

Online Ordering Request

1. Log onto the SMARTeR System website.
<https://swscer.swsc.org/smarter/login.aspx?dn=2534>



SMART eR

District

User ID

Password

Warning: If you are using a public computer, certain web browsers may automatically save your PDF documents that have been opened. These may be viewed by other people. To keep your information secure, please log out of SMART eR and delete your files out of this computer's 'Downloads' folder.

Browsers/Software Supported

- Internet Explorer 9.x, 10.x, 11.x -or-
- Safari 5.1, 6.x, 7.x, 8.x -or-
- Firefox 36.x -or-
- Google Chrome 41.x
- Adobe Acrobat Reader 9.x, 10.x, 11.x

2. Enter your User ID (employee number) and password.
3. Click on Login
4. Answer security question
5. From the Announcements window, click on Requests and Approvals | Purchasing.

Independent School District #2534
 BOLD Public Schools 701 South 9th St Olivia, MN 56277
 Phone: (320)523-1031 Fax:

[Announcements](#) ▶ [Requests and Approvals](#) ▶ [Purchasing](#) ▶ **Ordering**

Pay and Personal Information **Requests and Approvals**

Purchasing ▶ Vehicles ▶

6. To Shop School Specialty, Select Ordering. You will be directed to their website.
 To request from other BOLD vendors go to step 7.
7. Select Order Request Form from the Menu options.
 - a. To enter an order click Start Cart
 - b. To finish a started order click Retrieve Cart

Fields with a colored background need to be entered before saving.

8. Fill in the Requested Fiscal Year if not current year.
9. Select the Ship to Location
10. Type in or Find the account code if known, this is not a required field
11. Add a Comment (Any information you would like the Business Office to be aware of i.e. Spec Ed supplies, Title I funding, Shop supplies)
12. The Vendor Notes/Prints on the PO field will print on the actual Purchase Order to the Vendor.
13. Click on Find to lookup the Vendor code.
14. Select a vendor from the list. If your vendor is not listed please contact the Business Office to create the vendor for you.

Vendor Name	Code
K-MART	1015
KAREN HERMANSON	00055
KARL RANDALL SERVICES	1187
KELLY INN	1347
KEN'S PLUMBING & HEATING	00162
KERKAERT, BRIAN	1380
KIDS DISCOVER	00967
KIRSCH, ROBERT	1358
KIRSH KORNER	00747
KIRSH, RHONDA	1128
KLUKSDAL, DALLAS	00568
KNUTSON, FLYNN & DEANS	1163
KYLLO, CAROLE	01088

A B C D E F G H I J **K** L M N O P Q R S T U V W X Y Z

15. If the main vendor address is not the address you want the PO to go to, click on



next to the Alternate address field. If the address you would like to use is there select it from the list. If not, contact the Business Office to create an alternative address for you to select.

16. Click

Fiscal Year	Location	Comment	Vendor Code	Vendor Group	Alt Address	Vendor Notes/Prints on PO	Ledger Type	Acct Code
Edit	2016	000 - I.S.D.#2534 BOLD PUBLIC SCHOOL - I.S.D.#2534 DISTRICT OFFICE	info to business office her	3448	f	note to vendor here	E	
Vendor Name KID SOUNDS P.O. BOX 13888 LAS VEGAS, NV 89112-1888		Vendor Fax#						
Add New		Request Total: 0.00						
Item/Description	Units	U.Type	Rate	Discount	Total Cost			
Save Cancel		EA		%				

17. In the Item/Description field, enter the Catalog number, then the item description.

18. Enter number of units.

19. Change Unit Type if necessary.

20. Enter your rate

21. Enter a discount if applicable. 5% would be entered as 5

22. Click Save and it will calculate the Total Cost

23. Click Add New if you wish to add another row.

24. Repeat steps 16 thru 23 until finished.

25. When finished click on the Transfer box. If you are unable to complete the request at this time you can Logout and the system will save this request for a two week period in which you will be able to come back in and complete it.

26. After clicking Transfer, you will receive the message “Your order has been sent successfully.”

27. If you wish to place another order repeat steps 6-25. When done, Click Logout.

28. To Open a Saved Request to complete it, click on the Retrieve Cart button. Enter values in each of the drop down lists and then it will display the request that was selected.

29. Continue following the previous steps to add/remove items as needed.

30. Complete the order request and Transfer.

31. Click Logout.