BRYN MAWR COLLEGE | E-MARKET

Staff Shopping

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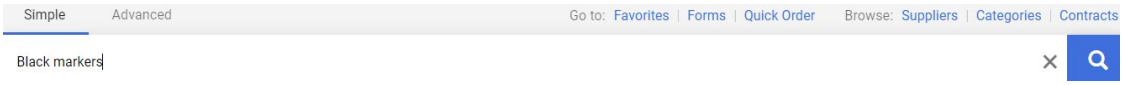
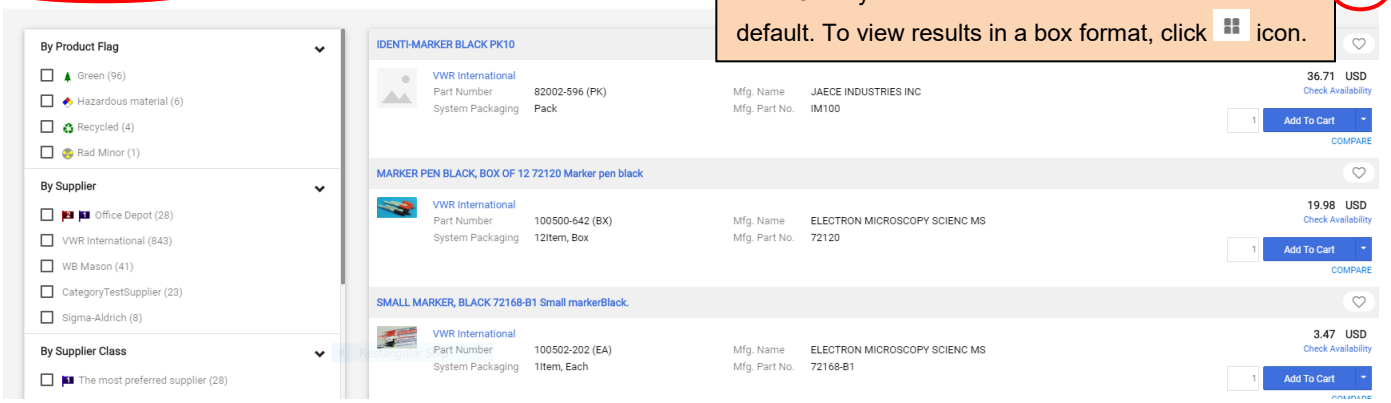
Buy from any Hosted Catalog

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

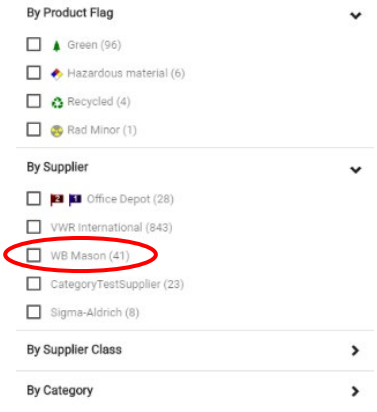


2. The results of your search will display.

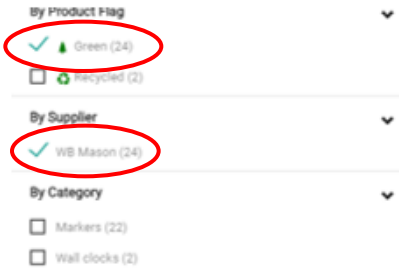
Please Note: To view results in a list format, click icon. Once you click this icon the list format will default. To view results in a box format, click icon.



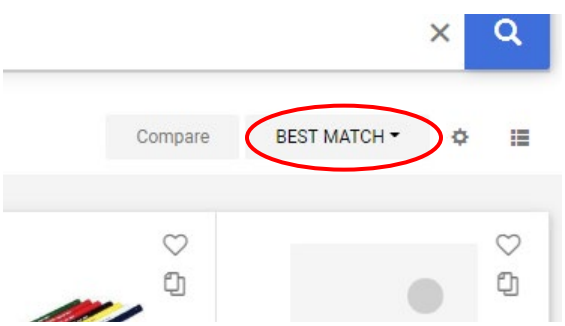
3. To reduce number of results, add one or more filters from the filters boxes on the left of the screen. Click on each options box to select your filter choice. Your filtered selections will automatically update.



