

MCW Online Ordering Instructions

Below, you will find instructions for online ordering through your SMARTer portal. If you need assistance logging into your portal, contact the Central Office.

Please be aware that if the vendor you are wanting to purchase from is new to our SMART vendor list, it may take some time to get them into the system. Plan your orders in advance to account for this, having to wait on vendor set up is not a reason to switch the purchase to a credit card or reimbursement purchase.

1. Login to SMARTer (website you use to view your paycheck)

SMART systems

SMART eR

District
2448-Martin County West Public Schools

Emp ID

Password

Login

[Forgot Password?](#)

Browsers/Software Supported

- Edge 110.x and up or
- Safari 15 and up or
- Google Chrome 111.x and up or
- Firefox 102.x and up

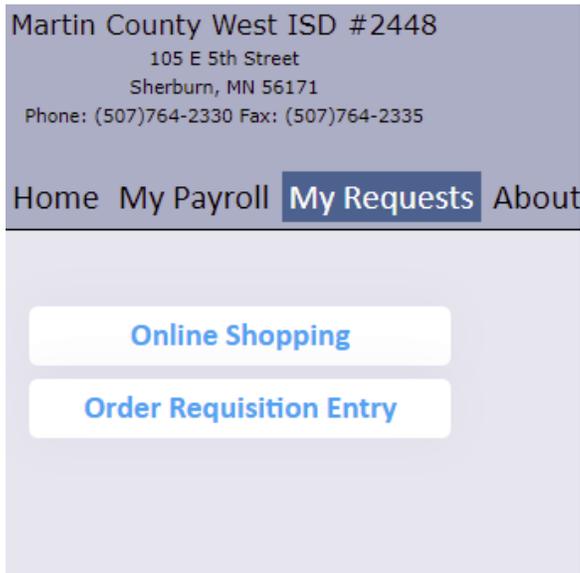
A Cooperative Project between Regions 1-5

2. On the top menu bar, click on “My Requests”

Martin County West ISD #2448
105 E 5th Street
Sherburn, MN 56171
Phone: (507)764-2330 Fax: (507)764-2335

Home My Payroll **My Requests** About Me

- There are two options. Online Shopping, and Order Requisition Entry.



- There are two options for online shopping, Amazon and Express. Express has many of the other vendors typically used by staff such as School Specialty, Blick Art, and Lakeshore Learning. If your vendor is available through either of these options, please use [this link](#) to jump to the online shopping instructions.

- If your vendor is not in either of our online shopping options, choose the Order Requisition Entry option.

- Click on Add New, and fill in the requested information. Fields that are filled in with red are required.

Martin County West ISD #2448
 105 E 5th Street
 Sherburn, MN 56171
 Phone: (507)764-2330 Fax: (507)764-2335

Home My Payroll **My Requests** About Me Approval Responsibilities

Order Requisition Entry

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

Include Routed/Approved Reqs

	Req #	Vendor Name	Created By	Required	Status	Location	Type	Req Amt	Unless you click route, your order is not submitted.
<input checked="" type="button" value="Edit"/>	1010	2017 MKA SPRING CONFERENCE	Alicia M. Swanson - 1419	08/22/2023	Not Routed	L1	R	0.00	
<input checked="" type="button" value="View"/>	1005	3 M	Alicia M. Swanson - 1419	08/11/2023	Approved	L1	R	0.00	

[Current Requisitions](#)
[Past Requisitions](#)

Previously saved requisitions with a Not Routed status are automatically deleted by the system after 14 days.
 Fields with a colored background need to be entered before saving.

[← Close](#)

Date:

Ship to Location:

Comments:

Vendor Notes:

Vendor Code:

Buyer:

Alt Address:

PO Category:

[✓ Save and Enter Items](#)

Vendor Name: _____ Vendor Phone#: _____
 Vendor Fax#: _____
 Vendor Email: _____

- Date Required will default to today's date. If you are entering a requisition for the next school year you must change this date to after 7/1.
- Ship to location should default to the address of the building you're assigned to. If it's not, you can click on it to select a different location.
- Select your vendor from the drop down menu. If the vendor you want to order from is not listed you would need to contact the company to find out if they accept purchase orders and request their W-9 form. The W-9 form can be turned in to the office, and we can then request to get the vendor added. This may take some time, so plan ahead!

