



### HOW TO START AN ORDER THRU SMART eR

1. LOG INTO [SMART eR](#)
2. UNDER THE REQUESTS DROP DOWN CLICK ON ONLINE ORDERING
3. CHOOSE THE COMPANY THAT YOU WANT TO ORDER FROM
  - a. FIRST TIME AMAZON USERS WILL NEED TO CREATE THEIR OWN ACCOUNT
4. SHOP AND FILL YOUR CART
5. ONCE DONE CLICK CART AND MAKE SURE IT LOOKS CORRECT
  - a. CLICK PROCEED TO CHECKOUT
  - b. CHOOSE SHIPPING METHOD (FREE METHOD IS ALREADY CHOSEN)
  - c. ALL AMAZON ORDERS WILL BE CHARGED TO NICKY'S CREDIT CARD (OPTION ALL READY FILLED IN) CLICK CONTINUE
  - d. CLICK SUBMIT ITEMS FOR APPROVAL BUTTON
6. THE NEXT SCREEN WILL PUT YOU BACK IN SMART eR
7. EVERYTHING IN PINK NEEDS TO BE FILLED IN
  - a. THE BUYER FIELD IS YOUR BUILDING ADMIN
  - b. FILL IN ACCOUNT CODE FIELD (START TYPING THE ACCOUNT CODE AND LISTING WITH DESCRIPTION WILL COME INTO VIEW FOR SELECTION)
    - i. If you do not know your account code, type in the bldg/program and purpose such as: instructional supplies or repairs in the comment box
  - c. SELECT SHIP TO ADDRESS
  - d. CLICK TRANSFER BUTTON
8. CLICK SAVE IF ALL DETAIL ITEMS LOOK CORRECT
9. ON THE NEXT SCREEN CLICK ROUTE
10. PLEASE FORWARD ALL EMAILS REGARDING YOUR ORDER TO YOUR BUILDING ADMIN ASSISTANT

**TEACHERS OR PERSONS ORDERING**



**STOP AFTER THIS STEP**

With questions, contact Amy Hafemann, Finance Director, at [ahafemann@isd717.org](mailto:ahafemann@isd717.org).

# ADMINISTRATIVE ASSISTANT – STEPS BEGIN BELOW

1. GO BACK TO SMART eR; ON THE LEFT SIDE MENU UNDER RESPONSIBILITIES CLICK ON ORDER REQUISITION TRANSFER
2. FIND YOUR ORDER BY USING THE DROP DOWNS FOR BUYER, VENDOR, AND PERIOD
  - a. MAKE SURE ACCOUNT CODES ARE ENTERED, IF NOT, ENTER THE ACCOUNT CODE (if need to add account code, go to “Order Requisition Entry”. At that point you will need to add the account code and save. If using the same account code for all line items, go to middle of screen - Detail Items - in long square box enter account code, then click on “set all missing”, this will populate the account code in to all line items.
3. SELECT ROWS TO TRANSFER OR “SELECT ALL”
4. CLICK THE TRANSFER BUTTON
5. CLICK CONTINUE TRANSFER
6. THIS WILL GIVE YOU A PO #-WRITE IT DOWN
7. GO INTO REGION V, PULL UP THE PO#, AND ROUTE FOR APPROVAL
8. ONCE APPROVED, GO BACK INTO SMART eR
9. **SELECT PLACE ORDER ON THE LEFT SIDE OF SMART eR MENU**
10. **CLICK “TRANSFER” BUTTON**
11. **GO BACK AND PRINT P.O. FOR YOUR RECORDS (IF NEEDED)**

Since this is new for Amazon ordering, some details are still unknown.

The person originating the order, and the person who transfers the order, will get an email stating the order was placed.

Once orders are actually placed thru Amazon using this process, we will communicate more. As of now, the person originating the order will also get an email when the items are shipped.

**\*\*\* DO NOT PRINT THE PURCHASE ORDER UNTIL THE ORDERS HAVE BEEN PLACED IN SMART eR \*\*\***