BRYN MAWR | E-MARKET

Staff Shopping

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Buy from any Hosted Catalog

Black markers

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

2. The results of yo	our search will display.	<u>Please Note:</u> To view results in icon. Once you click this icon th	e list format will
By Product Flag	V IDENTI-MARKER BLACK PK10	default. To view results in a box	format, click 🏪 icon. 💿
	VWR International Part Number 82002-596 (FK) System Packaging Pack	M/g. Name JAECE INDUSTRIES INC M/g. Part No. IM100	36.71 USD Check Availability 1 Add To Cart - COMPARE
By Supplier Image: I	VIXI International Part Number 100500-542 (BX) System Packaging 12Item, Box	Mfg. Name ELECTRON MICROSCOPY SCIENC MS Mfg. Part No. 72120	19.98 USD Check Availability 1 Add To Cart COMPARE
CategoryTestSupplier (23)	SMALL MARKER, BLACK 72168-B1 Small markerBlack.		\heartsuit
By Supplier Class	VWR International Part Number 100502-202 (EA) System Packaging 11tem, Each	Mfg. Name ELECTRON MICROSCOPY SCIENC MS Mfg. Part No. 72168-81	3.47 USD Check Availability 1 Add To Cart

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.

By Product Flag	~		
🔲 🗼 Green (96)		Example: By Product Fl	ag and Supplier, click boxes
🔲 🔶 Hazardous material (6)			ant to see products for.
Recycled (4)		nexe to suppliers you h	
Rad Minor (1)			
By Supplier	~	By Product Flag	*
🔲 📔 🎦 Office Depot (28)		🗸 🛦 Green (24)	
VWR International (843)		Recycled (2)	
WB Mason (41)		By Supplier	~
CategoryTestSupplier (23)		VB Mason (24)	
Sigma-Aldrich (8)		Pro Colonia	
By Supplier Class	>	By Category Markers (22)	*
By Category	>	Wall clocks (2)	

× O

BRYN MAWR | E - MARKET **Staff Shopping** BEST MATCH -4. To sort results (if there are less than 200), click on 🔽 within the and choose how you want to sort. BEST MATCH -¢ . × Best Match Part Number BEST MATCH -Description Compare 12 Ó Size Packaging UOM Supplier O (Price: Low to High) Ð Ð (Price: High to Low) 5. To add an item to your cart, type the quantity and click Add to Cart **IDENTI-MARKER BLACK PK10** \heartsuit **VWR** International 36.71 USD • JAECE INDUSTRIES INC Part Number 82002-596 (PK) Mfg. Name Check Availability System Packaging Pack Mfg. Part No. IM100 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 amenu, click on supplier you wish to buy from.

Airgas. Gases/ Welding/ Safety Supplies	Products not in other catalogs	Apple Computers	Books/ Publications/ Media	GRAINGER Facilities Supplies/ Equipment	Computer Supplies/ Equipment
AB Lookinger Life Sciences Products	PRO Dept/ Bldg Materials/ Equipment	COPYAPRINT Custom Stationary/ Envelopes	SIGMA-ALDRCH Chemicals/ Lab Supplies		

2. This screen below will appear temporarily.

	SelectSite Punchout Cancel Punch	-out
Connecting to punchout. Please wait.		

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

SelectSite Punchout				
				iello, Bryn Mawr College Help 📜 Requisition Form: (0) Items
	PRODUCTS RESOURCES	SITE FEATURES	Enter keyword or part number	Search
	Lists Shared (2)			
	Adhesives, Sealants and Tape	Introducing the Albeo™ LED High Bay Luminaire		Ouick Item Entry Type It In Copy & Paste Oty. Grainger tem bom # kem #

- 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 image 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.

Non Catalog Suppliers/New Suppliers - Forms



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.