[Home](#)
[My Payroll](#)
[My Requests](#)
[About Me](#)

[Current Requisitions](#)
[Past Requisitions](#)

Previously saved requisitions with a Not Routed status are automa
 Fields with a colored background need to be entered before saving.

[← Close](#)

Date:

Ship to Location: _____

Comments:

Vendor Notes:

Vendor Code:

Alt Address:

PO Category:

[✓ Save and Enter Items](#)

Vendor Name: _____

Vendor List:
 100% EDUCATIONAL VIDEOS - 15035
 123 INKJET.COM - 3490
 2017 MKA SPRING CONFERENCE - 4354
 2nd Wind Exercise Equipment - 3355
 3 M - 20237
 3B'S SPORTS - 3934
 3D4 LIFE - 8503
 4 ACE PRODUCTIONS - 4475
 4 IMPRINT - 861
 A & R MFG INC PRO GLIDER BATS - 647

- Choose the correct buyer for your purchase, this will typically be your building secretary, but if they're out for an extended time or if this is a special purchase and you've been told to send it to a different secretary you can choose from this list.

Previously saved requisitions with a Not Routed status are automatically deleted by the system after 14 days. Fields with a colored background need to be entered before saving.

Date
Ship to Location

Comments
Vendor Notes

Vendor Code
Buyer

Alt Address

PO Category

- Comments is an optional field. Normally this is where you would put a note to indicate if you want the purchase order returned to you. If you want the purchase order returned to you then it is assumed that you are placing the order, and your building secretary won't send the order in for you.

7. Click on Save/Enter Items

8. At this point you can add a “note” if you have a quote from the vendor saved on your computer, this would be the place to put it. To do this, click on “Add/Maintain Notes”

Alt Address
Buyer

PO Category

Vendor Name 2017 MKA SPRING CONFERENCE
 Vendor Phone#
Vendor Fax#
Vendor Email

New Row to be Added

Then, choose “Add New”



