Staff Shopping

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Buy from any Hosted Catalog

1. Search for items to order by using Shop from the menu, enter item description and click Go.

   ![Shop Example](image)

2. The results of your search will display.

   ![Result Display](image)

3. To reduce number of results, add one or more filters in the Filter Results box. Click on filter icon ( ) and choose how to filter, then click Filter.

   ![Filter Example](image)
4. To sort results (if there are less than 200), click on \( \square \) next to \( \text{Sort by:} \) and choose how you want to sort.

5. To add an item to your cart, type the quantity and click \( \text{Add to Cart} \).

6. Continue shopping and add more to your cart using any of the buying options or go to \( \text{Checkout} \).

Buy from a Punchout Catalog

1. In the \( \text{Catalog Suppliers – Punchout} \) section of the \( \text{menu} \), 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.

![Example of a Punch-out supplier's website](image)

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 nbers, 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 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](image)

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.

![Enter Supplier Info](image)

**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 the dropdown and choose from list.
- **Unit Price** – Enter unit price dollar amount.

![Image of Enter Product/Quote Info section]

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

![Image of Attach Quote or Other Info for Supplier]

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 the dropdown 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.

![Image of Available Actions]

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 dropdown 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*. 
Checkout

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

2. You will automatically be brought to Account Codes step, click Edit to add BMC – Account Code and change BMC – Fund, BMC – Dept and/or BMC – Project if needed.

3. A window will appear. Click Select 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.

4. To charge >1 account number, click Split. Clicking Split 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.

- Choose how you want to split.
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- Enter % or $ amounts. Click [Save Values] If Split Total does not = Document subtotal an error message will display.

5. Click on [Order Review] at top. If you would like to add/change any other information in your cart click then [Change]. When finished, click on [Order Review] again.

6. Click [Place Order].

After Checkout

1. A Requisition number will be assigned and the following screen will appear.

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

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

4. 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.