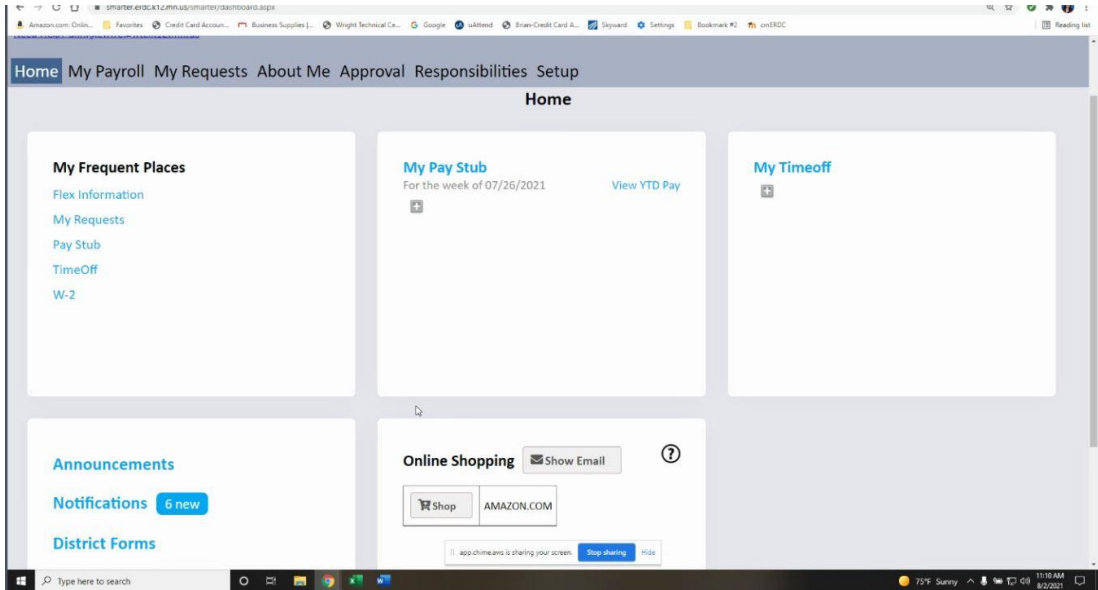


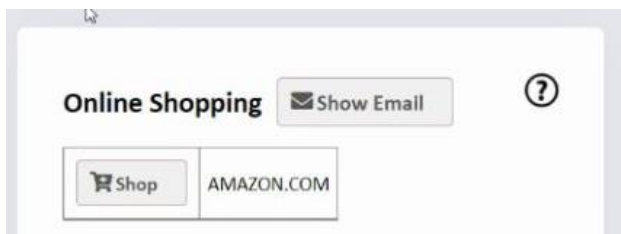
SMART eR ordering through

Instructions

1. Login To Smart
2. Click on the “My Requests” tab



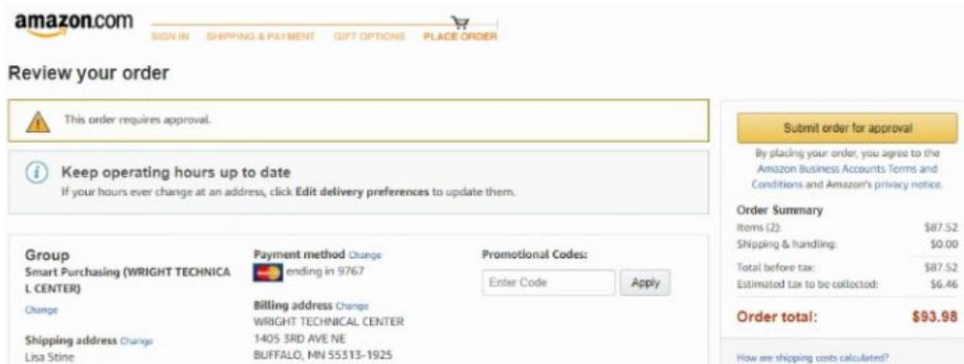
3. Click “Shop” next to the AMAZON vendor name