◀◀ Go Back

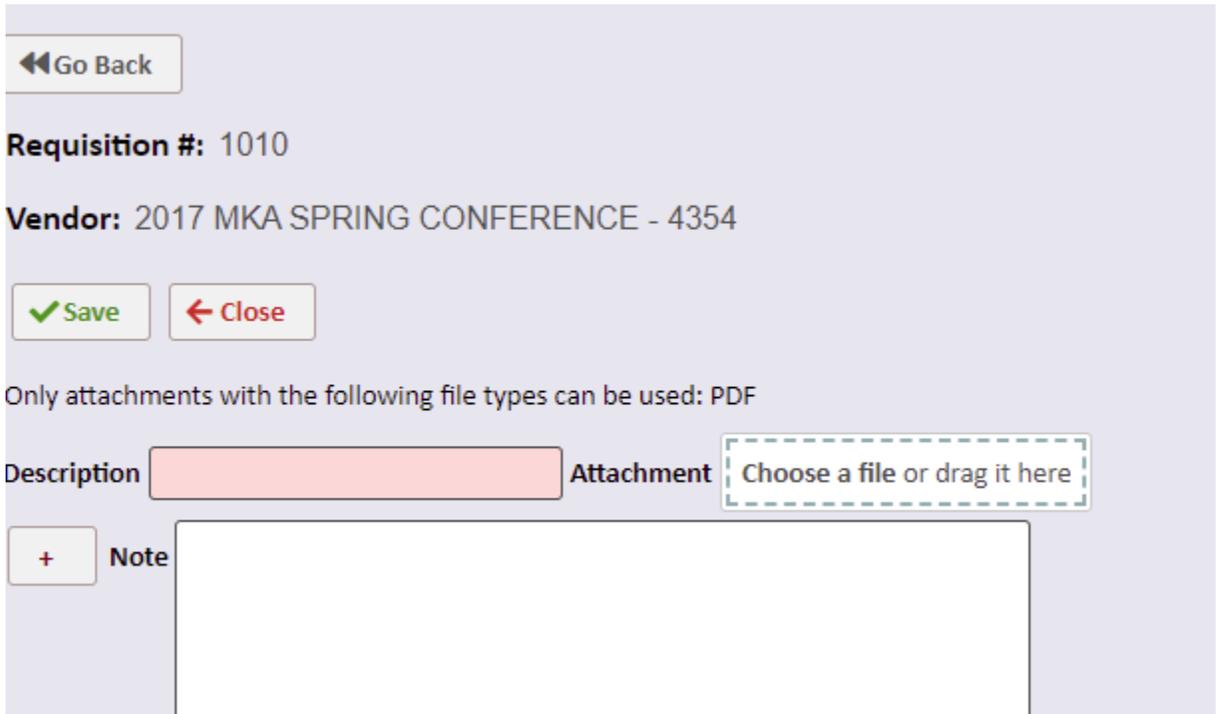
Requisition #: 1010

Vendor: 2017 MKA SPRING CONFERENCE - 4354

+ Add New

No Notes Found

You must add a description, and you can either type a note, or upload a document from your computer by clicking on the attachment field.



◀◀ Go Back

Requisition #: 1010

Vendor: 2017 MKA SPRING CONFERENCE - 4354

✓ Save ← Close

Only attachments with the following file types can be used: PDF

Description Attachment

+ Note

If you’ve added a note, click on the save button, then you can go back to your requisition by clicking on the “Go Back” button

9. Under the “New Row to be Added” heading, start entering the items you’re requesting, making sure to fill in all the fields that are filled in red.

New Row to be Added

	SKU Code	Item # AND Description	Units	U.Type	Rate	Discount	Total Cost
	M	2" Three Ring Binders - Green	4	EA	12.00	0.00 %	48
	Type	Account Code	GL Period	Ship to Location	Change Reason		
E		202402	L1 - BUSINESS OFFICE - MCW CENTRAL OFFICE				
Comments							
<input type="text"/>							

10. Enter the account code. This field is required. Please check with your building secretary or principal if you are unsure of the code you are supposed to use. Write the code down, email it to yourself, whatever you need to do to remember it. You are responsible for adding this code every time you order something. If you have a special purchasing circumstance such as needing to split an order between multiple budgets, please see your building or district secretary for assistance.
11. Click on Add/Save row after each item you enter. All items you are ordering need to be entered on a separate line. Make sure to include shipping charges on their own line.
12. Once you have entered all items, check to make sure they're all entered and you have an account code on each item under the "Detail Items" heading. You can also edit or remove items in that area, if you edit items be sure to save them before moving on.

Detail Items

The highlighted accounts exceed the budgeted amounts Requisition Total: 48.00

Type Account Code

  	SKU Code	Item # AND Description	Units	U.Type	Rate	Discount	Total Cost
	M	2" Three Ring Binders - Green	4.00	EA	12.00	0.00 %	48.00
	Type	Account Code	GL Period	Ship to Location	Change Reason		
E	01-005-010-000-000-380	202402	L1 - BUSINESS OFFICE - MCW CENTRAL OFFICE				
School Board Publish & Advertisin							
Comments							
<input type="text"/>							

13. Once all your items and shipping charges have been added, go to the top of the screen and save the requisition. That will bring you back to the "My Requests" page.

- Click on the Route button on the right side of the screen, this will send it to be approved and ultimately purchased.

Home My Payroll **My Requests** About Me Approval Responsibilities

Order Requisition Entry

[Current Requisitions](#)
[Past Requisitions](#)

