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.

Bookmark BMC E-Market login webpage on your web browser to navigate to login screen in the future.
Login/out, Menus, Bookmarks

Menus

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

  **Home** – Defaults to Shopping Home.

  **Shop** – Use to access cart information under My Carts and Orders (view draft carts/orders). You can also use the **Search bar** located on Shopping Home page to search for products, suppliers, forms, part numbers, etc.

  **Orders** – Use to access searches for documents (Requisitions, Purchase Orders, Invoices, Receipts) or access saved searches and Approvals (Requisitions to Approve, Requisitions Recently Approved by Me, etc.)

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

  **Accounts Payable** – Use to access Invoices and Receipts (AP Home to enter non-po invoices/credit memos, view or search draft receipts/invoices, etc.) and Approvals (Invoices to Approve, etc.).

- 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.

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