PO Order Form		Available Actions: Add and go to Active Cart 👻 🙆 Cl
	Enter Supplier Info	Please Note: If you cannot find your supplier that means they need
Enter Supplier	main line	to be added to E-Market. Follow
	MAIN LINE MARTIN LUTHER KING ASSOC 🛤	steps in Request New Supplier on
	MAIN LINE PARTY RENTALS INC 🔤	Finance-Purchases and Payments-
Entar	Deaduct /Quarte Info	E-Market webpage.

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- 4. In the *Enter Product/Quote Info* section, enter in the following fields (required fields are underlined):
 - <u>Catalog Nbr/Quote Nbr or date</u> 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.
 - <u>Product/Service Description</u> Enter description for product or service, be as descriptive as possible.
 - <u>Quantity</u> 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.
 - <u>Unit Price</u> 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
Quantity	209 characters remaining expand clear
Unit Type Unit Price	BG - Bag • 24.56

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

	Attach Quote or Other Info for Supplier
<	d attachment

- 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.

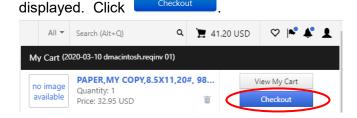


- 8. If you chose, *Save and add another item* the top of form should say *Form added to cart successfully*. The Supplier's name will still be populated, just complete the *Enter Product/Quote Info* section for the next item.
- 9. After entering the last item, click 🖃 and choose Add and go to Active 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



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

Requisition • 3301544 -

no value

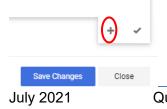
3. In the Accounting Codes section, click ✓ or the Required to add BMC – Account Code and change BMC – Fund, BMC – Dept and/or BMC – Project if needed.

Requisition -: 2929054						۰ 🛔
Summary Taxes/S&H PO Preview	Comments Attachments History					
General	🖋 … Shipping	<i>j</i>	Billing	1	Draft	
	,		•		Orrect these issues. You are unable to proceed until addressed.	~
Accounting Codes	\frown			(/ ····) ~	Required: BMC - Account Code	
BMC - Fund	BMC - Account Code	BMC - Dept	BMC - Project		Total (10.77 USD)	~
1 Unrestricted	no value Required	01310 Controller's Office	99999 Project Default		Subtotal	10.77
	Required				Shipping	0.00
Internal Notes and Attachments		🖋 🚥 External Notes and Attachmer	nts	1	Handling	0.00

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 sectors.

valuee in earler parte are earlie way. When inhered, e	
Edit Accounting Codes	×
Accounting Codes BMC - Fund BMC - Account Code BMC - Dept BMC - Project BMC - Project Grganization values 51701 - Office Supplies	Please Note: If you want to change the Department, change <i>BMC-Dept</i> field first, click the checkmark and then change other parts.
51720 - Minor Equipment <= \$4,999 51722 - Books/Publchs/Subscriptions 51728 - Copier Supplies	Save Changes Close

5. To charge >1 account number, click + which appears when you hover the curser in the 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 mon that line.





• Click on the 🖃 and choose how you want to split.



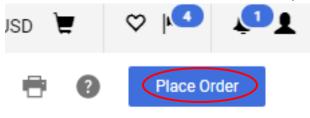
• Enter % or \$ amounts. Click Sive Charges. If Split Total does not = Document subtotal an error message will display.

Amount of Price 5.77	â		
5.00 Document subtotal: 10.77 Split Total 10.77 USD	T USD		
		Save Changes	+ 🗸

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

ection, change the information, then click Requisition -: 2929054					
	••• O Preview Comments Attachments History				
General	🖍 … Shipping		Billing	¢ >	
Accounting Codes				y v	
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.



After Checkout

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

Requisition 2928011 Submitted				
Summary		Options		
Requisition Number	2928011	C 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	Netan to you none page		
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.
- If you receive a paper PO invoice/credit memo, hand write PO number (if not already on paper) and scan then email to <u>accountspayable@brynmawr.edu</u> (Preferred) or send by campus mail to Controller's Office-Accounts Payable.