Login/Logout

- To login go to the Finance/Purchasing and Payments/E-Market webpage.
- Click on BMC-E-Market Login.
- You will be on the E-Market login screen. Enter college user name and college password and hit enter key.

- To logout click Logout located in top right corner of screen.

Menus

- The menu is a list of icons located vertically along the left side of the screen.

  Homepage – Defaults to Shopping Home.

  Shop – Use to access cart information under My Carts and Orders (view draft carts/orders). All other options are located on Shopping Home next to Go to: or Browse:

  Orders and Documents – Use to access Document Search (search for documents, saved searches, exporting files) and Approvals (My Approvals, My Recent Approvals, etc.)

  Catalogs and Contracts – Use to access searching for contracts (will not be used by most users).

  Accounts Payable – Use to access Invoices and Receipts (AP Dashboard to enter non-po invoices/credit memos, view draft receipts/invoices, search for receipts/invoices).
To view options under each menu icon hover over icon and then hover over sub-menu if there is one. Click on menu option name to access that page.

Bookmarks

Using the menu above, navigate to the page you want to bookmark then click located in header.

Click Bookmark this page. To reorganize order of bookmarks, click edit then drag and drop within list.

To navigate to bookmarked pages, click then the menu option listed under Bookmarks.