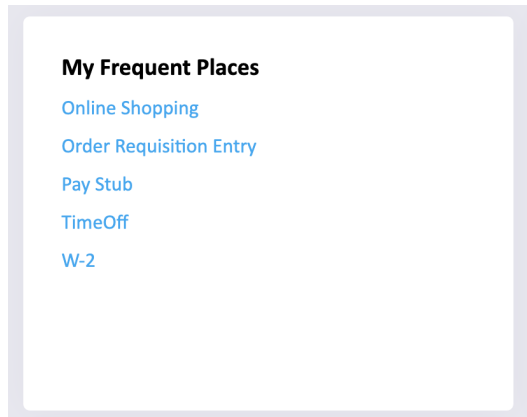


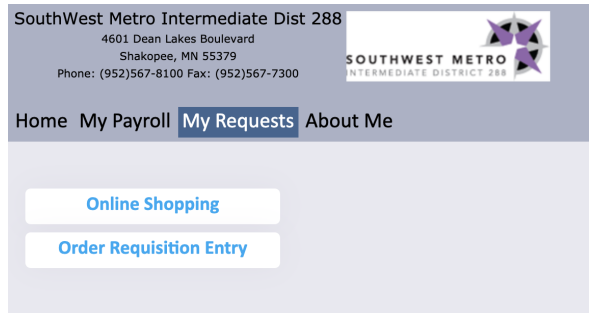


# HOW TO | Place an order using Innovative

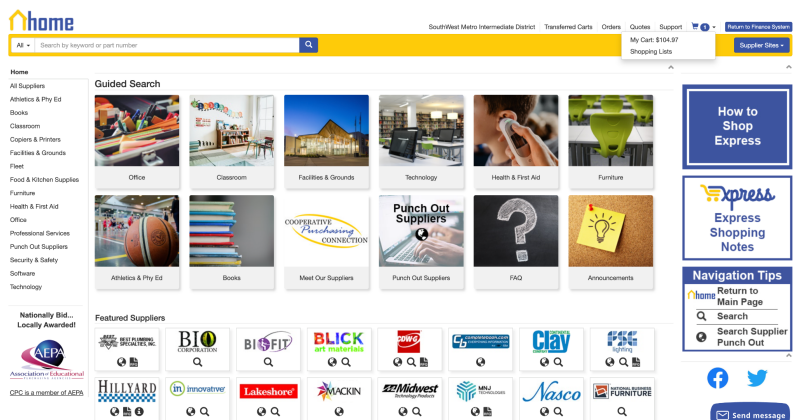
When you log in to SmartER, select "Online Shopping" on the left hand side under "My Frequent Places".



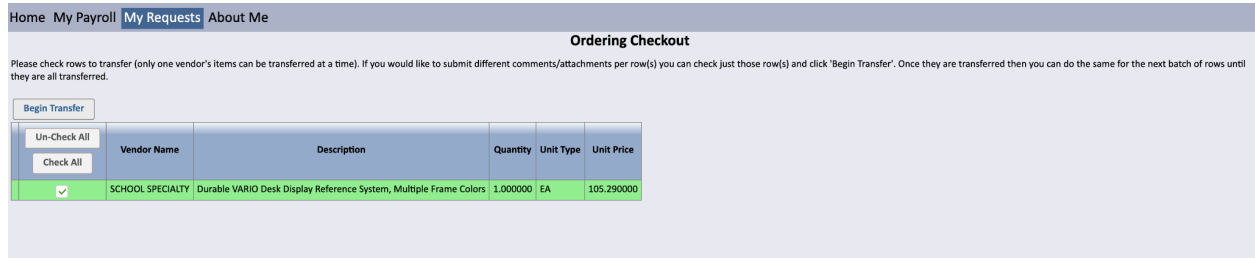
If it's not in your "Frequent Places", then go to the "My Requests" tab at the top.



From there, select the Innovative shop. Think of this as your own personal web store! Search for what you need and add it to your cart.