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



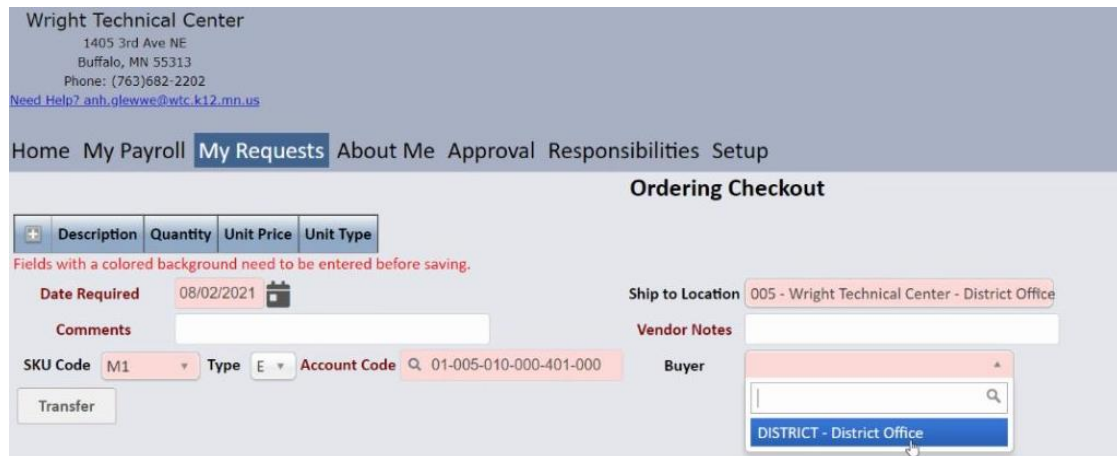
6. Last step in Amazon Business is to click “Submit for Approval”



The screenshot shows the Amazon Business 'Review your order' page. At the top, there's a navigation bar with 'amazon.com', 'SIGN IN', 'SHIPPING & PAYMENT', 'GIFT OPTIONS', and 'PLACE ORDER'. Below this, a yellow banner states 'This order requires approval.' and a blue banner says 'Keep operating hours up to date'. The main content area is divided into three sections: 'Group' (Smart Purchasing (WRIGHT TECHNICAL CENTER)), 'Payment method' (ending in 9767), and 'Promotional Codes' (with an 'Apply' button). The 'Billing address' is Wright Technical Center, 1405 3RD AVE NE, BUFFALO, MN 55313-1925. The 'Shipping address' is Lisa Stine. An 'Order Summary' on the right lists items (\$87.52), shipping (\$0.00), total before tax (\$87.52), and estimated tax (\$6.46), resulting in an 'Order total' of \$93.98. A 'Submit order for approval' button is at the top right.

7. System will route you back to SMART


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



The screenshot shows the 'Wright Technical Center' 'Ordering Checkout' page. The header includes the company name, address (1405 3rd Ave NE, Buffalo, MN 55313), phone ((763)682-2202), and a help link. The navigation bar has 'Home', 'My Payroll', 'My Requests' (selected), 'About Me', 'Approval', 'Responsibilities', and 'Setup'. The 'Ordering Checkout' section has a table with columns: Description, Quantity, Unit Price, and Unit Type. Below the table, there are fields for 'Date Required' (08/02/2021), 'Comments', 'SKU Code' (M1), 'Type' (E), 'Account Code' (01-005-010-000-401-000), 'Ship to Location' (005 - Wright Technical Center - District Office), 'Vendor Notes', and 'Buyer'. A 'Transfer' button is at the bottom left. A dropdown menu for 'Buyer' is open, showing 'DISTRICT - District Office'.

9. Review Order and click “Save”

10. Then click “Route” on your order



The screenshot shows the 'Order Requisition Entry' page. It has a navigation bar with 'Home', 'My Payroll', 'My Requests' (selected), 'About Me', 'Approval', 'Responsibilities', and 'Setup'. Below the navigation bar, there are tabs for 'Current Requisitions' and 'Past Requisitions'. A message states: 'Previously saved requisitions with a Not Routed status are automatically deleted by the system after 14 days.' There is an '+ Add New' button. The main table has columns: Req #, Vendor Name, Created By, Required, Status, Location, Type, Req Amt, and a 'Route' button. The table contains three rows of requisitions.

	Req #	Vendor Name	Created By	Required	Status	Location	Type	Req Amt	
	1006	AMAZON.COM	Lisa M. Stine - 1163	08/02/2021	Not Routed	005	W	87.52	
	1005	AMAZON.COM	Lisa M. Stine - 1163	07/26/2021	Validated	005	W	69.99	
	1004	AMAZON.COM	Lisa M. Stine - 1163	07/22/2021	Validated	005	W	399.90	