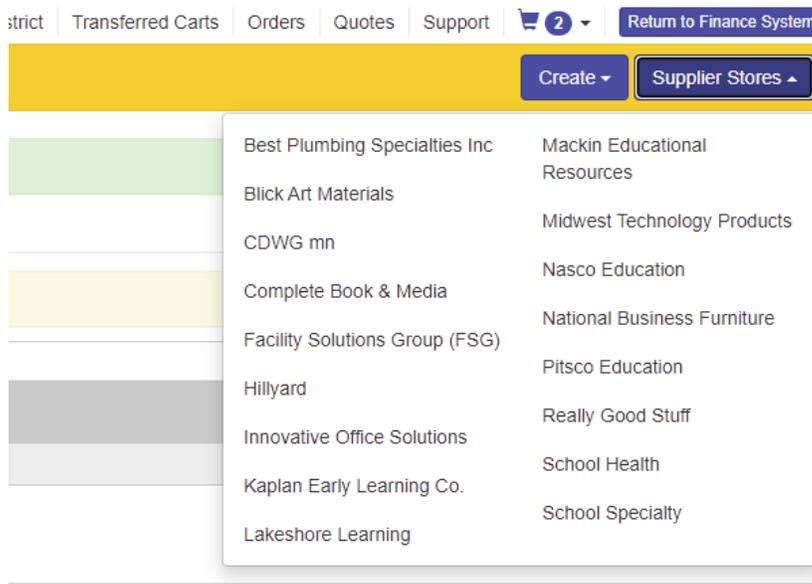
Previously saved requisitions with a Not Routed status are automatically deleted by the system after 14 days.

[+ Add New](#)
 Include Routed/Approved Reqs

	Req #	Vendor Name	Created By	Required	Status	Location	Type	Req Amt	
Edit	1010	2017 MKA SPRING CONFERENCE	Alicia M. Swanson - 1419	08/22/2023	Not Routed	L1	R	0.00	Unless you click route, your order is not submitted. Route
View	1005	3 M	Alicia M. Swanson - 1419	08/11/2023	Approved	L1	R	0.00	

Online Shopping

1. If you choose to do an online purchase, you have the choice to go through Amazon, or Express. Express is a marketplace with many commonly used vendors. One perk to using Express is that you can include many vendors in one Express shopping cart. It will still make separate orders to each vendor, but you don't have to go through the trouble of sorting it out. If the individual vendor is new to MCW, we will still have to add it to the system, so please be patient if you choose a vendor we haven't purchased from yet.
2. Shopping at individual stores through Express, is just like regular online shopping, add your items to the cart and go check out. When you click checkout the final time you will be brought back into Express where you can continue shopping or go complete your order. To find the options of supplier stores, use the drop down menu on the right hand side of the page.



3. You can also search Express for items, without selecting a specific vendor. You can narrow the search by category by selecting the "All" drop down if necessary.

- Once your order is complete, you will return to your cart in Express. Once you push the checkout button in Express, you will be brought back to your SMARTer site

Midwest Technology Products: Midwest Technology Products requires a \$75 minimum order on all orders. Midwest Technology Products does not accept American Express.

Displaying 1 - 3 of 3 results

Email Items Export PDF Export CSV

<input type="checkbox"/>	Item	Price	Quantity	Item Total
<input type="checkbox"/>	 Makey Makey® Classic Nasco Education (Supplier Part # EL13903)	\$51.81 EA	1	\$51.81
<input type="checkbox"/>	 Snap Circuits Beginner Electronics Exploration Kit Really Good Stuff (Supplier Part # 171283)	\$25.64 EA	1	\$25.64
<input type="checkbox"/>	 Edison Robot V2.0 Midwest Technology Products (Supplier Part # 512510)	\$69.03 EA	<input type="text" value="2"/>	\$138.06

Copy Selected Remove Selected Update Quantities

Total: \$215.51

Checkout

- Once you're back in SMARTer, it will prompt you to Transfer your orders

Home My Payroll **My Requests** About Me

Ordering Checkout

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 until they are all transferred.

Begin Transfer

<input type="checkbox"/>	Vendor Name	Description	Quantity	Unit Type	Unit Price
<input checked="" type="checkbox"/>	EXPRESS (SSC)	Makey Makey Classic	1.000000	EA	51.810000
<input checked="" type="checkbox"/>	EXPRESS (SSC)	Snap Circuits Beginner Electronics Exploration Kit	1.000000	EA	25.640000
<input checked="" type="checkbox"/>	EXPRESS (SSC)	Edison Robot V2.0	2.000000	EA	69.030000

- Select your rows, then click "Begin Transfer"

- You will then be prompted to select a ship to location, a buyer (which will typically be your building secretary), and add any notes. Also, add your account code here. When it's all filled in, click "Transfer"

Ordering Checkout

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) they are transferred then you can do the same for the next batch of rows until they are all transferred.

