

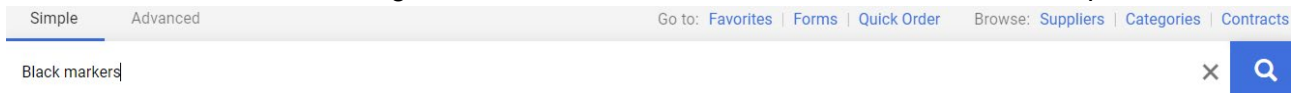
Faculty Shopping

Contents

- Buy from any Hosted Catalog 1
- Buy from a Punchout Catalog 2
- Buy from Non-Catalog Suppliers 3
- Checkout 5
- After Checkout 7
- Receiving your order/invoice(s) 7



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.

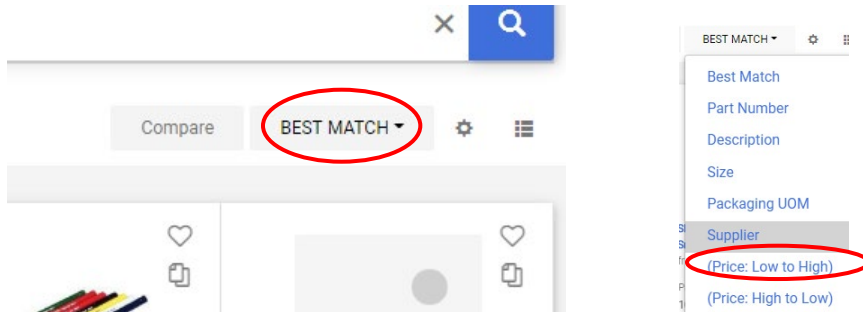
Search Results : 943

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.

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.

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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.




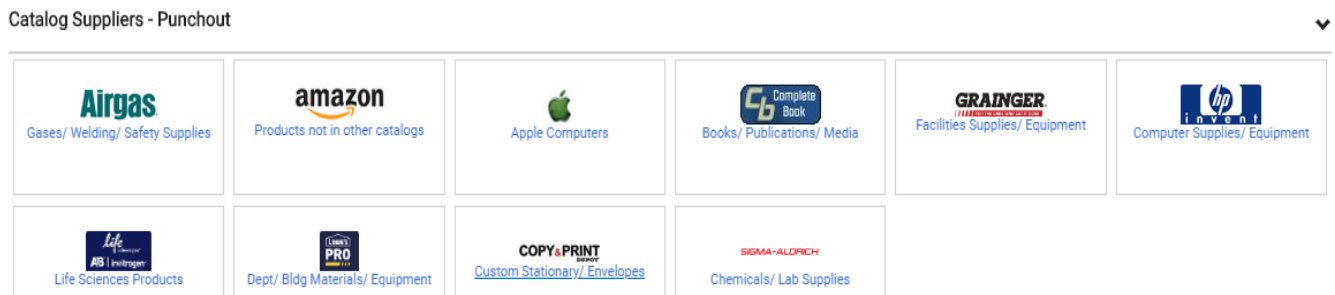
- To add an item to your cart, type the quantity and click **Add to Cart**.



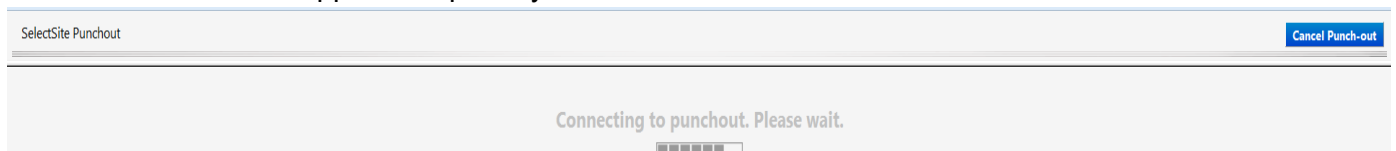
- Continue shopping and add more to your cart using any of the buying options or go to [Checkout](#).

