

# Online Ordering

1. Log onto the SMARTeR System website.  
<https://rmicweb.swsc.org/smarterv30/login.aspx?dn=DDDD>  
Replace the DDDD with your district number.



2. Enter your User ID and password.
3. Click on Login
4. From the eOnLine Resources window, click on Online Ordering.



- Select Ordering from the Menu options if you are placing an order with an online vendor.



- Select the Vendor you want to order from.



- Shop for items needed and click on add to cart.



- When everything is in the cart, click Checkout.

**OfficeMax**

Messages Order By Product Code Shopping Lists Refill Finder Help

**Shopping Cart**

Account 0488425 - Southwest/West Central Service Cooperative  
 Ship To Code POUT - Punchout  
 Cart Subtotal \$652.06

Active Promotions:  
[What's a Promotion Code?](#)

Continue Shopping Update Cart Checkout Remove

Qty	UOM	Product	Description	Delivery'	Your Subtotal	Select
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- You will then receive a summary window which will allow you to enter a comment. The comment field would be used for any information the user would like the Business Office to know. It can be left blank also.

OFFICE MAX

Description	Quantity	Unit Price	Unit Type
ENVELOPE,12.5X18.5,KRFT	2	9.03	BX
LABEL,LSR,WE,30/3000	5	8.11	BX

**Comment**

Title | Program|

[Transfer Order to SMART Finance](#)

- Click on Transfer Order to SMART Finance
- If transfer is successful, you should receive the following message: “Your order has been transferred to SMART Finance”
- Click on Return to Ordering Menu

[Online Order Transfer](#)

[Return to Ordering Menu](#)

- Follow menu options to log out or continue to place your next order.

14. For creating an Online Requisition, blank form to fill out to any active vendor in Smart Finance, click Online Order Request.

# Online Ordering

## Online Ordering



The screenshot shows a web interface for online ordering. At the top, the text "Online Ordering" is displayed in a large, light green font. Below it, the same text "Online Ordering" is shown in a smaller, bold green font. The interface features four main menu items, each with a small image and a text label:

- Online Transfers**: Accompanied by an image of a shopping cart icon and the text "Your Account". Below the label are the sub-items "Ordering" and "Purchase Order".
- Online Order Request**: Accompanied by an image of hands writing on a document. A mouse cursor is hovering over the label.
- Return to Main Menu**: Accompanied by an image of a white arrow pointing left on a red background.

15. Click on Find to lookup the Vendor number.

## Online Order Request

**Requester** Burns, Person-189 - 189 **Comment** Staff Development Funds Bldg 001

**Date** 3/10/2006

**Vendor Number**  \* **Find**

**Vendor Group**

**Vendor Name**



The screenshot shows a form titled "Online Order Request". The form contains several fields and a button:

- Requester**: Burns, Person-189 - 189
- Comment**: Staff Development Funds Bldg 001
- Date**: 3/10/2006
- Vendor Number**: An empty text input field followed by a blue "\* Find" button with a mouse cursor hovering over it.
- Vendor Group**: A text input field containing the number "1".
- Vendor Name**: An empty text input field.

16. Select a vendor from the list. If your vendor is not listed please contact the Business Office to create a vendor for you.



17. Enter any comments necessary. Comment field is an “open” field that allows the user to send a message to the Business Office. Ex: User would like to use grant funds, or the address listed on screen is not the same as the address on the catalog.

18. In the Description field, enter the Catalog number, then the item description.

19. Enter number of units.

20. Change Unit Type if necessary.

21. Enter your rate.

22. Click Insert if you wish to add another row.

## Online Order Request

[Return](#)

**Requester** Burns, Person-189 - 189 **Comment** Staff Development Funds Bldg 001  
**Date** 3/10/2006  
**Vendor Number**  [Find](#)  
**Vendor Group**   
**Vendor Name** KIDS DISCOVER  
 P O BOX 54204  
 BOULDER, CO 80322-4204

Description	Units	U. Type	Rate	Total Cost
<input type="text" value="3"/> Red Permanent Marker <a href="#">Delete</a>	<input type="text" value="3"/>	EA <input type="button" value="v"/>	<input type="text" value="1.05"/>	3.15
<b>Request Total:</b>				3.15

23. Repeat steps 18 thru 22 until finished.

24. When finished click on the Transfer link.

25. You will receive the message “Your order has been sent successfully”

26. If you wish to place another order repeat steps 15-25. Otherwise Click Return to Ordering Menu.
27. Click Return to Main Menu.
28. Click Log Out.