Undo Transfer

<input type="checkbox"/>	Vendor Name	Description	Quantity	Unit Type	Unit Price
<input checked="" type="checkbox"/>	EXPRESS (SSC)	Makey Makey Classic	1.000000	EA	51.810000
<input checked="" type="checkbox"/>	EXPRESS (SSC)	Snap Circuits Beginner Electronics Exploration Kit	1.000000	EA	25.640000
<input checked="" type="checkbox"/>	EXPRESS (SSC)	Edison Robot V2.0	2.000000	EA	69.030000

Fields with a colored background need to be entered before saving.

Date:

Ship to Location:

Comments:

Vendor Notes:

SKU Code: Type: Account Code:

Buyer:

Transfer

- You will then be brought to the “Current Requisitions” page, where you will proceed to save your order.

Order Requisition Entry

Current Requisitions | Past Requisitions

Previously saved requisitions with a Not Routed status are automatically deleted by the system after 14 days.
Fields with a colored background need to be entered before saving.

Status Not Routed **Req#** 1010
Date 08/22/2023 **Created By** Alicia M. Swanson - 1419
Comments **Ship to Location** L1 - BUSINESS OFFICE - MCW CENTRAL OFFICE
Vendor Code 2017 MKA SPRING CONFERENCE - 4354 **Vendor Notes**
Alt Address **Buyer** distr off - District Office

- That will bring you back to the “My Requests” page.

- Click on the Route button on the right side of the screen, this will send it to be approved and ultimately purchased.

Home My Payroll **My Requests** About Me Approval Responsibilities

Order Requisition Entry

Current Requisitions | Past Requisitions

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

Include Routed/Approved Reqs

	Req #	Vendor Name	Created By	Required	Status	Location	Type	Req Amt	Unless you click route, your order is not submitted.
<input type="button" value="Edit"/>	1010	2017 MKA SPRING CONFERENCE	Alicia M. Swanson - 1419	08/22/2023	Not Routed	L1	R	0.00	<input type="button" value="Route"/>
<input type="button" value="View"/>	1005	3 M	Alicia M. Swanson - 1419	08/11/2023	Approved	L1	R	0.00	

Amazon Shopping

1. To place an online order through Amazon, you will first need to be added to the district's Amazon Business account. If you have not received an email invitation for it, please contact the district office.
2. Follow the instructions in your email invitation to create an account. If you run into trouble with it requiring a phone number, you can try using the "forgot password" link to bypass that.
3. Shop as you normally would on Amazon, adding your desired items to your cart. Once you have your cart full, you can go checkout.

The screenshot shows the Amazon Business checkout interface. At the top left is the Amazon logo, and at the top center is the text "Checkout (1 item)" with a lock icon on the right. The main content is divided into several sections:

- 1 Group:** SMARTer Punch Out, Group under Martin County West Schools. A "Change" link is visible.
- 2 Business order information:** Disabled.
- 3 Shipping address:** Ashley Olson, 105 EAST 5th STREET, SHERBURN, MN 56171. A "Change" link is visible.
- 4 Choose a payment method:** This section is titled "SMARTer Punch Out line of credit" and features a "Pay By Invoice" option with a sub-note "Provided by your organization". A yellow "Use this payment method" button is located below the option.
- 5 Items and shipping:** This section is partially visible at the bottom.

On the right side of the page, there is a summary box with a yellow header "Use this payment method" and a note: "Choose a payment method to continue checking out. You'll still have a chance to review and edit your order before it's final." Below this is the "Order Summary" table:

Order Summary	
Items:	\$29.98
Shipping & handling:	--
Total before tax:	--
Estimated tax to be collected:	--
Order total:	--

At the bottom of the summary box is a link: "How are shipping costs calculated?"

- You can change your shipping address by selecting the link for "Change" in that section of the screen if necessary. It should default to your work location.
- You will only be able to use the "Pay By Invoice" payment method. Amazon will send the district an invoice for your order.

- Once you have moved through this screen by clicking on the “Use this Payment Method” button, you can then submit your order for approval. You will see several alerts that will show you that the order requires approval, and a reminder about tax exempt status requirements. You can change any delivery options on this page as well. When you’re ready, you can click the “Submit order for approval” button.

