SMART eR ordering through amazon business
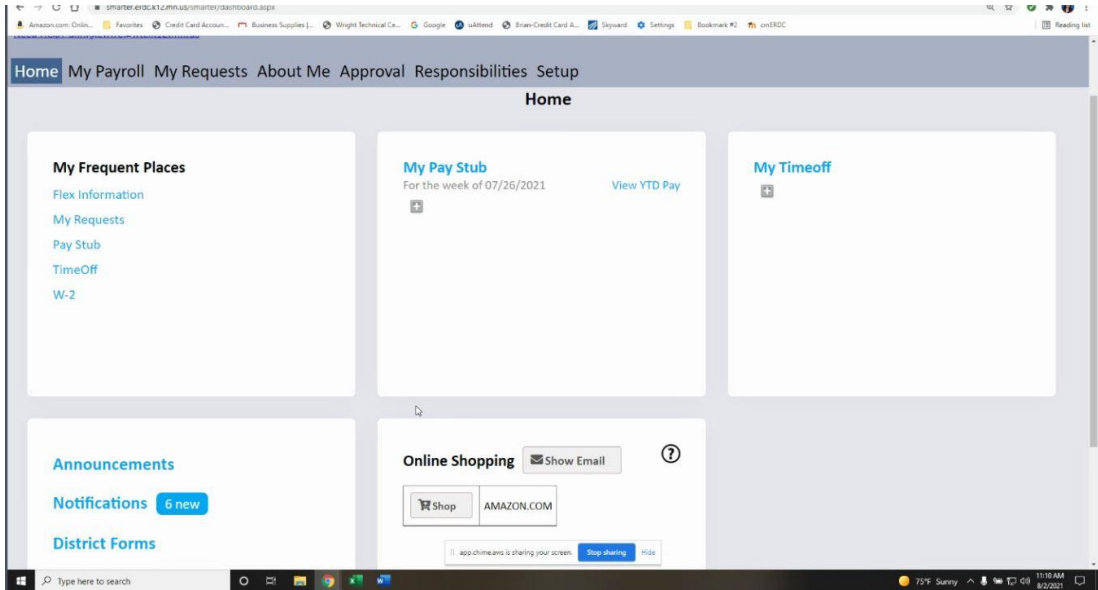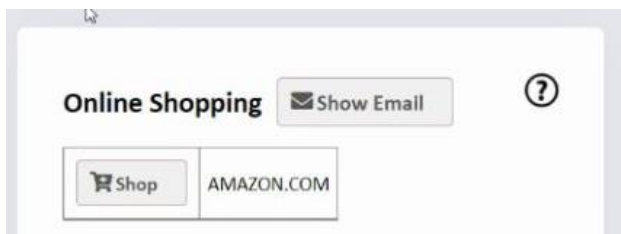
Instructions

1. Login To Smart

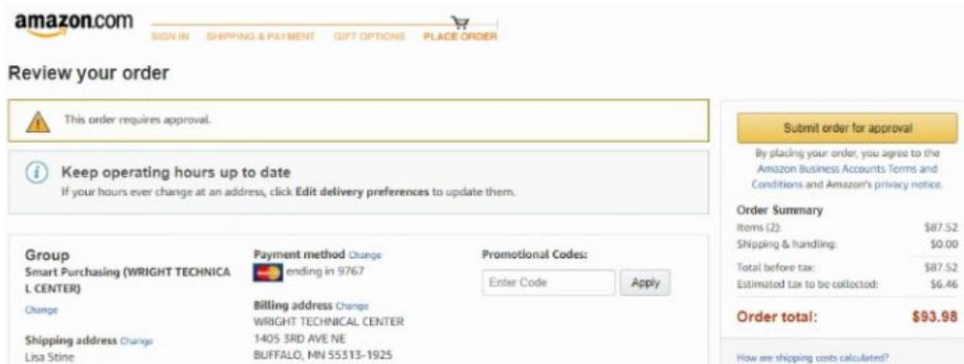2. Click on the "My Requests" tab

3. Click "Shop" next to the AMAZON vendor name

4. Shop normally in Amazon Business for the items you need

5. Once your cart is complete, click "Proceed to Checkout"

    a. Do not worry about the payment method or shipping address, the SMART shipping address will supersede the default address in Amazon
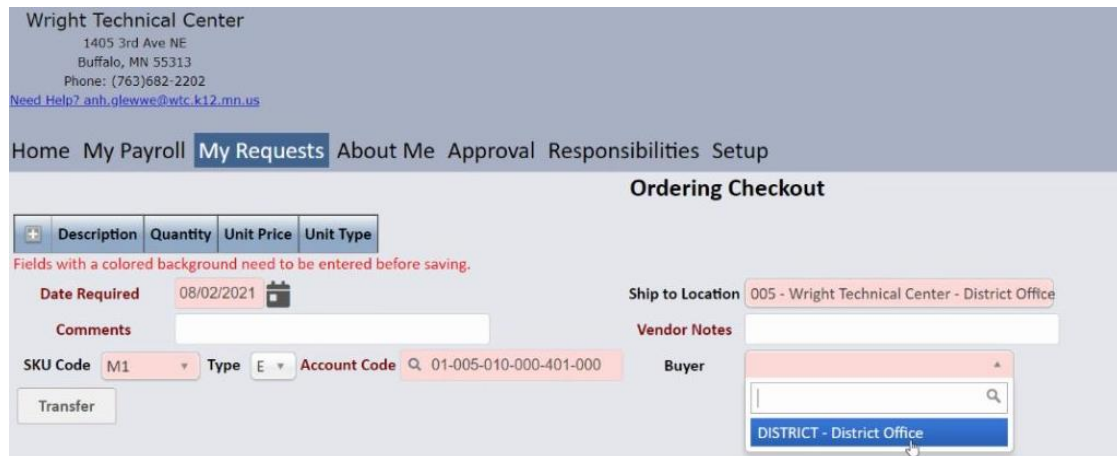
6. Last step in Amazon Business is to click "Submit for Approval"

7. System will route you back to SMART

8. Fill in the red colored fields and the "Account Code" and click "Transfer"

9. Review Order and click "Save"

10. Then click "Route" on your order