Buy from a Punchout Catalog

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

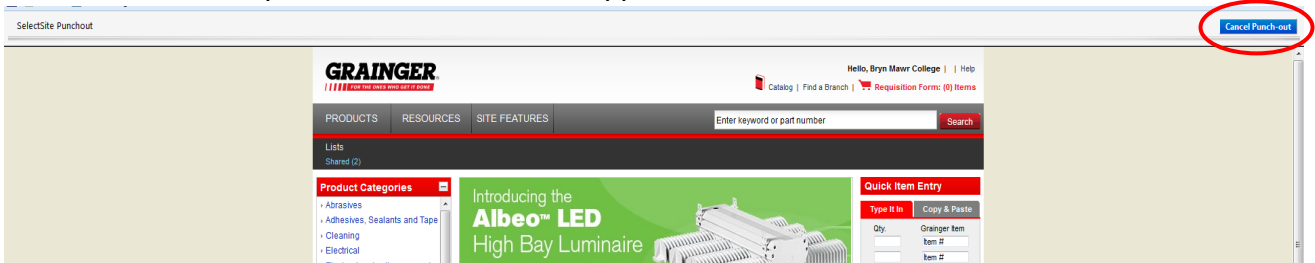


- This screen below will appear temporarily.




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

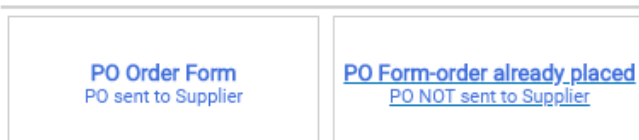


- Each website will look different because it is a version of the supplier's actual website. So how you search, add items to your cart and complete your order will vary based on each website.
- After completing your order, you will be brought back to BMC E-Market automatically.
- To return to BMC E-Market 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](#).

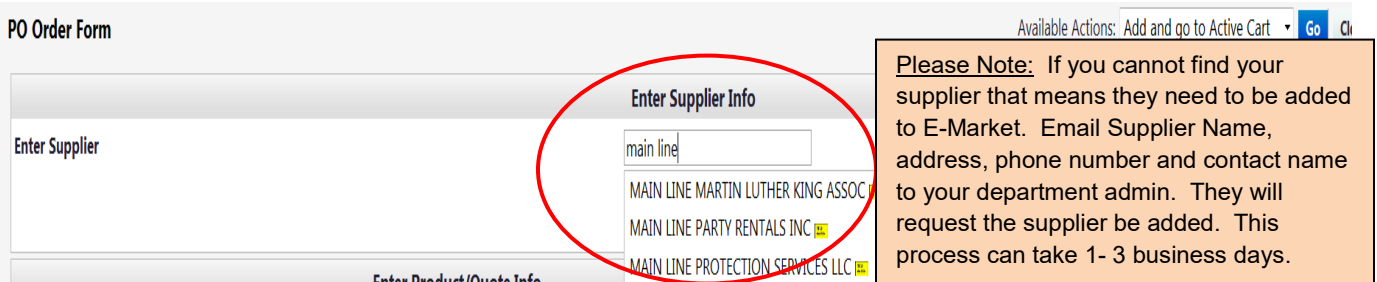
Buy from Non-Catalog Suppliers

- 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.




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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 attachment...](#) and attach the quote, etc.

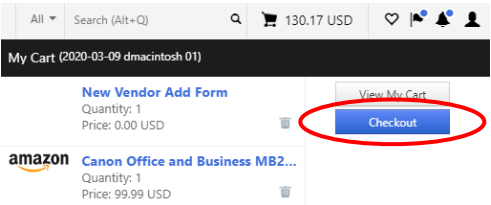
6. In the *Enter Optional Info* section, enter information in desired fields/check boxes if you wish.
7. If you are buying >1 item from this supplier, click  and choose *Save and add another item*, then click **Go**. If you are buying 1 item from this supplier, click **Go**. Your form will be added and 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  and choose *Add and go to Active Cart*, click **Go**.
10. Continue shopping and add more to your cart using any of the buying options or go to [Checkout](#).


