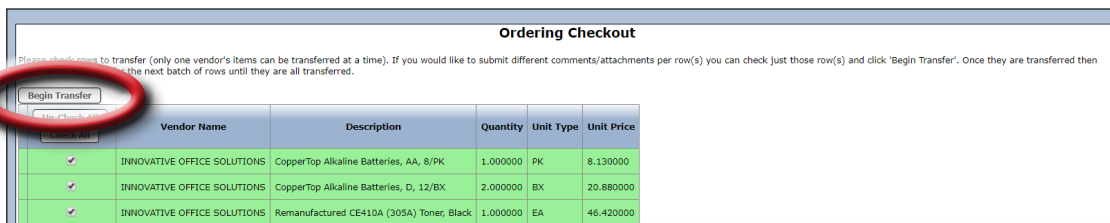
5. When your order is ready to be placed, go to your shopping cart and click **Checkout**. This will take you and your order back to SMART eR.



The screenshot shows the 'home' logo at the top left. On the top right, there are links for 'Lakes Country User', 'My Profile', 'Sign Out', 'Marketplace', 'Shopping Lists', 'Transferred Carts', 'My Quotes', 'My Orders', and 'Help'. Below these is a search bar with 'All Categories' and a 'Search by keyword or part number' field. The main heading is 'Shopping Cart'. Below it is a table with columns: Item, Part #, Supplier, Price, UOM, Quantity, and Item Total. The table contains three items: CopperTop Alkaline Batteries, AA, 8/PK; CopperTop Alkaline Batteries, D, 12/BX; and Remanufactured CE410A (305A) Toner, Black. At the bottom right of the table is a 'Checkout' button, which is circled in red.

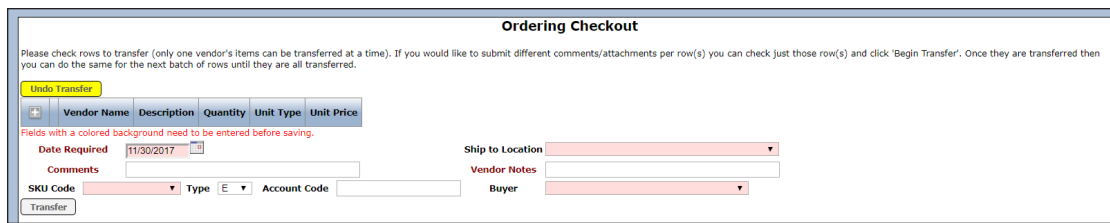
6. Check the boxes for the items (from one vendor) you wish to transfer to a PO and click **Begin Transfer**.

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



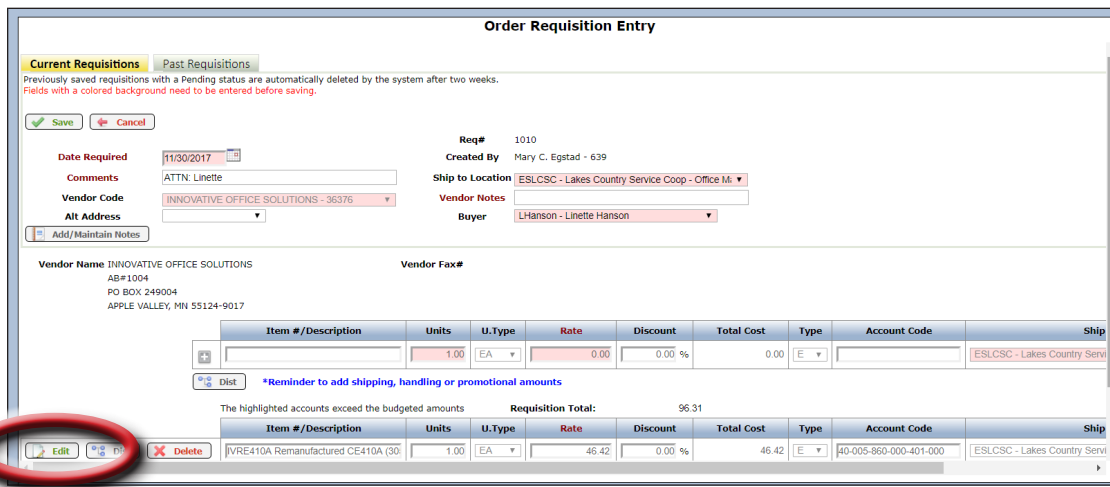
The screenshot shows the 'Ordering Checkout' page. At the top, there is a 'Begin Transfer' button, which is circled in red. Below it is a table with columns: Vendor Name, Description, Quantity, Unit Type, and Unit Price. The table contains three items from 'INNOVATIVE OFFICE SOLUTIONS': CopperTop Alkaline Batteries, AA, 8/PK; CopperTop Alkaline Batteries, D, 12/BX; and Remanufactured CE410A (305A) Toner, Black.

