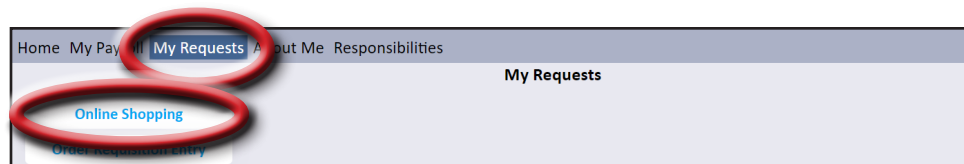# SMART Systems & Express

Ordering through SMART eR

1. Access SMART eR and log in.

2. In the top menu bar, Click **My Requests**, and then click on **Online Shopping**.


3. Click on **Shop** Express. This will take you to the Express website. You will return to SMART eR at checkout.

[**NOTE**: The Express website is a pop up. The first time you click Shop, you might be notified that a pop up was blocked. Change the settings of your web browser to allow pop ups from the SMART eR website.

4. Create your order in Express.

[**NOTE:** Both Express and SMART log you out after 30 minutes of inactivity. To ensure you don't lose your items, add them to a shopping list. The next time you log in, you will be able to access the items from your shopping list. Find out more about Shopping Lists below.
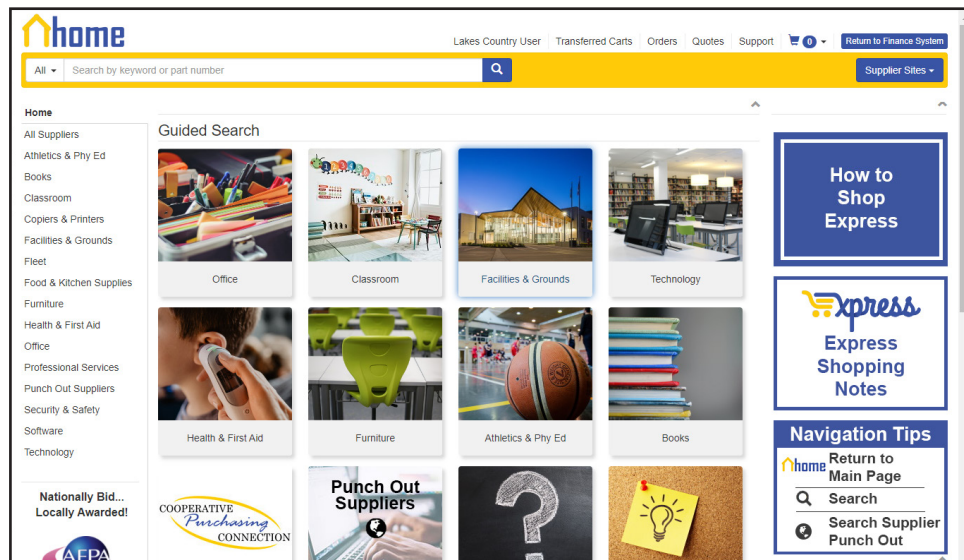

From our FAQ – Why should I use a Shopping List?

To simplify your ordering process, we suggest creating Shopping Lists. Once you find the item you wish to save to a list, select a Shopping List from the drop-down menu to the right of the Add to Cart button. Shopping lists will be saved until you choose to delete them. They store your frequently purchased items so the next time you need to order, you simply select the items from the shopping list instead of searching for them again. To find your shopping list, hover over the cart in the top-right corner and then select Shopping Lists.

To save your Shopping Cart to a list, check the gray boxes next to the desired items and then click the Copy Selected button. Then you can choose to create a new shopping list or add the items to an existing shopping list.

Tip: Create the shopping lists within Express. Some suppliers allow you to punch out and create lists on their punch out site. By creating your list in Express you are assured that it will not be modified.