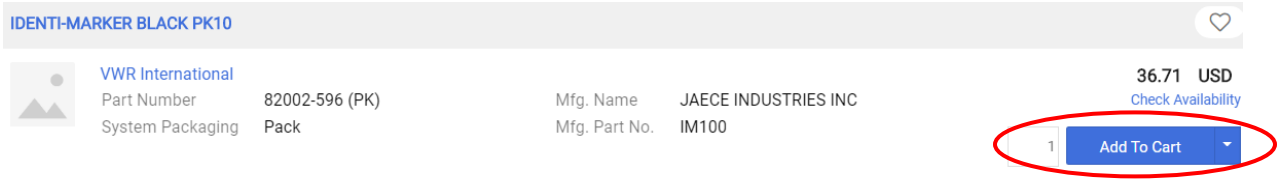
Example: *By Product Flag and Supplier*, click boxes next to suppliers you want to see products for.



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



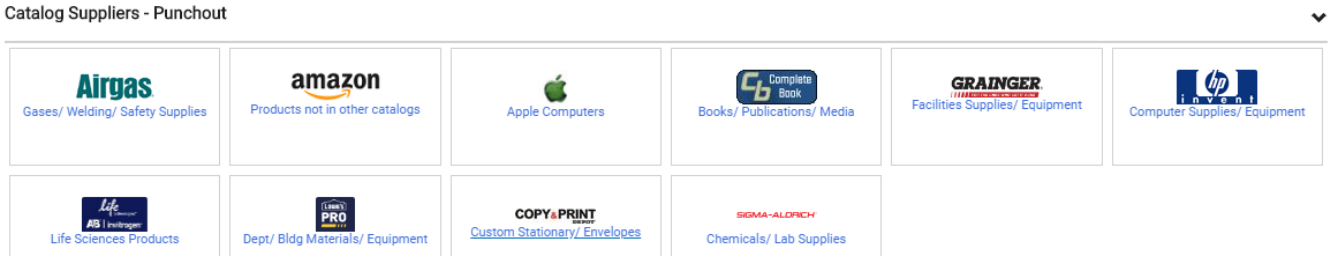
5. To add an item to your cart, type the quantity and click **Add to Cart**.



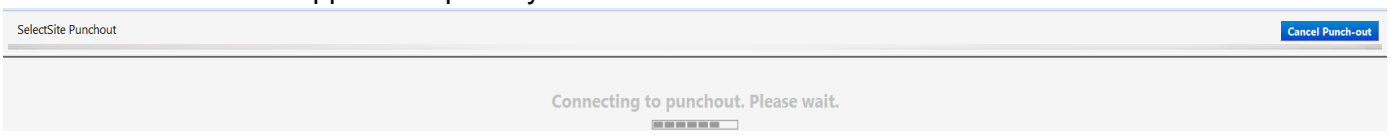
6. Continue shopping and add more to your cart using any of the buying options or go to Checkout.

Buy from a Punchout Catalog

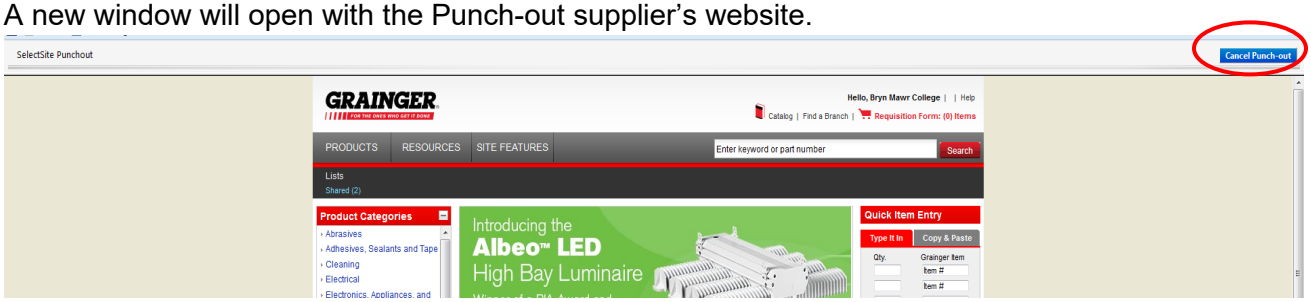
1. In the *Catalog Suppliers – Punchout* section of the 🏠 menu, click on supplier you wish to buy from.



2. This screen below will appear temporarily.



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.