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

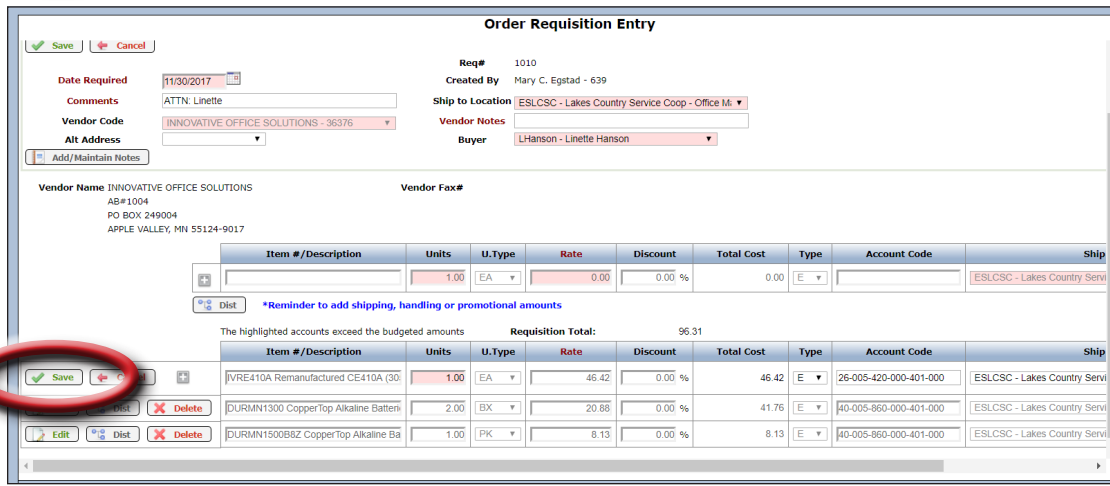


The screenshot shows the 'Ordering Checkout' page. At the bottom, there is a 'Transfer' button, which is circled in red. Above it are various input fields: Date Required (11/30/2017), Comments, Vendor Code, Account Code, Ship to Location, Vendor Notes, and Buyer.

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



The screenshot shows the 'Order Requisition Entry' page. At the bottom, there is an 'Edit' button, which is circled in red. Above it are various input fields: Date Required (11/30/2017), Comments, Vendor Code, Account Code, Ship to Location, Vendor Notes, and Buyer. Below these is a table with columns: Item #/Description, Units, U.Type, Rate, Discount, Total Cost, Type, Account Code, and Ship. The table contains one item: IVRE410A Remanufactured CE410A (30).



The screenshot shows the 'Order Requisition Entry' page. At the bottom, there is a 'Save' button, which is circled in red. Above it are various input fields: Date Required (11/30/2017), Comments, Vendor Code, Account Code, Ship to Location, Vendor Notes, and Buyer. Below these is a table with columns: Item #/Description, Units, U.Type, Rate, Discount, Total Cost, Type, Account Code, and Ship. The table contains three items: IVRE410A Remanufactured CE410A (30), DURMN1300 CopperTop Alkaline Batteries, and DURMN1500BZ CopperTop Alkaline Batteries.

Continued on next page

9. Then click **Save**.

Order Requisition Entry

Req# 1010
Created By Mary C. Egstad - 639
Ship to Location ESLCSC - Lakes Country Service Coop - Office M
Vendor Code INNOVATIVE OFFICE SOLUTIONS - 36376
Vendor Notes
Buyer LHanson - Linette Hanson

Vendor Name INNOVATIVE OFFICE SOLUTIONS
Vendor Fax#

Item #/Description Units U.Type Rate Discount Total Cost Type Account Code Ship

Item #/Description Units U.Type Rate Discount Total Cost Type Account Code Ship

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.

Order Requisition Entry

Current Requisitions Past Requisitions

Previously saved requisitions with a Pending status are automatically deleted by the system after two weeks.

Req # Vendor Name Created By Required Status Type

1010 INNOVATIVE OFFICE SOLUTIONS Mary C. Egstad - 639 11/30/2017 Pending WE

Route

www.region1.k12.mn.us says:
You are about to route this requisition and will be unable to edit this requisition again.

OK Cancel

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

Order Requisition Entry

Current Requisitions Past Requisitions

Previously saved requisitions with a Pending status are automatically deleted by the system after two weeks.

Req # Vendor Name Created By Required Status Location Type

1080 INNOVATIVE OFFICE SOLUTIONS Jolene L. King - 520 02/27/2018 Open ESLCSC WE

Ordering Checkout

Please check rows to transfer (only one vendor's items can be transferred at a time) to submit different comments/attachments per row(s) you can check just those row(s) and click 'Begin Transfer'. Once they are transferred they will be removed from this screen.

Begin Transfer

Un-Check All Check All

Vendor Name	Description	Quantity	Unit Type	Unit Price
MNJ TECHNOLOGIES DIRECT INC.	eReplacements CE410A-ER Remanufactured Black Toner for HP CE410A, 305A	1.000000	EA	41.960000
MNJ TECHNOLOGIES DIRECT INC.	eReplacements CE411A-ER Remanufactured Cyan Toner for HP CE411A, 305A	1.000000	EA	41.960000
MNJ TECHNOLOGIES DIRECT INC.	eReplacements CE412A-ER Remanufactured Yellow Toner for HP CE411A, 305A	1.000000	EA	41.940000
MNJ TECHNOLOGIES DIRECT INC.	eReplacements CE413A-ER Remanufactured Magenta Toner for HP CE411A, 305A	1.000000	EA	41.810000

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.

Shopping Cart

Restore Last Cart

Email Items | Export to PDF | Export to CSV

Item	Part #	Supplier	Price	UOM	Quantity	Item Total
There are no items in your cart						

Item Name	Part #	Supplier	Price	Currency	UOM	Quantity	Total
		Staples		USD	Each (EA)	1	

Total: 0.00 USD

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