



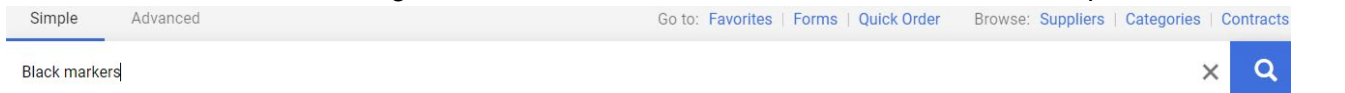
Faculty Shopping

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Buy from any Hosted Catalog

1. Search for items to order using the *search bar* from the  menu, enter item description and click .



2. The results of your search will display.

Search Results : 943

Please Note: To view results in a list format, click  icon. Once you click this icon the list format will default. To view results in a box format, click  icon.


By Product Flag	IDENT-MARKER BLACK PK10	Price
<input type="checkbox"/> Green (96)	VWR International Part Number 82002-596 (PK) System Packaging Pack	36.71 USD Check Availability
<input type="checkbox"/> Hazardous material (6)	Mfg. Name JAECE INDUSTRIES INC Mfg. Part No. IM100	<input type="text" value="1"/> Add To Cart COMPARE
<input type="checkbox"/> Recycled (4)	MARKER PEN BLACK, BOX OF 12 72120 Marker pen black	
<input type="checkbox"/> Rad Minor (1)	VWR International Part Number 100500-642 (BX) System Packaging 12Item, Box	19.98 USD Check Availability
	Mfg. Name ELECTRON MICROSCOPY SCIENC MS Mfg. Part No. 72120	<input type="text" value="1"/> Add To Cart COMPARE
	SMALL MARKER, BLACK 72168-81 Small markerBlack.	
	VWR International Part Number 100502-202 (EA) System Packaging 1Item, Each	3.47 USD Check Availability
	Mfg. Name ELECTRON MICROSCOPY SCIENC MS Mfg. Part No. 72168-81	<input type="text" value="1"/> Add To Cart COMPARE

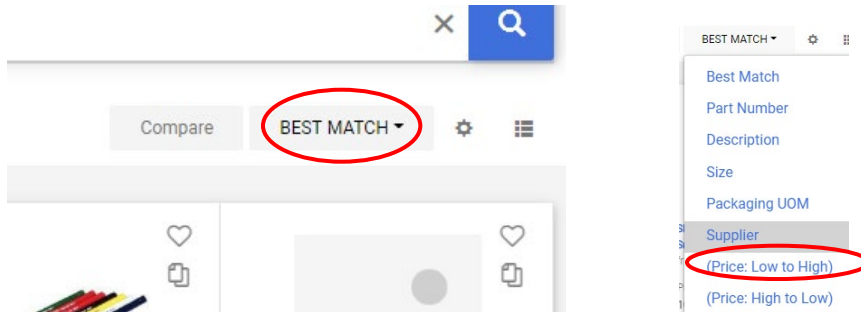
3. To reduce number of results, add one or more filters from the filters boxes on the left of the screen. Click on each options box to select your filter choice. Your filtered selections will automatically update.

Example: By Product Flag and Supplier, click boxes next to suppliers you want to see

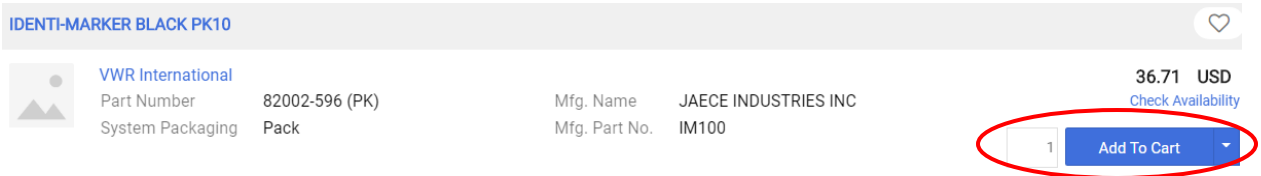
By Product Flag	By Supplier	By Category
<input type="checkbox"/> Green (96)	<input checked="" type="checkbox"/> Green (28)	<input type="checkbox"/> Markers (22)
<input type="checkbox"/> Hazardous material (6)	<input type="checkbox"/> Recycled (2)	<input type="checkbox"/> Wall clocks (2)
<input type="checkbox"/> Recycled (4)	<input checked="" type="checkbox"/> WB Mason (41)	
<input type="checkbox"/> Rad Minor (1)		

