


Amazon Ordering Instructions

Login to Smarter



SMART eR

District
ISD 309

Emp ID
2122

Password
.....

Login

[Forgot Password?](#)

Browsers/Software Supported

- Edge 97.x and up or
- Safari 15.x and up or
- Google Chrome 99.x and up or
- Firefox 91.x and up

A Cooperative Project between Regions 1-5

Choose My Requests

Choose Online Shopping

Park Rapids Area Schools

Ind. School District #309;301 Huntsinger Avenue

Park Rapids, MN 56470

Phone: (218)237-6504

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


[Online Shopping](#)



[Order Requisition Entry](#)

Click Shop next to Amazon

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 Show Email

	Vendor Name
 Shop	AMAZON COM (ONLINE)
 Shop	EXPRESS COOPERATIVE PURCHASING CONNECTION

Place your items in the cart.





When finished click on Proceed to Checkout.

Choose Delivery Options and click Continue


Select Payment Options - Pay by Invoice and click continue

Select a payment method

SmartEr credit and debit cards

	Name on card	Expires on
<input type="radio"/>  Visa ending in 6596  Provided by your organization	Kent Fritze	08/2024
<input type="radio"/>  Visa ending in 7578  Provided by your organization	Teresa Jensen	12/2022

SmartEr line of credit

Pay By Invoice
 Provided by your organization


[Continue](#)

You can review this order before it's final.

Submit Order for Approval

Review your order

 This order requires approval.

 There are 2 important messages about your order.

- ▶ If your hours ever change at an address, click [Edit delivery preferen...](#)
- ▶ If tax exemption is applied to this order, you acknowledge your tax exemption...

Group SmartEr (Park Rapids Area School ISD #309) Change	Payment method Change Pay by Invoice	Promotional Codes: <input type="text" value="Enter Code"/> <input type="button" value="Apply"/>
Shipping address Change Teresa Jensen 301 Huntsinger Ave. Park Rapids, MN 56470 United States Phone: 2182376500		

[Submit order for approval](#)

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

Order Summary

Items:	\$15.98
Shipping & handling:	\$5.99
Total before tax:	\$21.97
Estimated tax to be collected:	\$0.00
Order total:	\$21.97

[How are shipping costs calculated?](#)
[Why didn't I qualify for free shipping?](#)

This will take you back to Smarter to finish the ordering process.


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Ordering Checkout

Description	Quantity	Unit Price	Unit Type
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Fields with a colored background need to be entered before saving.

Date: 09/23/2022 

Comments:

SKU Code: = Type: E Account Code:

Transfer

Ship to Location: Admin - Park Rapids Area Schools - Park Rapids Area Schools

Vendor Notes:

Buyer:

Fill in the pink boxes.

Choose the right Ship to Location.

Leave the SKU as =

Enter in the Account Code (17 digit code)

Choose your name as the buyer.

Click Transfer

If everything is correct click save at the top.

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

Date: 09/23/2022
 Comments:
 Vendor Code: 1043 - 1
 Alt Address:
 PO Category:

Req#: 13158
 Created By: Teresa M. Jensen - 2122
 Ship to Location: Admin - Park Rapids Area Schools - Park Rapids Area Schools
 Vendor Notes:
 Buyer: JENTE - TERESA JENSEN

Vendor Name: AMAZON COM (ONLINE)
 P O BOX 035184
 SEATTLE, WA 98124
 Vendor Phone#:
 Vendor Fax#:
 Vendor Email:

New Row to be Added

Item # AND Description	Units	U.Type	Rate	Discount	Total Cost	Type	Account Code
<input type="text" value="Enter item description"/>	1.00	EA	0.00	0.00 %	0.00	E	<input type="text" value="Q"/>

Ship to Location: Admin - Park Rapids Area Schools - Park Rapids Area Schools
 Comments:
 No Print

*Reminder to add shipping, handling or promotional amounts

Detail Items

The highlighted accounts exceed the budgeted amounts **Requisition Total:** 21.97

<input type="button" value="Edit"/>	<input type="button" value="Dist"/>	<input type="button" value="Delete"/>	Item # AND Description	Units	U.Type	Rate	Discount	Total Cost	Type	Account Code	
			Amazon Shipping Charge	1.00	EA	5.99	0.00 %	5.99	E	<input type="text" value="Q"/>	
			Ship to Location	Admin - Park Rapids Area Schools - Park Rapids Area Schools							<input type="checkbox"/> No Print
			Comments	<input type="text"/>							
<input checked="" type="button" value="Save"/>	<input type="button" value="Close"/>		Item # AND Description	Units	U.Type	Rate	Discount	Total Cost	Type	Account Code	
			B007VBXB48 Scotch Thermal Laminating Pouches, 100-Pack, 8.9 >	1.00	EA	15.98	0.00 %	15.98	E	<input type="text" value="Q"/>	
			Ship to Location	Admin - Park Rapids Area Schools - Park Rapids Area Schools							<input type="checkbox"/> No Print
			Comments	<input type="text"/>							

Click route to finish the order.

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Order F

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

	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"/>	13159	AMAZON COM (ONLINE)	Teresa M. Jensen - 2122	09/23/2022	Not Routed	Admin	W	27.78	<input type="button" value="Route"/>
<input type="button" value="Edit"/>	13158	AMAZON COM (ONLINE)	Teresa M. Jensen - 2122	09/23/2022	Not Routed	Admin	W	21.97	<input type="button" value="Route"/>