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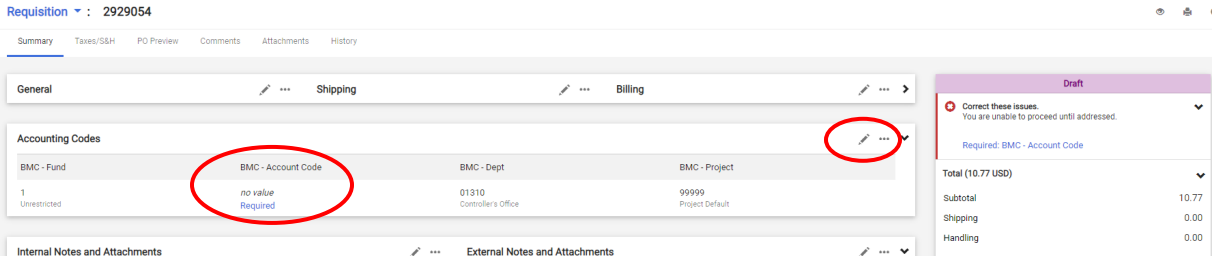
Checkout


- 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**.

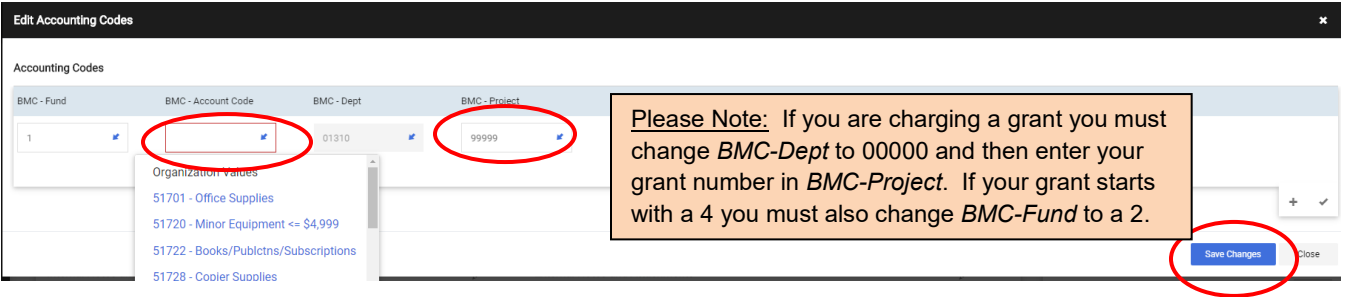



- The *Summary* page opens. A *Requisition* number is assigned and appears at the top of the screen.
Requisition • 3301544

- In the *Accounting Codes* section, click  or the **Required** *no value* 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 Changes**.




- To charge >1 account number, click **+** 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.

Faculty Shopping



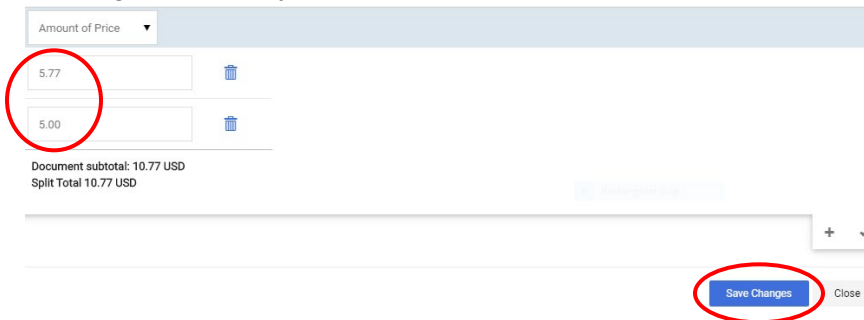
Save Changes


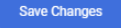
Close

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

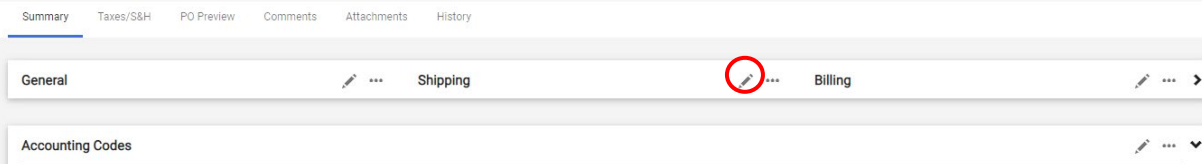



- Enter % or \$ amounts. Click . If *Split Total* does not = *Document subtotal* an error message will display.