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- To sort results (if there are less than 200), click on  next to **BEST MATCH** and choose how you want to sort.




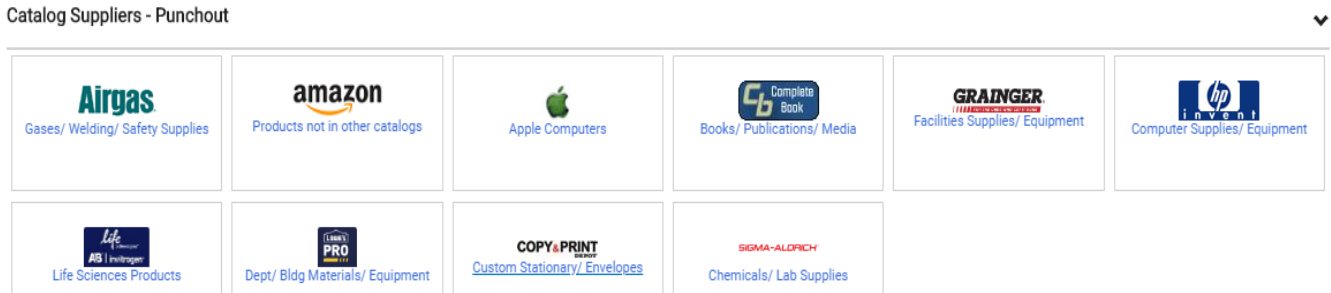
- To add an item to your cart, type the quantity and click **Add to Cart**.



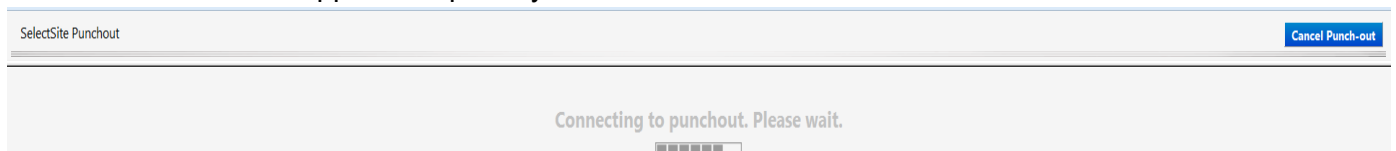
- Continue shopping and add more to your cart using any of the buying options or go to [Checkout](#).

Buy from a Punchout Catalog

- In the *Catalog Suppliers – Punchout* section of the  menu, click on supplier you wish to buy from.

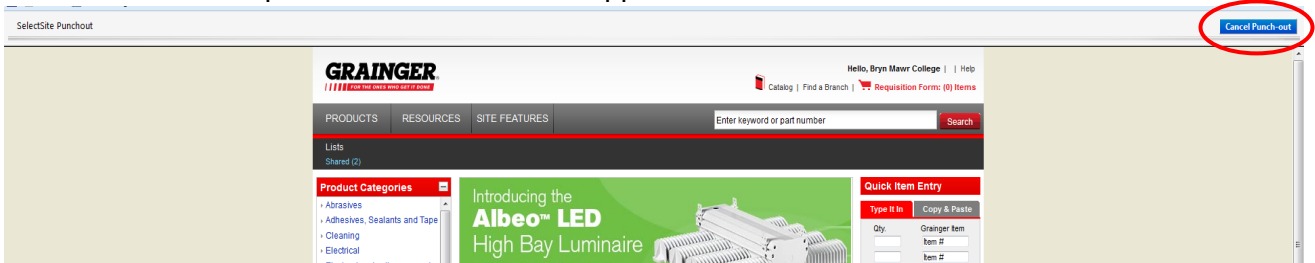


- This screen below will appear temporarily.




