BRYN MAWR | E-MARKET

Staff Shopping

Contents

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.

    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.
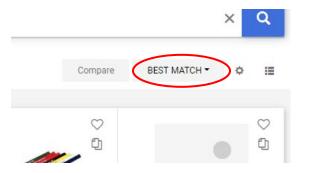

3. To reduce number of results, add one or more filters from the filters boxes on the left of the screen. Click on each options box to select your filter choice. Your filtered selections will automatically update.

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

4. To sort results (if there are less than 200), click on ▾ within the BEST MATCH ▾ and choose how you want to sort.

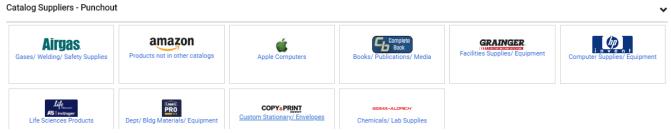5. To add an item to your cart, type the quantity and click **Add to Cart**.

IDENTI-MARKER BLACK PK10

VWR International
Part Number 82002-596 (PK)   Mfg. Name   JAECE INDUSTRIES INC
System Packaging Pack   Mfg. Part No. IM100

36.71 USD
Check Availability

1 **Add To Cart** ▾

6. Continue shopping and add more to your cart using any of the buying options or go to Checkout.

Buy from a Punchout Catalog

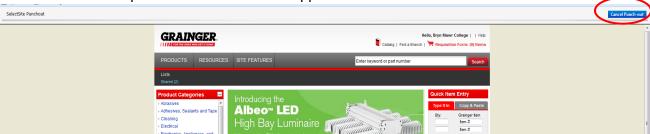1. In the *Catalog Suppliers – Punchout* section of the 🏠 menu, click on supplier you wish to buy from.

Catalog Suppliers - Punchout

Airgas	amazon	Apple Computers	Complete Book	GRAINGER	hp invent
Gases/ Welding/ Safety Supplies	Products not in other catalogs	Apple Computers	Books/ Publications/ Media	Facilities Supplies/ Equipment	Computer Supplies/ Equipment

| Life Sciences Products | PRO Dept/ Bldg Materials/ Equipment | COPY&PRINT Custom Stationary/ Envelopes | SIGMA-ALDRICH Chemicals/ Lab Supplies | | |

2. This screen below will appear temporarily.

SelectSite Punchout   Cancel Punch-out

Connecting to punchout. Please wait.

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

4. 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.

5. After completing your order, you will be brought back to BMC E-Market automatically.

6. To return to BMC E-Market without completing your order, click **Cancel Punch-out**.

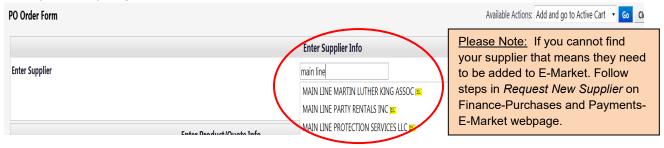7. Continue shopping and add more to your cart using any of the buying options or go to Checkout.

Buy from Non-Catalog Suppliers

1. Obtain catalog nbrs, descriptions and unit prices or request a supplier quote for what you want to buy.

2. In the *Non Catalog Suppliers/New Suppliers - Forms* section of the 🏠 menu, 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.
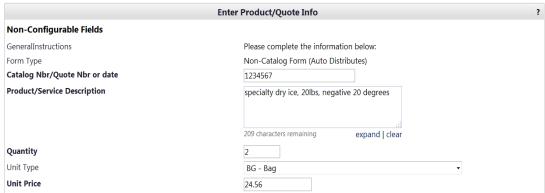

3. Enter Supplier Name in *Enter Supplier Info* section. A list of possible suppliers will appear based on what you are typing. To choose a supplier from the list click on their name.
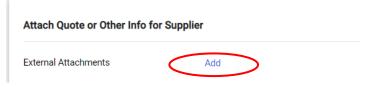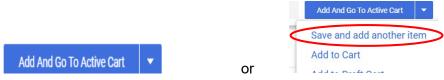

Please Note: If you cannot find your supplier that means they need to be added to E-Market. Follow steps in *Request New Supplier* on Finance-Purchases and Payments-E-Market webpage.

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.

Enter Product/Quote Info	?
Non-Configurable Fields	
GeneralInstructions	Please complete the information below:
Form Type	Non-Catalog Form (Auto Distributes)
Catalog Nbr/Quote Nbr or date	1234567
Product/Service Description	specialty dry ice, 20lbs, negative 20 degrees
	209 characters remaining expand | clear
Quantity	2
Unit Type	BG - Bag
Unit Price	24.56

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

    Attach Quote or Other Info for Supplier
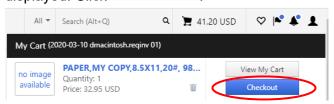
    External Attachments   (Add)

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.