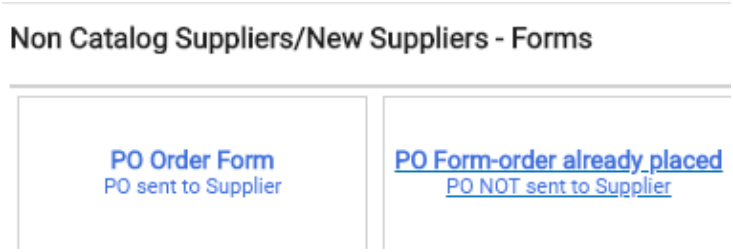
6. To return to BMC E-Market without completing your order, click **Cancel Punch-out**.

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

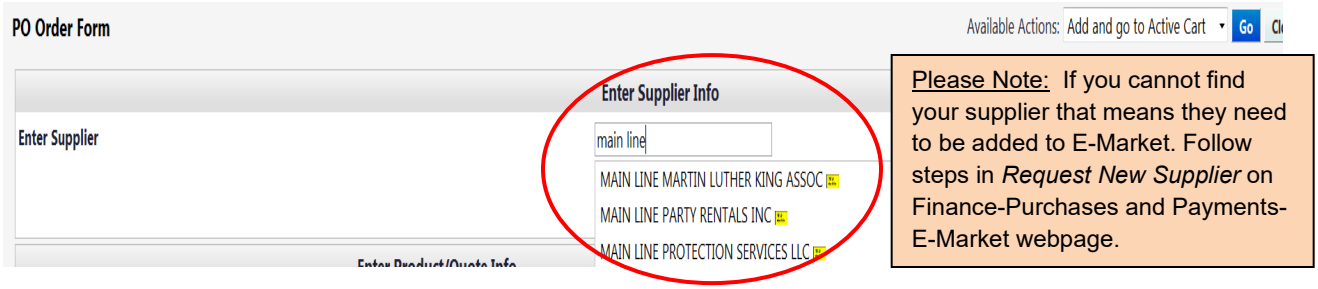
Buy from Non-Catalog Suppliers

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.



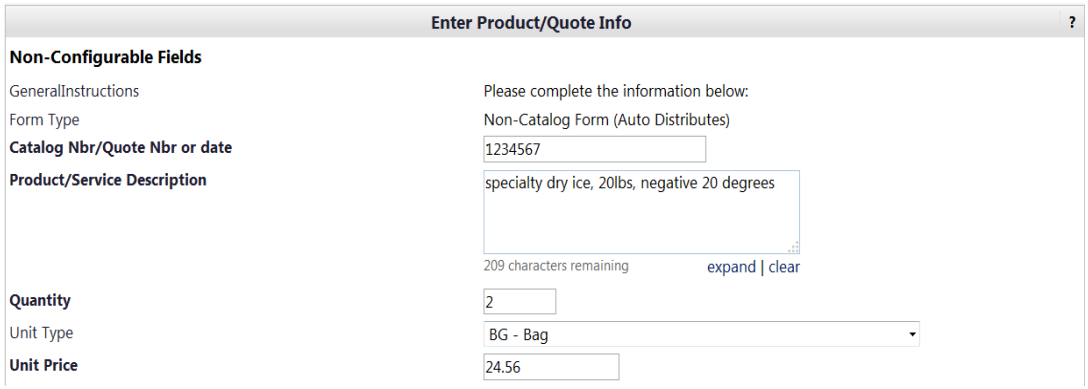
3. Enter Supplier Name in *Enter Supplier Info* section. A list of possible suppliers will appear based on what you are typing. To choose a supplier from the list click on their name.



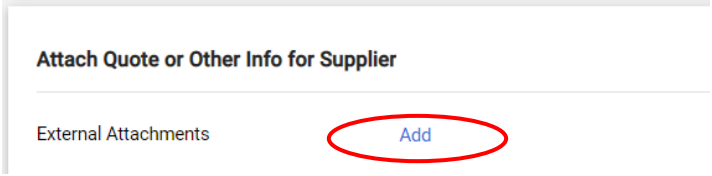
Please Note: If you cannot find your supplier that means they need to be added to E-Market. Follow steps in *Request New Supplier* on Finance-Purchases and Payments-E-Market webpage.

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.



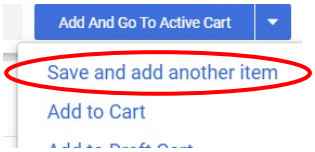
5. In the *Attach Quote or Other Info for Supplier* section click on Add and attach the quote, etc.