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- A new window will open with the Punch-out supplier's website.



- Each website will look different because it is a version of the supplier's actual website. So how you search, add items to your cart and complete your order will vary based on each website.
- After completing your order, you will be brought back to BMC E-Market automatically.
- To return to BMC E-Market without completing your order, click **Cancel Punch-out**.
- Continue shopping and add more to your cart using any of the buying options or go to [Checkout](#).

Buy from Non-Catalog Suppliers

- Obtain catalog nbrs, descriptions and unit prices or request a supplier quote for what you want to buy.
- In the *Non Catalog Suppliers/New Suppliers - Forms* section of the  menu icon click on 1 form below.
 - PO Order Form (Recommended)* – Use this form if you want your order automatically sent to the supplier by E-Market.
 - PO Form– order already placed* – Use this form if you already placed your order with the supplier outside of E-Market (ex. Phone call, website). This should be done rarely or in special situations.

Non Catalog Suppliers/New Suppliers - Forms



- Enter Supplier Name in *Enter Supplier Info* section. A list of possible suppliers will appear based on what you are typing. To choose a supplier from the list click on their name.

PO Order Form

Available Actions: Add and go to Active Cart **Go** **Cl**

Enter Supplier

Enter Supplier Info

main line


MAIN LINE MARTIN LUTHER KING ASSOC

MAIN LINE PARTY RENTALS INC

MAIN LINE PROTECTION SERVICES LLC


Please Note: If you cannot find your supplier that means they need to be added to E-Market. Email Supplier Name, address, phone number and contact name to your department admin. They will request the supplier be added. This process can take 1- 3 business days.

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4. In the *Enter Product/Quote Info* section, enter in the following fields (required fields are underlined):
- Catalog Nbr/Quote Nbr or date – Enter the supplier’s catalog number for product you wish to order. If you are ordering based on a quote, enter *Quote* and the quote number or date.
 - Product/Service Description – Enter description for product or service, be as descriptive as possible.
 - Quantity – Enter the number you would like to order of the item, i.e., 5 for 5 bags of dry ice.
 - Unit Type – Defaults to *EA Each*, to change click on  and choose from list.
 - Unit Price – Enter unit price dollar amount.

5. In the *Attach Quote or Other Info for Supplier* section click on [Add](#) and attach the quote, etc.

6. In the *Enter Optional Info* section, enter information in desired fields/check boxes if you wish.

7. If you are buying more than 1 item from this supplier, click the drop down  that is attached to the available actions box at the top right of your screen and choose *Save and add another item*. If you are buying 1 item from this supplier, click on the [Add And Go To Active Cart](#). Your form will be added, and you will be brought to your cart.

8. If you chose, *Save and add another item* the top of form should say *Form added to cart successfully*. The Supplier’s name will still be populated, just complete the *Enter Product/Quote Info* section for the next item.

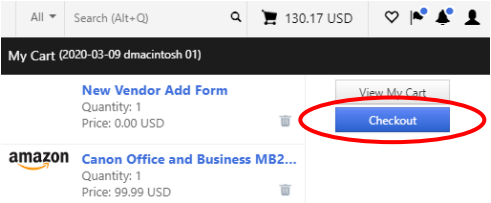
9. After entering the last item, click the [Add And Go To Active Cart](#).