    `Add And Go To Active Cart` [▼]   or

Add And Go To Active Cart [▼]
(Save and add another item)
Add to Cart
Add to Draft 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.

Staff Shopping

Checkout

1. 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**.
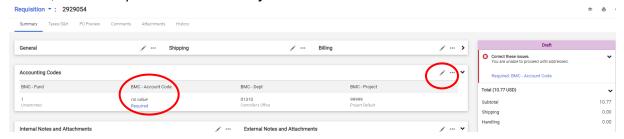

2. The *Summary* page opens. A *Requisition* number is assigned and appears at the top of the screen.
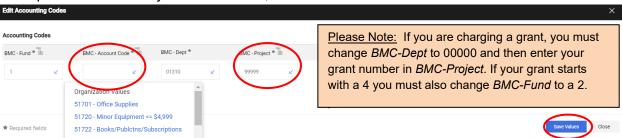
Requisition • 3642049

3. In the *Accounting Codes* section, click ✏ or the *no value* *Required* to add *BMC – Account Code* and change *BMC – Fund*, *BMC – Dept* and/or *BMC – Project* if needed.

4. 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**.

> Please Note: If you are charging a grant, you must change *BMC-Dept* to 00000 and then enter your grant number in *BMC-Project*. If your grant starts with a 4 you must also change *BMC-Fund* to a 2.

5. 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 so if you want for instance, 5 lines, you would click ✚ 5 times. To delete a line, click 🗑 on that line.
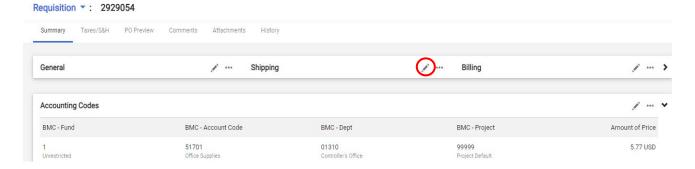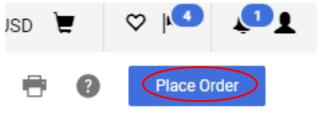
- Click on the ⬒ and choose how you want to split.

% of Price

% of Quantity

Amount of Price

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

Amount of Price ▾

14.71 🗑
⊗ Invalid distribution value

30.02 🗑
⊗ 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

6. 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 Changes .
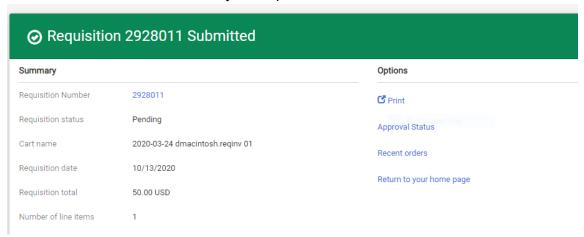
Requisition ▾ : 2929054

| Summary | Taxes/S&H | PO Preview | Comments | Attachments | History |

| General | ✎ ⋯ | Shipping | ✎ ⋯ | Billing | ✎ ⋯ ❯ |

Accounting Codes   ✎ ⋯ ⌄

BMC - Fund	BMC - Account Code	BMC - Dept	BMC - Project	Amount of Price
1 Unrestricted	51701 Office Supplies	01310 Controller's Office	99999 Project Default	5.77 USD

7. Click the Place Order button located on the top right of the screen.

JSD 🛒   ♡ ⚑4   🔔1 👤

🖨 ❓ **Place Order**

After Checkout

1. You will receive confirmation that your requisition was submitted.

⊘ Requisition 2928011 Submitted

Summary		Options
Requisition Number	2928011	⬀ Print
Requisition status	Pending	Approval Status
Cart name	2020-03-24 dmacintosh.reqinv 01	Recent orders
Requisition date	10/13/2020	Return to your home page
Requisition total	50.00 USD	
Number of line items	1	

1. You will receive 1 email for each *Purchase Order* (PO) created from your requisition.

2. When you physically receive your order, follow the *Receive Orders* process located on the Finance-Purchases and Payments-E-Market webpage.

3. If you receive a paper PO invoice/credit memo, hand write PO number (if not already on paper) and scan then email to accountspayable@brynmawr.edu (Preferred) or send by campus mail to Controller's Office-Accounts Payable.