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 from the home or shopping pages, click on the profile symbol located in top right corner of screen. Your Profile screen will open. Click Logout.
- To logout from any other menu option, click on located in top right corner of screen.

Save to your Bookmarks Menu or Bookmarks Toolbar (example shown).
Menues

- 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.

  When done click 📅.

- 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*. 

November 2020  Questions? Contact bmcemarket@brynmawr.edu  Page 2 of 2