Campus Marketplace

Training for Non ProCard Holders

Revised November, 2018
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How to Log in to the Shopping Site
Once you are entered as a new user, you will receive an email, from your system administrator. The email contains the link and instructions.

Shopping Overview
If you are faculty or staff, but do not hold a ProCard, you still have the ability to shop within the ESM site. Items will be selected by you, placed in your cart and then forwarded to a predetermined ProCard holder (Submitter) to complete the transaction.

When you log into the Campus Marketplace you will see the Shopping page. There are three main components:

| The Campus Marketplace banner with all participating campuses’ logos. |
| The Information Box in the left hand column which contains general information - including a link to the Administrators’ contact information. |
| The Catalog Box on the right which contains all current catalogs. |

Note:
There are two ways to select a catalog – via the drop down menu or click on a catalog.

**Catalog Types**

**Punch-Out Catalog Definition**
- Supplier manages own site/updates items & prices continuously
- Most national Suppliers
- Dynamic link, electronic connection from supplier with full catalog
- Shop within Supplier-site, but still remain connected to the ESM site
- Supplier receives order at ordering info center
- Seamless

**Hosted Catalog Definition**
- Transaction is processed completely within ESM site
- Local, regional supplier
- Excel spreadsheet from supplier
- Stagnant data
- Suppliers less technically capable

**Example Purchases**

**Example 1 – Punch-Out Catalog Order**

From Shop page, press the **punch-out catalog** you want to order from.

You can tell the catalog type by using the dropdown Select Catalog. Punch-out catalogs have the type after the catalog name.

You will see this message. Press OK or wait.
Once the catalog loads, select the item(s) you want to order.

Press: **Add to Order** or supplier’s terminology for adding items.

Note: All punch-out supplier catalogs & terminology will vary.

Press: **My Order** (or Supplier’s terminology for Shopping Cart).

Note: All punch-out supplier catalogs & terminology will vary.

When finished ordering, press Submit Requisition or Supplier’s terminology for returning to the Campus Marketplace.

Note: All punch-out supplier catalogs & terminology will vary.

The Item(s) you ordered will be in your cart.

Click on the cart to review the item(s).

Once you are done shopping, press Continue.
This message will appear across the top of the page to let you know your cart has been forwarded to your Submitter (ProCard holder).

<table>
<thead>
<tr>
<th>Your Submitter (ProCard holder) will receive an email advising there is a transaction pending their review and action.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Submitter will complete the transaction using their ProCard.</td>
</tr>
</tbody>
</table>

From: noreply@esmsolutions.com  
Sent: Tuesday, September 30, 2014 9:15 AM  
To: Becky A. Pepping  

Dear Becky,

Ruth Carrington, Bldg 75 has created Transaction 13462 - 09/30/2014-09:15-Pepping, Bldg75-Henry Schein Inc.. Please click here to log in to the easyPurchase application to take appropriate action.

If you wish to contact the originator, please do so at recarrington@cpp.edu.

Thank you,

ESM Solutions Customer Support Server  
NOTE: This is a system generated email. Please do not reply to this email.

**Example 2 – Hosted Catalog Order**

<table>
<thead>
<tr>
<th>Click on a hosted Catalog.</th>
<th>Information Technology</th>
</tr>
</thead>
</table>
Click the quantity box for each item you want to order.

Note, the quantity defaults to 1 as soon as you click it.

Override if necessary.

Add to Cart button will highlight.

Press the Add to Cart button.

There is 1 item in your cart.

Press the Cart button to view item(s)

When done, press Continue.

This message will appear across the top of the page to let you know your cart has been forwarded to your Submitter (p-card holder).

Your Submitter (p-card holder) will receive an email advising there is a transaction pending their review and action.

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### Example 3 - Catalog order to multiple Suppliers

<table>
<thead>
<tr>
<th>From the Shop Page,</th>
<th><img src="image1.png" alt="Shop Page" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select the first <strong>Catalog</strong> you want to order from.</td>
<td><img src="image2.png" alt="Catalog Selection" /></td>
</tr>
<tr>
<td>Press <strong>Add to Cart</strong>.</td>
<td><img src="image3.png" alt="Add to Cart" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select the next <strong>Supplier</strong> from the drop down list.</th>
<th><img src="image4.png" alt="Supplier Selection" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>Press <strong>Go</strong>.</td>
<td><img src="image5.png" alt="Go Button" /></td>
</tr>
</tbody>
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<table>
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<tr>
<th>Enter the <strong>quantity</strong>.</th>
<th><img src="image6.png" alt="Quantity Input" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>Press <strong>Add to Cart</strong>.</td>
<td><img src="image7.png" alt="Add to Cart" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notice there are now 5 in your cart including items from both Suppliers.</th>
<th><img src="image8.png" alt="Cart with Items" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>Click on <strong>Cart</strong>.</td>
<td><img src="image9.png" alt="Cart Button" /></td>
</tr>
<tr>
<td>Press <strong>Continue</strong>.</td>
<td><img src="image10.png" alt="Continue Button" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Once you are done shopping, press <strong>Continue</strong>.</th>
<th><img src="image11.png" alt="Continue Button" /></th>
</tr>
</thead>
</table>

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