5. When your order is ready to be placed, go to your shopping cart and click **Checkout**. This will take the order back to SMART eR.
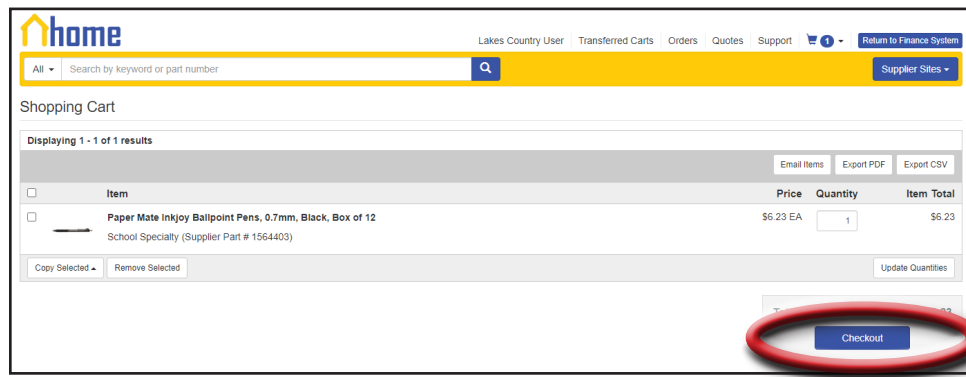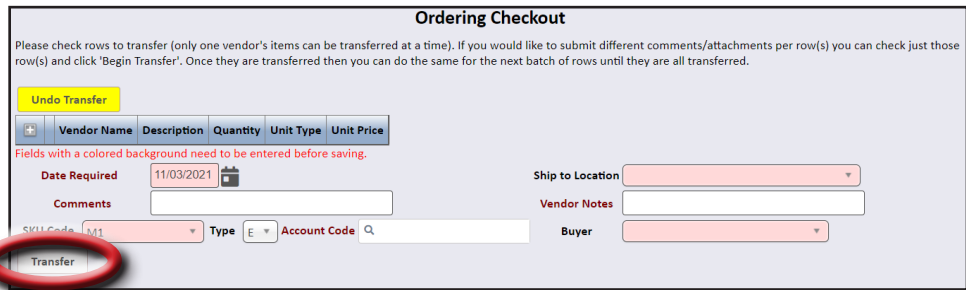

6. Check the boxes for the items (from one vendor) you wish to tranfer to a PO and click **Begin Transfer**.
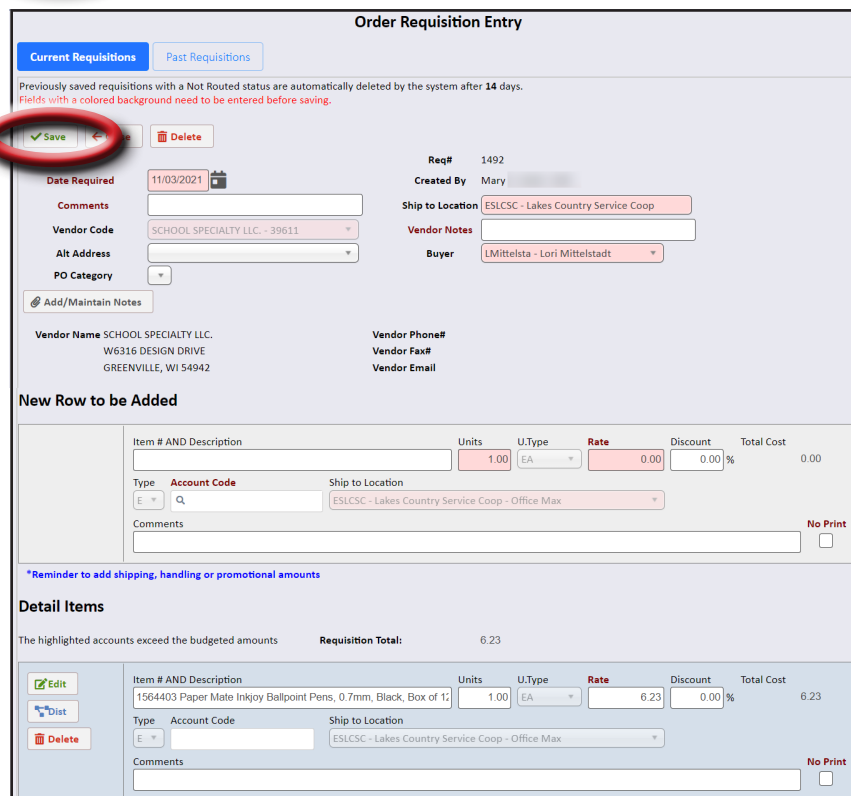
See the end of this document for how to create a PO for the items from other vendors.
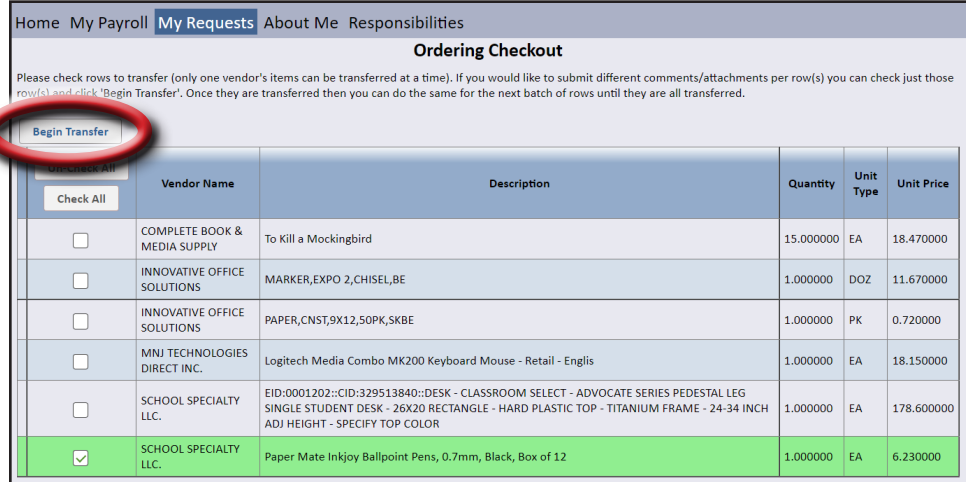
7. Fill in the required blanks and click **Transfer**. The Comments will appear on the mailing label and packing slip.


