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Buy from any Hosted Catalog

1. Search for items to order by using Shop from the menu, enter item description and click Go.

2. The results of your search will display.

3. To reduce number of results, add one or more filters in the Filter Results box. Click on filter icon ( ) and choose how to filter, then click Filter.

Example: By Supplier, click boxes next to suppliers you want to see products for.
Faculty Shopping

4. To sort results (if there are less than 200), click on ▼ next to **Sort by:** and choose how you want to sort.

5. To add an item to your cart, type the quantity and click **Add to Cart**.

6. Continue shopping and add more to your cart using any of the buying options or go to **Checkout**.

**Buy from a Punchout Catalog**

1. In the *Catalog Suppliers – Punchout* section of the menu, click on supplier you wish to buy from.

2. This screen below will appear temporarily.
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3. A new window will open with the Punch-out supplier’s website.

![Punch-out supplier's website](image)

4. Each website will look different because it is a version of the supplier’s actual website. So how you search, add items to your cart and complete your order will vary based on each website.

5. After completing your order you will be brought back to BMC E-Market automatically.

6. To return to BMC E-Market without completing your order, click [Cancel Punch-out](#).

7. Continue shopping and add more to your cart using any of the buying options or go to [Checkout](#).

Buy from Non-Catalog Suppliers

1. Obtain catalog nbrs, descriptions and unit prices or request a supplier quote for what you want to buy.

2. In the Non Catalog Suppliers/New Suppliers - Forms section of the menu icon click on 1 form below.
   - **PO Order Form** (Recommended) – Use this form if you want your order automatically sent to the supplier by E-Market.
   - **PO Form order already placed** – Use this form if you already placed your order with the supplier outside of E-Market (ex. Phone call, website). This should be done rarely or in special situations.

![Non Catalog Suppliers/New Suppliers - Forms](image)

3. Enter Supplier Name in **Enter Supplier Info** section. A list of possible suppliers will appear based on what you are typing. To choose a supplier from the list click on their name.

![PO Order Form](image)

Please Note: If you cannot find your supplier that means they need to be added to E-Market. Email Supplier Name, address, phone number and contact name to your department admin. They will request the supplier be added. This process can take 1-3 business days.
4. In the *Enter Product/Quote Info* section, enter in the following fields (required fields are underlined):

- **Catalog Nbr/Quote Nbr or date** – Enter the supplier’s catalog number for product you wish to order. If you are ordering based on a quote enter *Quote* and the quote number or date.
- **Product/Service Description** – Enter description for product or service, be as descriptive as possible.
- **Quantity** – Enter the number you would like to order of the item, i.e. 5 for 5 bags of dry ice.
- **Unit Type** – Defaults to *EA Each*, to change click on ▼ and choose from list.
- **Unit Price** – Enter unit price dollar amount.

![E-Market Form](image)

5. In the *Attach Quote or Other Info for Supplier* section click on add attachment... and attach the quote, etc.

![Attach Quote or Other Info](image)

6. In the *Enter Optional Info* section, enter information in desired fields/check boxes if you wish.

7. If you are buying >1 item from this supplier, click ▼ and choose *Save and add another item*, then click Go. If you are buying 1 item from this supplier, click Go. Your form will be added and you will be brought to your cart.

![Available Actions](image)

8. If you chose *Save and add another item* the top of form should say *Form added to cart successfully*. The Supplier’s name will still be populated, just complete the *Enter Product/Quote Info* section for the next item.

9. After entering the last item, click ▼ and choose *Add and go to Active Cart*, click Go.

10. Continue shopping and add more to your cart using any of the buying options or go to Checkout.
Checkout

1. When done shopping, if already in your cart, click **Proceed to Checkout**. If not already in your cart, click your cart located in the header. A small window will appear and the items in your cart will be displayed. Click **Checkout**.

2. You will automatically be brought to the step, click **Edit** to add **BMC – Account Code** and change **BMC – Fund**, **BMC – Dept** and/or **BMC – Project** if needed.

3. A window will appear. Click **Select** to choose from dropdown list or manually enter **BMC-Account Code**. Also, change any defaulted values in other parts the same way. When finished, click **Save Values**.

4. To charge >1 account number, click **Split**. Clicking **Split** will add 1 more line so if you want for instance, 5 lines, you would click **Split** 5 times. To delete a line click **on** that line.

- Choose how you want to split.
Faculty Shopping

- Enter % or $ amounts. Click Save Values. If Split Total does not = Document subtotal an error message will display.

5. Click on Order Review at top. If you would like to add/change any other information in your cart click + Change. When finished, click on Order Review again.

6. Click Assign Cart.

7. A small window will appear. To assign to your department admin's name that is displayed, click Assign. You are done placing your order!

Please Note: If you need to assign your cart to someone other than your department admin, click and choose another name from your profile.
After Checkout

1. A Requisition number will be assigned and the following screen will appear. Your department admin will be sent an email alerting them they need to review and place your order.

   ![Shopping Cart Information](image)

   Congratulations! Your cart was successfully assigned for further review.

   At this point, you can view the cart in your draft carts list and can unassign it, if needed, until submitted by the assignee. After a cart is submitted by the assignee, you can view its requisition history search.

   Here is a brief summary of the requisition you have assigned:

   - **Requisition number**: 1111524
   - **Cart name**: 2014-03-17 athompson02 01
   - **Requisition total**: 87.03 USD
   - **Number of line items**: 3

   What would you like to do next? Here are links to some common actions.
   - Search for another item
   - Check the status of an order
   - Return to your home page
   - Create a new draft cart

2. You will receive 1 email for each Purchase Order (PO) created from your requisition with the assigned PO number.

   ![Workflow Routing Completed](image)

   Workflow Routing Completed for: Purchase Order: P00001050

   Re: WORKFLOW ROUTING COMPLETED FOR PURCHASE ORDER#: P00001050

   Dear Annemarie Thompson Shopper,

   The purchase order listed above has completed workflow routing. You can u

Receiving your order/invoice(s)

1. When you physically receive your order, review the paper packing slip for accuracy, then immediately send to your department admin. If a receipt has not been entered by your department admin within 5 days you will begin receiving receipt reminder emails.

2. Paper PO invoices/credit memos should be sent directly to Controller’s Office, Accounts Payable by the supplier. If you receive a paper PO invoice/credit memo, hand write PO number (if not already on paper) and send to Controller’s Office, Accounts Payable through campus mail.