ONLINE ORDERING

Making your life easier, one step at a time. Welcome to 2015! 😊
1. Hover over staff on our homepage
2. Scroll down and click on payroll resources.
1. Find **ESS Payroll** on the left hand column and click on it. This will bring you to the Smart eR website where you will find paystubs as well as the online ordering.
1. Enter your 3-5 digit employee # and password.
   1. If you have logged in before, the system has prompted you to change passwords.
   2. If this is your first time, the password will be 0094xxxx (last 4 digits of SS #).
2. It will also have you answer a security question.
This homepage is where you will find any important info you may need.

1. Debbie Reed may put announcements here, for example when you can opt to get your W-2 online.

2. **Notifications** - This tab will have all the details of any order you have transferred over for approval. You will be able to click on each order to see the details.

3. Click on **Requests and Approvals**.
1. Hover over Purchasing
2. Click on Order Request Form
Order Request Forms

1. Click on Start Cart
2. Retrieve Cart - If you start entering items into a cart and need to come back to it later, you would click on this instead of starting from scratch. It will save your cart up to 2 weeks.
The items highlighted in pink need to be changed/looked at.

1. **Requested Fiscal Year.** Right now this will only be for 2016. In the spring it will have 2016 and 2017 years listed.
2. **Ship to Location** - Please make sure to change this to your building, otherwise everything is going to be shipped to Central Admin.
3. **Vendor Code** - Click on Find. This will have all vendors we have paid in the last 3 years. Find the vendor by letter and click on their name.
4. **Vendor Group** automatically populates.
5. Also, please check the address that is listed. If you have another address that the PO needs to go to, please click on Alt Address. You could find multiple addresses there. If your address is not listed, please contact Karen Padgett (ext. 6207) to get your address set up in there. It automatically defaults to the payment address.

**Click on Save to Enter Items**
Start to enter each item that you need to order. Click on Add New.

1. **Description**: Put in the part number and description of the item you are ordering. Do not just put in pencils or pens because you will most likely not get the correct item.

2. **Units**: Enter the number of items you want to order.

3. **Rate**: Enter the price per item.

4. Click *Save*. It will automatically turn your item grey.

5. Click *Add New* to enter multiple items. When entering each item, it will only show you the current item you are entering. Once you save that item, it will show you the whole order.
Once you have entered all items that you need to order from that vendor, scroll to the top of the page and click on the *transfer* button.
Your Order Request has been transferred to SMART Finance.

Once you hit transfer you should get the above message. If you get this message, you are finished. It will be automatically sent to your building secretary and will go through the proper approvals before being ordered.
Under *Requests and Approvals*, click on *Purchasing* and then click on *Ordering*. 
Click on **Shop** next to the vendor you would like to order from. It will then take you to the vendor’s website.

School Specialty, Frey Scientific, Classroom Direct and Office Depot are the only vendors that will be set up this way.
You can add items to your cart.

I would recommend saving your carts once you enter any items, if you get interrupted, it may time out.
**Saving Your Cart on the Vendor Website**

1. Click on **View Cart/Checkout**.
2. Click on **Save to Shopping List** and save under your name. This way if the system times out, you can go back and retrieve your cart.
3. Once finished with shopping, Click on **Proceed to Checkout** button.
Click on the blue **submit** button if you are satisfied with all the items in your cart. You can always go back and add items to your cart if you forgot something. If you go back, please make sure to save it to your shopping list again.
You will need to click on the blue transfer button to get back to Smart eR. If you do not click on the transfer button, you will lose your order only to the last point where you saved your shopping list.
Once you hit the blue transfer button, the system will bring you back to SMART ER where you will then change the following info:

1. **Requested fiscal year**: It will default to 2016 right now but in the spring it will have the option of 2016 or 2017.
2. Change the **ship to location**: Change it to your building, otherwise it will be shipped to Central Admin.
3. Add any **comments** that you feel are important for the secretary or administrator to know about this order.
4. Click **Transfer**. You are done at this point and the order will be ordered by Karen once it has all proper signatures.