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.

or



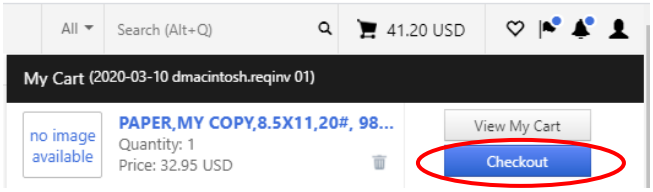
8. If you chose, *Save and add another item* the top of form should say *Form added to cart successfully.* The Supplier's name will still be populated, just complete the *Enter Product/Quote Info* section for the next item.

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.

Checkout

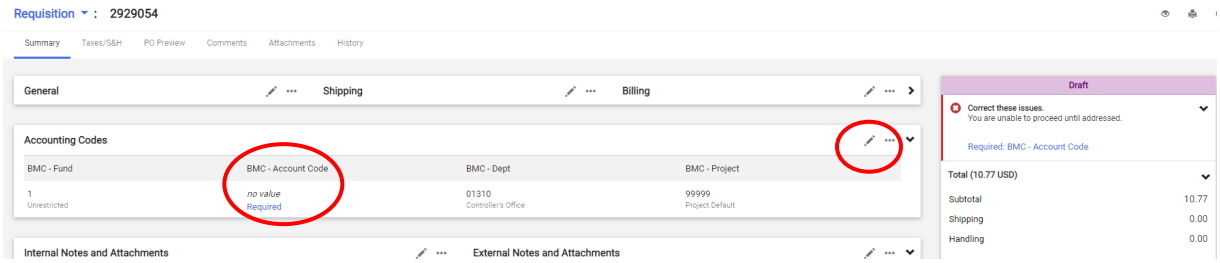
1. When done shopping, if already in your cart, click **Proceed to Checkout**. If not already in your cart, click your cart 5.99 USD located in the header. A small window will appear and the items in your cart will be displayed. Click Checkout.



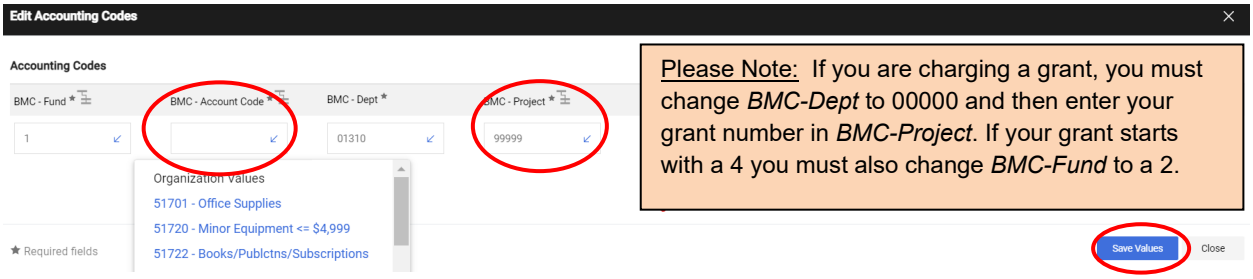
2. The *Summary* page opens. A *Requisition* number is assigned and appears at the top of the screen.

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.

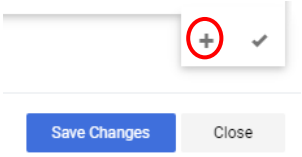


4. The *Edit Accounting Codes* window will appear. In the *BMC – Account Code* field, click the ↙ to choose from dropdown list or manually enter *BMC-Account Code*. Also, change any defaulted values in other parts the same way. When finished, click Save Values.



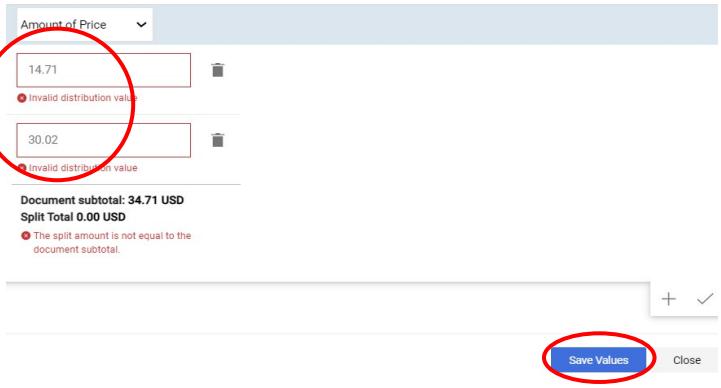
Please Note: If you are charging a grant, you must change *BMC-Dept* to 00000 and then enter your grant number in *BMC-Project*. If your grant starts with a 4 you must also change *BMC-Fund* to a 2.

