

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.

BRYN MAWR COLLEGE

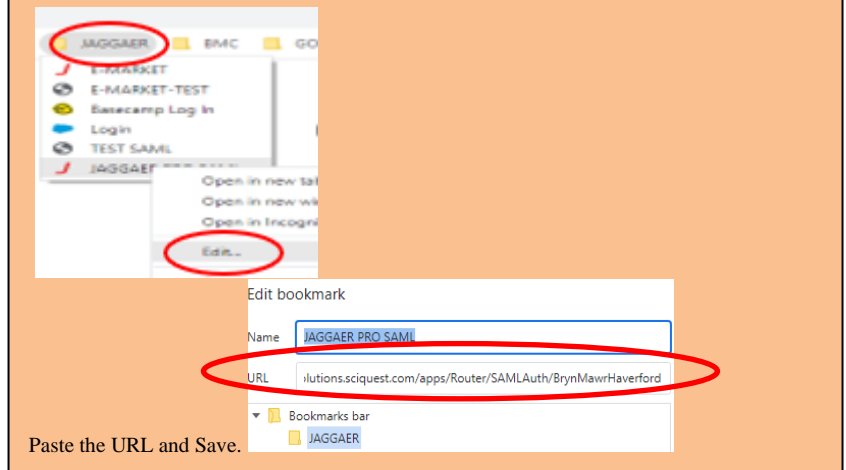
Username


Password

Don't Remember Login

Login

Bookmark E-Market login webpage on your web browser for future navigation. Then click on that bookmark, then right click to expand options. From there click on the Edit option.



- To logout of E-Market from any screen click on the profile icon  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

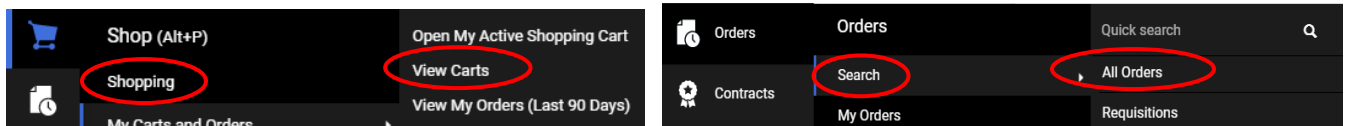
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Menus


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

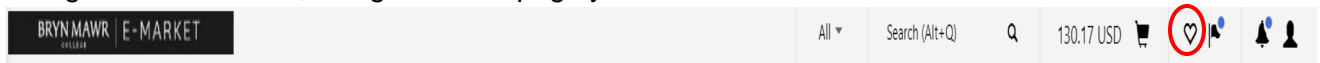
	Home – Defaults to <i>Shopping Home</i> .
	Shop – Use to access cart information under <i>My Carts and Orders</i> (view draft carts /orders). You can also use the Search bar located on <i>Shopping Home page</i> to search for products, suppliers, forms, part numbers, etc.
	Orders – Use to access searches for documents (Requisitions, Purchase Orders, Invoices, Receipts) or access saved searches and <i>Approvals</i> (<i>Requisitions to Approve</i> , <i>Requisitions Recently Approved by Me</i> , etc.)
	Contracts – Used to search for contracts (will not be used by most users).
	Accounts Payable – Use to access <i>Invoices</i> and <i>Receipts</i> (<i>AP Home</i> to enter non-po invoices/credit memos, view, or search draft receipts/invoices, etc.) and <i>Approvals</i> (<i>Invoices to Approve</i> , 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.

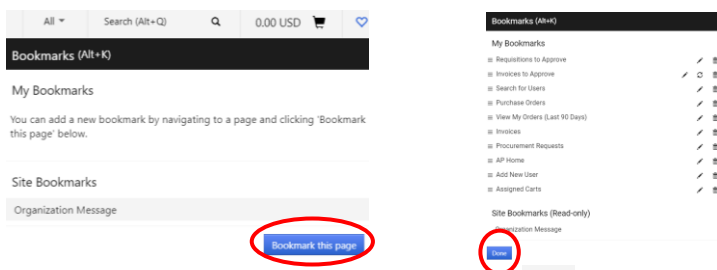


Bookmarks

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



- 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 **Done**.



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