10. Continue shopping and add more to your cart using any of the buying options or go to [Checkout](#).

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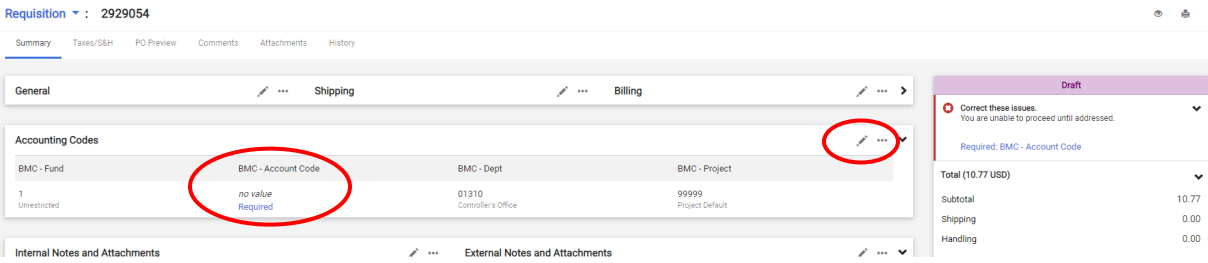
Checkout

- When done shopping, if already in your cart, click **Proceed to Checkout**. If not already in your cart, click your cart **5.99 USD** located in the header. A small window will appear and the items in your cart will be displayed. Click **Checkout**.

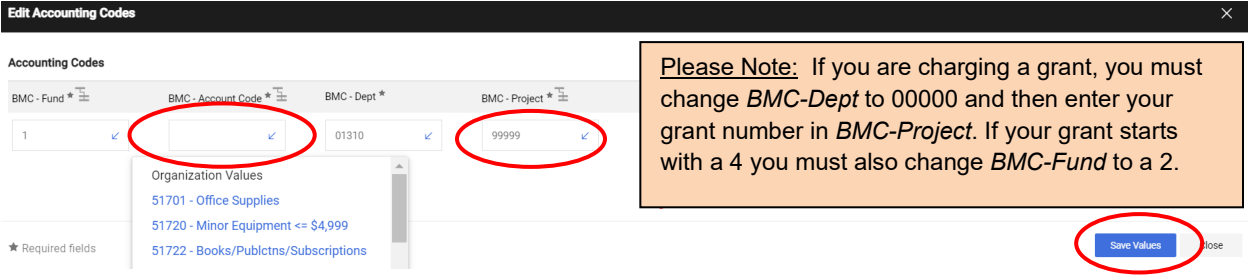


- The *Summary* page opens. A *Requisition* number is assigned and appears at the top of the screen.
Requisition • 3642049

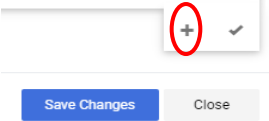
- In the *Accounting Codes* section, click or the **Required** to add *BMC – Account Code* and change *BMC – Fund*, *BMC – Dept* and/or *BMC – Project* if needed.




- The *Edit Accounting Codes* window will appear. In the *BMC – Account Code* field , click the to choose from dropdown list or manually enter *BMC-Account Code*. Also, change any defaulted values in other parts the same way. When finished, click **Save Values**.



- To charge more than 1 account number, click the **+** which appears when you hover the cursor in the *Accounting Codes* edit box. Clicking **+** will add 1 more line. If, for instance, you want 5 lines, you would click **+** 5 times. To delete a line, click on that line.



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- Click on the  and choose how you want to split.

% of Price

% of Quantity

Amount of Price

- Enter % or \$ amounts. Click **Save Values**. If *Split Total* does not equal the *Document subtotal* an error message will display.

Amount of Price


Invalid distribution value

Invalid distribution value

Document subtotal: 34.71 USD
Split Total 0.00 USD

The split amount is not equal to the document subtotal.

Save Values Close

- If you would like to add/change any other information in your cart, i.e., shipping address, click  in that section, change the information, then click **Save**.