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.

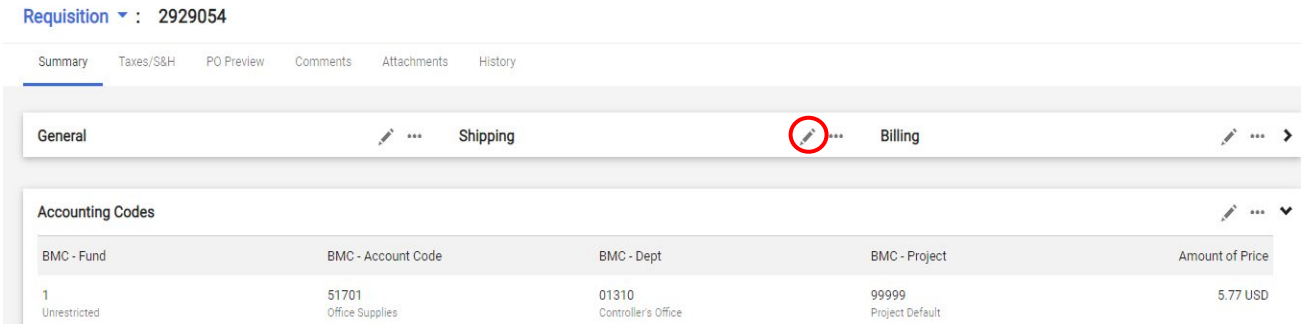


- Click on the and choose how you want to split.

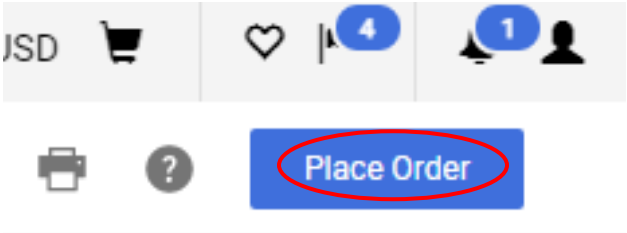
- Enter % or $ amounts. Click Save Values. If *Split Total* does not = *Document subtotal* an error message will display.



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.

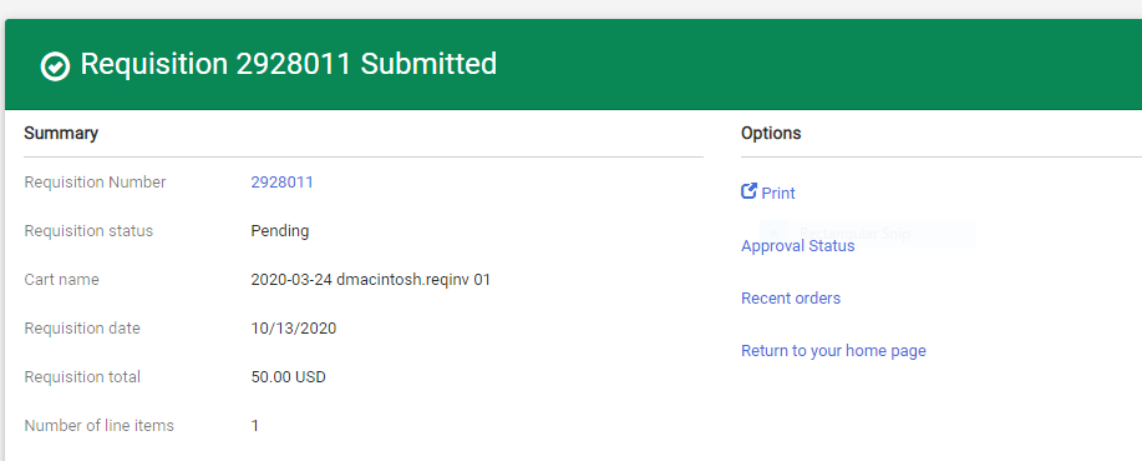


7. Click the Place Order button located on the top right of the screen.



After Checkout

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



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.