Faculty Shopping

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Buy from any Hosted Catalog

1. Search for items to order using the search bar from the menu, enter item description and click .

   ![Search Bar](image)

   Black marker:

2. The results of your search will display.

   Please Note: To view results in a list format, click icon. Once you click this icon the list format will default. To view results in a box format, click icon.

3. To reduce number of results, add one or more filters from the filters boxes on the left of the screen. Click on each options box to select your filter choice. Your filtered selections will automatically update.

   ![Filter Options](image)

   Example: By Product Flag and Supplier, click boxes next to suppliers you want to see.
4. To sort results (if there are less than 200), click on ▼ next to BEST MATCH 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.
3. A new window will open with the Punch-out supplier’s website.

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.

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.

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.

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

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.

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.
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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. The Summary page opens. A Requisition number is assigned and appears at the top of the screen.

Requisition • 3301544

3. In the Accounting Codes section, click or the to add BMC – Account Code and change BMC – Fund, BMC – Dept and/or BMC – Project if needed.

4. The Edit Accounting Codes window will appear. In the BMC – Account Code field, click the 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 .

Please Note: If you are charging a grant you must change BMC-Dept to 00000 and then enter your grant number in BMC-Project. If your grant starts with a 4 you must also change BMC-Fund to a 2.

5. To charge >1 account number, click which appears when you hoover the curser in the Accounting Codes edit box. Clicking + will add 1 more line so if you want for instance, 5 lines, you would click + 5 times. To delete a line click on that line.
• Click on the ▼ and choose how you want to split.

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

<table>
<thead>
<tr>
<th>Amount of Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.77</td>
</tr>
<tr>
<td>5.00</td>
</tr>
</tbody>
</table>

  Document subtotal: 10.77 USD
  Split Total 10.77 USD

  +  

  Save Changes  Close

6. If you would like to add/change any other information in your cart, i.e. shipping address, click in that section, change the information, then click .

7. Click the Assign Cart on the top right of the screen.

8. 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 your default department admin is unavailable (i.e. done for the day per their work schedule, on vacation, out sick, etc.) you can assign your cart to a back-up department admin. To change the assignee, click SELECT + and choose another name from your profile.
After Checkout

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

   ![Screen capture](Cart Assigned)

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

   ![Email capture](Workflow Routing Completed for)

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. If you receive a paper PO invoice/credit memo, hand write PO number (if not already on paper) and provide to your department admin to scan then email to accounts payable@brynmawr.edu (Preferred) or send by campus mail to Controller's Office-Accounts Payable.