#### BRYN MAWR | E-MARKET

### Login/out, Menus, Bookmarks

# 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 username and college password and hit enter key. You will receive a DUO authentication notification. Once you acknowledge the authentication E-Market will open.



• To logout of E-Market from any screen click on the profile icon <sup>L</sup> located in top right corner of screen.



• Your profile will expand. Click the Logout at the bottom of the profile screen.

View My Profile		
Dashboards		
Manage Searches		
Manage Search Exports		
Search Help For A Solution		
My Pending Requisitions		8
My Recently Completed Requisitions		16
My Recently Completed Purchase Orders		16
	Logout	Help

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## Menus

- The menu is a list of icons located vertically along the left side of the screen.
- **<u>Home</u>** Defaults to Shopping Home.
  - <u>Shop</u> 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 Used to search for contracts (will not be used by most users).

<u>Accounts Payable</u> – 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.

	Shop (Alt+P)	Open My Active Shopping Cart	ſ	Orders	Orders	Quick search	۹
4	Shopping	View Carts	0	Contracts	Search	All Orders	
<u>(</u>	My Carts and Orders	View My Orders (Last 90 Days)	AM.	Contracts	My Orders	Requisitions	

## **Bookmarks**

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

   BRYNMAWR E-MARKET
- Click Bookmark this page. To reorganize order of bookmarks, click edit then drag and drop within list, or use the icon to delete. When done click page.

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