Requisition : 2929054

Summary Taxes/S&H PO Preview Comments Attachments History

General  Shipping  Billing 

Accounting Codes 

- Click the **Assign Cart** on the top right of the screen.

34.71 USD  

Assign Cart

- A small window will appear. To assign to your department admin's name that is displayed, click **Assign**. You are done placing your order!

Assign Cart: User Search

Assign Cart To: Donna MacIntosh **SELECT** or

Note To Assignee:

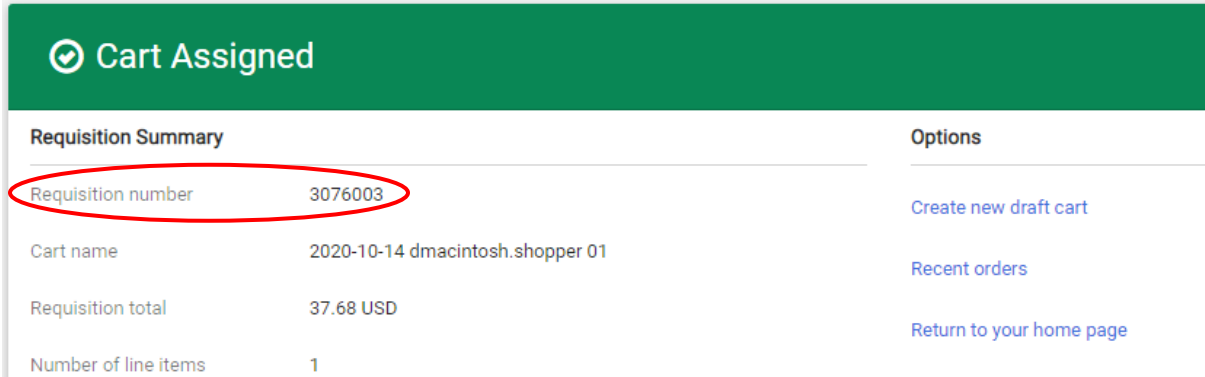
Assign Close

Please Note: If your default department admin is unavailable (i.e., done for the day per their work schedule, on vacation, out sick, etc.) you can assign your cart to a back-up department admin. To change the assignee, click **SELECT** and choose another name from your profile.

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After Checkout

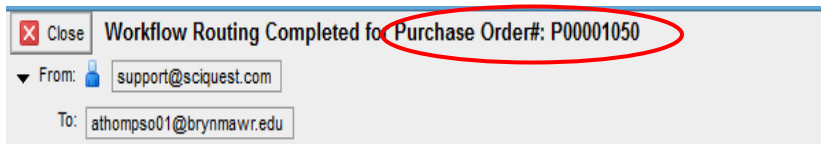
1. The following confirmation screen that contains the *Requisition number* will appear. Your department admin will be sent an email alerting them they need to review and place your order.



Cart Assigned

Requisition Summary	Options
Requisition number: 3076003	Create new draft cart
Cart name: 2020-10-14 dmacintosh.shopper 01	Recent orders
Requisition total: 37.68 USD	Return to your home page
Number of line items: 1	

2. You will receive 1 email for each *Purchase Order* (PO) created from your requisition with the assigned PO number.



Workflow Routing Completed for Purchase Order#: P00001050

From: support@scquest.com

To: athompo01@brynmawr.edu

Re: WORKFLOW ROUTING COMPLETED FOR PURCHASE ORDER#: P00001050

Dear Annemarie Thompson Shopper,

The purchase order listed above has completed workflow routing. You can u

Receiving your order/invoice(s)

1. When you physically receive your order, review the paper packing slip for accuracy, then immediately send to your department admin. If a receipt has not been entered by your department admin within 5 days, you will begin receiving receipt reminder emails.
2. If you receive a paper PO invoice/credit memo, hand write PO number (if not already on paper) and provide to your department admin to scan then email to accountspayable@brynmawr.edu (Preferred) or send by campus mail to Controller's Office-Accounts Payable.