^ Add a promotional code

5 Review items and shipping

! This order requires approval.

! **Your order requires approval**

- You can place the order but please note that it may not comply with your organization buying policies [View admin notes \(1\)](#)
- To add comments for your approver or to add an approver, go to the Business order information step

i Important message

If tax exemption is applied to this order, you acknowledge your tax exemption certificate may be provided to any marketplace seller you purchase from when applicable.

i Prime delivery is now more convenient with 2 preferred delivery days
 Choose up to 2 weekdays to receive eligible items and enjoy less deliveries and boxes. You can still choose fast, FREE shipping for eligible items or edit your preferred delivery days at any time.

Estimated Delivery: Depends on Approval For example, if approved now: **Wednesday, Aug. 30**
 Items shipped from Amazon.com



Madisi Wood-Cased #2 HB Pencils, Yellow, Pre-sharpened, Bulk Pack, 320 pencils
\$29.98 ✓prime & FREE Returns

Choose your Prime delivery option:

Wednesday, Aug. 30
 FREE Prime Delivery

Wednesday, Aug. 30
 FREE Amazon Day Delivery

By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and Amazon's [privacy notice](#).

Order Summary

Items:	\$29.98
Shipping & handling:	\$0.00
Total before tax:	\$29.98
Estimated tax to be collected:	\$0.00
Order total:	\$29.98

[How are shipping costs calculated?](#)
 Prime shipping benefits have been applied to your order.

- This will bring you back into your SMARTer page, where it will ask you to transfer your orders

Home My Payroll My Requests About Me

Ordering Checkout

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 until they are all transferred.

	Vendor Name	Description	Quantity	Unit Type	Unit Price
<input type="button" value="Un-Check All"/> <input type="button" value="Check All"/>	EXPRESS (SSC)	Makey Makey Classic	1.000000	EA	51.810000
<input checked="" type="checkbox"/>	EXPRESS (SSC)	Snap Circuits Beginner Electronics Exploration Kit	1.000000	EA	25.640000
<input checked="" type="checkbox"/>	EXPRESS (SSC)	Edison Robot V2.0	2.000000	EA	69.030000

- Select your rows, then click “Begin Transfer”
- You will then be prompted to select a “Ship to” location, a buyer (which will typically be your building secretary), and add any notes. Also, add your account code here. When it’s all filled in, click “Transfer”

Ordering Checkout

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(they are transferred then you can do the same for the next batch of rows until they are all transferred.

Undo Transfer

+	Vendor Name	Description	Quantity	Unit Type	Unit Price
---	-------------	-------------	----------	-----------	------------

Fields with a colored background need to be entered before saving.

Date: 08/25/2023

Ship to Location: L1 - BUSINESS OFFICE - MCW CENTRAL OFFICE

Comments:

Vendor Notes:

SKU Code: M Type: E Account Code:

Buyer: distr off - District Office

Transfer

- You will then be brought to the “Current Requisitions” page, where you will proceed to save your order.

Order Requisition Entry

Current Requisitions | Past Requisitions

Previously saved requisitions with a Not Routed status are automatically deleted by the system after 14 days.
Fields with a colored background need to be entered before saving.

Save | **Close** | **Delete**

Status: Not Routed

Date: 08/22/2023

Comments:

Vendor Code: 2017 MKA SPRING CONFERENCE - 4354

Alt Address:

Req#: 1010

Created By: Alicia M. Swanson - 1419

Ship to Location: L1 - BUSINESS OFFICE - MCW CENTRAL OFFICE

Vendor Notes:

Buyer: distr off - District Office

- Saving will bring you back to the “My Requests” page.
- Click on the Route button on the right side of the screen, this will send it to be approved and ultimately purchased.

Home | My Payroll | **My Requests** | About Me | Approval | Responsibilities

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 | Include Routed/Approved Reqs

	Req #	Vendor Name	Created By	Required	Status	Location	Type	Req Amt	
	1010	2017 MKA SPRING CONFERENCE	Alicia M. Swanson - 1419	08/22/2023	Not Routed	L1	R	0.00	Route
	1005	3 M	Alicia M. Swanson - 1419	08/11/2023	Approved	L1	R	0.00	

Unless you click route, your order is not submitted.