8. Verify the order information and edit account codes for individual items, if needed. Then click **Save**.

If you have any questions about Cooperative Purchasing, Express, or integrating with SMART Systems, contact express@purchasingconnection.org or call 888-739-3289.

9. Click **Route** to forward your order for approval. A pop-up window will ask if you are sure you want to route the requisition, click **OK** to proceed or **Cancel** to edit.
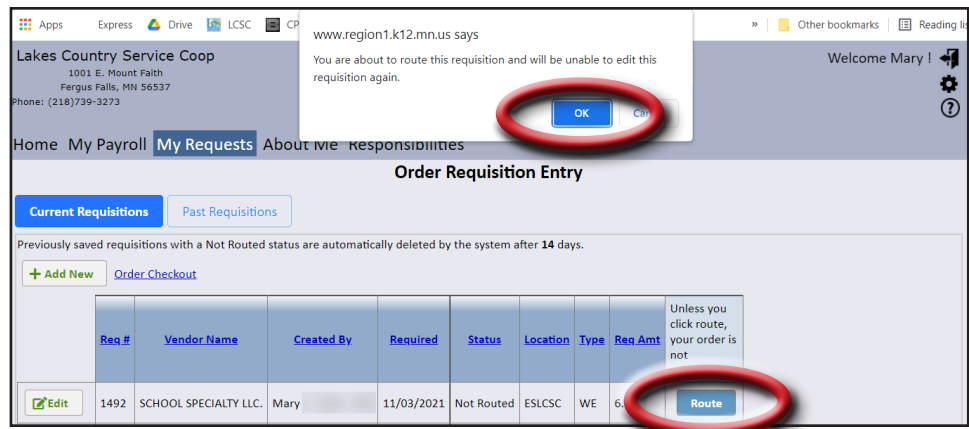
The next guide, How To Transfer a Web Order from SMART eR, starts with a SMART Systems PO Admin logging into SMART eR and going to Responsibilites > Order Requisition Transfer.

Multiple Vendors

Once you've finished through step 9 for your first vendor of a multi-vendor Express cart, return to **My Requests** > **Order Requisition Entry**.

Click **Order Checkout**. Then select the items from your next vendor and click Begin Transfer and start at step 6.

Fun Feature: Shopping carts checked out to SMART can be restored in the marketplace for 12 hours after checkout.
- A "Restore Last Cart" link will be displayed on the top-left of the shopping cart page.
- Restoring the last cart will display the last cart that was checked out so that it may be checked out again for use if the shopping cart was lost in the finance system.