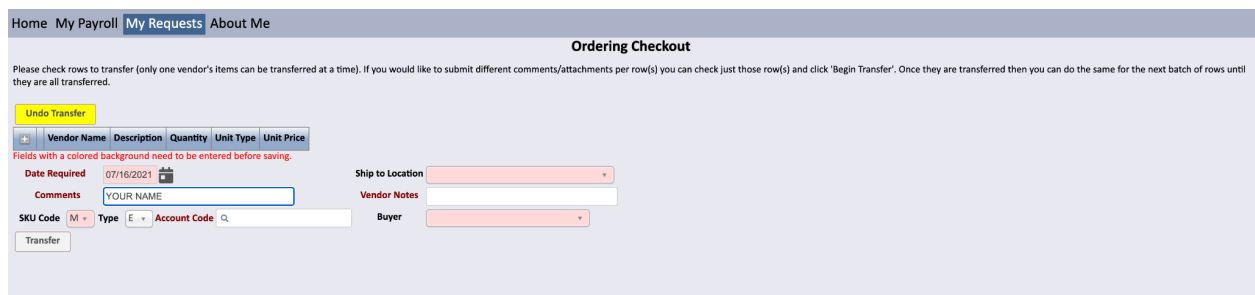


Once you are ready, you can “check out”. You will be directed to a page on SmartER asking you



to Transfer your order.

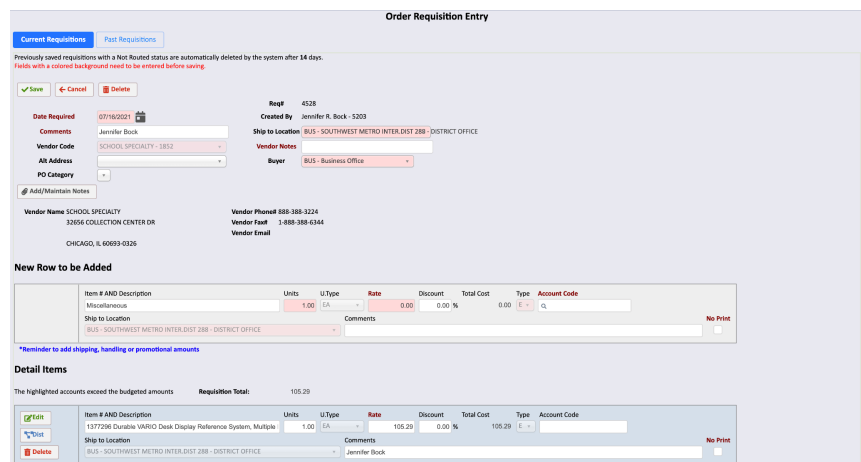
After you begin your transfer, make sure you **COMMENT YOUR NAME** and list all other



appropriate information such as the location it is to be shipped and the “buyer” or program budget it will be coming out of.

After that, it’s just like your regular Requisition entry. [\(There’s a video tutorial here! You can skip to 5:06 to get to the next step, otherwise, read on!\)](#)

Enter your budget code(s) and any additional comments such as grant information, etc. Select “Save” at the top left when you are done.



**Order Requisition Entry**

**Current Requisitions** | Past Requisitions

Previously saved requisitions with a Not Routed status are automatically deleted by the system after 14 days.

[+ Add New](#)

	Req #	Vendor Name	Created By	Required	Status	Location	Type	Req Amt	Unless you click route, your order is not submitted.
<a href="#">Edit</a>	4528	SCHOOL SPECIALTY	Jennifer R. Bock - 5203	07/16/2021	Not Routed	BUS	WE	105.29	<a href="#">Route</a>
<a href="#">View</a>	4481	SHAKOPEE CHAMBER OF COMMERCE	Jennifer R. Bock - 5203	06/23/2021	Routed	DL	R	150.00	

If you are satisfied with the order (try to order as many things at once and in fewer orders!), go ahead and select “Route” for it to be forwarded to the approval process.

### And there you have it!

Once the order is approved and placed, your stuff will be shipped quickly and packaged together.

**IMPORTANT REMINDERS**

- Remember that only specialty items that you can't find on Innovative should be placed using the Requisition Ordering System.
- Amazon should be used sparingly as it is not designed for business office procedures in its shipping & billing practices. If it's super super special and Innovative doesn't have it, then you are welcome to shop Amazon (or even another vendor we have an established partnership with!)
- Innovative orders must also go through the appropriate approval process in order to be placed. They won't automatically be approved just because they're Innovative.
- Do “Quality” orders, not “Quantity” orders - meaning order MORE ITEMS in fewer requisitions; try maybe once a month, rather than one requisition for each item needed as you think of it throughout the week.
- COMMENT YOUR NAME in the Comments box** at the top of the Requisition page. This is the ONLY WAY we know who is ordering what! We know it's silly, but we don't have control over how it is displayed and are working very hard with SmartER to make it make sense.

- *The purchasing team is made up of, believe it or not, people. They are passionate about what we do, just like you are. They take no joy in denying orders for the sake of it. Please treat them respectfully and with patience because they really do work hard to get you your stuff as quickly and efficiently as possible.*