Login/Logout

- To login go to the Finance/Purchasing and Payments/E-Market webpage.
- Click on *BMC-E-Market Login*.
- You will be on the E-Market login screen. Enter **college user name** and **college password** and hit enter key.

- To logout, click on located in top right corner of screen.

Menus

- The menu is a list of icons located vertically along the left side of the screen.
  - **Home** – Defaults to *Shopping Home*.
  - **Shop** – Use to access cart information under *My Carts and Orders* (view draft carts/orders). All other options are located on *Shopping Home* next to *Go to:* or *Browse:*
  - **Orders** – Use to access Document Search (search for documents, saved searches, exporting files) and Approvals (Requisitions to Approve, Requisitions Recently Approved by Me, etc.)
  - **Contracts** – Use to access searching for contracts (will not be used by most users).
  - **Accounts Payable** – Use to access Invoices and Receipts (AP Home to enter non-po invoices/credit memos, view or search draft receipts/invoices, etc.) and Approvals (Invoices to Approve, etc.).
• To view options under each menu icon hover over icon and then hover over sub-menu if there is one. Click on menu option name to access that page.

Bookmarks

• Using the menu above, navigate to the page you want to bookmark then click 📚 located in header.

• Click *Bookmark this page*. To reorganize order of bookmarks, click *edit* then drag and drop within list.

• To navigate to bookmarked pages, click 📚 then the menu option listed under *Bookmarks*.

March 2020  Questions? Contact bmcemarket@brynmawr.edu  Page 2 of 2