

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".

My Frequent Places Online Shopping Order Requisition Entry Pay Stub TimeOff W-2

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

Home My Payroll My Requests About Me Online Shopping Order Requisition Entry	SouthWest Metro In 4601 Dean La Shakopee, Phone: (952)567-810	termediate Dist kes Boulevard MN 55379 0 Fax: (952)567-7300	288
Online Shopping Order Requisition Entry	Home My Payroll	My Requests	About Me
Order Requisition Entry	Online Sho	pping	
	Order Requisit	ion Entry	

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

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	Un-Check All Check All	Vendor Name	Description	Quantity	Unit Type	Unit Price					
	×	SCHOOL SPECIALTY	Durable VARIO Desk Display Reference System, Multiple Frame Colors	1.000000	EA	105.290000					

to Transfer your order.

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

Home My Payroll My Requests About Me										
	Ordering Checkout									
Please check rows to they are all transferre	Please check rows to transfer (only one vendor's items can be transferred at a time). If you would like to submit different comments/attachments per row(s) you can check just those row(s) and click 'Begin Transfer'. Once they are transferred then you can do the same for the next batch of rows un they are all transferred.									
Undo Transfer										
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Date Required	07/16/2021	Ship to Location	Y							
Comments	YOUR NAME	Vendor Notes								
SKU Code M 🔻	Type E V Account Code Q	Buyer	*							
Transfer										

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.

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Order Requisition Ent														
Current Requisitions Past Requisitions														
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	<u>Req #</u>	<u>Vendor Name</u>	<u>Created By</u>	<u>Required</u>	<u>Status</u>	Location	<u>Type</u>	<u>Req Amt</u>	Unless you click route, your order is not submitted.					
Edit	4528	SCHOOL SPECIALTY	Jennifer R. Bock - 5203	07/16/2021	Not Routed	BUS	WE	105.29	Route					
🖉 View	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.