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.



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



6. Select the Vendor you want to order from.

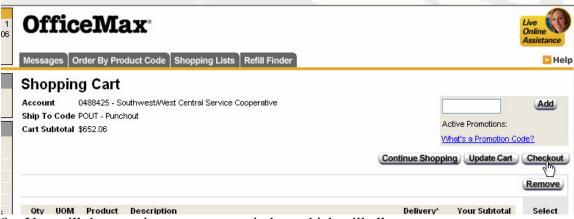
Online Ordering



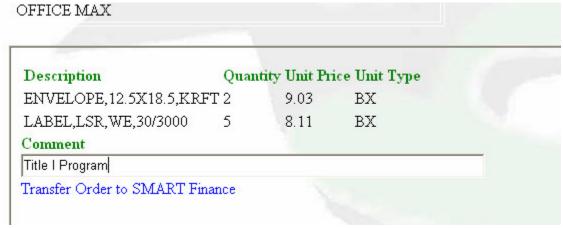
7. Shop for items needed and click on add to cart.



8. When everything is in the cart, click Checkout.



9. 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.



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



13. 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.



15. Click on Find to lookup the Vendor number.

Online Order Request

Requester	Burns, Person-189 - 1	89 Comment Staff D	evelopement Funds I	Bldg 001
Date	3/10/2006			
Vendor Number	* Find			
Vendor Group	1 4"			
Vendor Name				

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.



- 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.