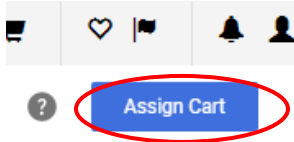



6. If you would like to add/change any other information in your cart, i.e. shipping address, click  in that section, change the information, then click .

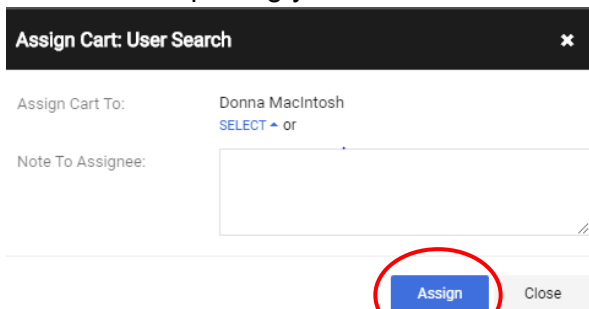
Requisition : 2929054




7. Click the  on the top right of the screen.



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

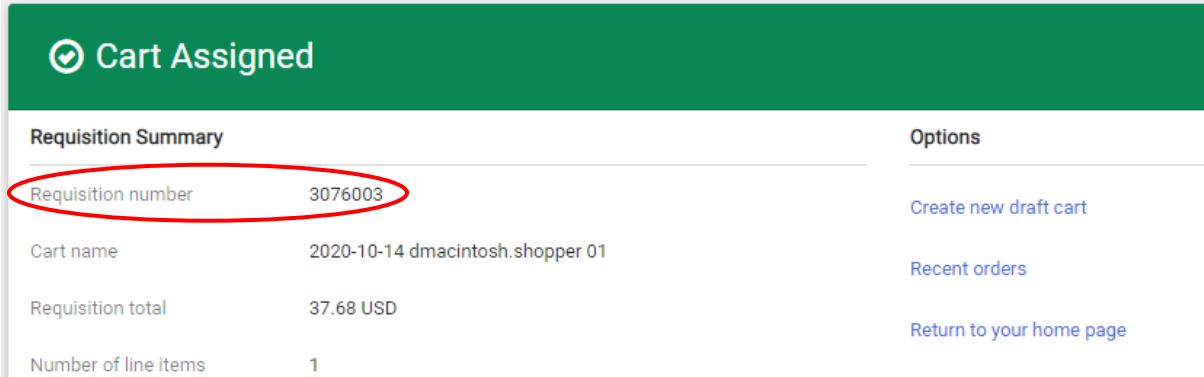


Please Note: If your default department admin is unavailable (i.e. done for the day per their work schedule, on vacation, out sick, etc.) you can assign your cart to a back-up department admin. To change the assignee, click  and choose another name from your profile.

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After Checkout

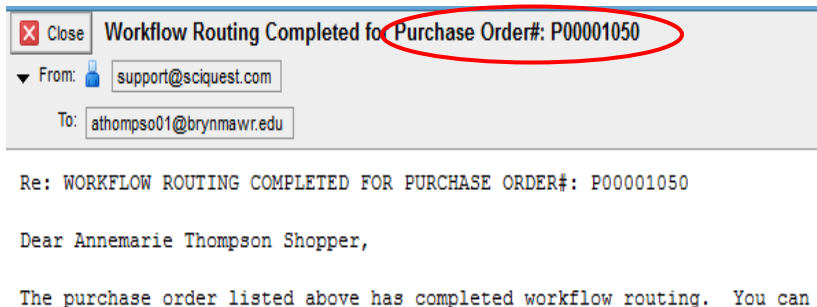
1. The following confirmation screen that contains the *Requisition number* will appear. Your department admin will be sent an email alerting them they need to review and place your order.



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.