CAMPUS MARKETPLACE

A One-Stop Shop to Access Preferred Suppliers and CSU Contract Pricing!

December 2014

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ESM Campus Marketplace - Shopping Overview

State P-Card holders now have the ability to shop from selected suppliers and place orders on-line. Non P-Card holders may also shop on-line but must complete their transactions by forwarding their orders to a designated P-Card holder to process.

The Marketplace shopping page consists of 3 main components:

- **Campus Marketplace banner** displaying all participating campus logos
- **Information Box** containing general information shared by campuses— including a link to the Administrator’s contact information
- **Catalog Box** containing logos from all current supplier catalogs

There are two types of catalogs.

<table>
<thead>
<tr>
<th>Punch-Out Catalog</th>
<th>Hosted Catalog</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Suppliers are national suppliers</td>
<td></td>
</tr>
<tr>
<td>• Suppliers manage own site, updating items and prices continuously</td>
<td></td>
</tr>
<tr>
<td>• Connection to Supplier’s full catalog</td>
<td></td>
</tr>
<tr>
<td>• Key word search available at supplier site only</td>
<td></td>
</tr>
<tr>
<td>• Catalogs are local, regional suppliers</td>
<td></td>
</tr>
<tr>
<td>• Allows searching by keyword at Marketplace shopping page. Search results will display searched items from all hosted catalogs.</td>
<td></td>
</tr>
</tbody>
</table>

**Shopping by P-Card holders:**

P-Card holders may order for their departments using their assigned P-Card (Visa) by following the directions provided in *Ordering and Transaction Processing*.

P-Card holders may be designated as a “Submitter” for specific non P-Card holders and may process orders from a Transferred Cart.
Transferred Cart Ordering  (For designated Submitters processing orders from non P-Card holders.)

Submitters will receive an email advising them of a cart transfer.

(Sample email):
From: noreply@esmsolutions.com [mailto: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 action.

The item(s) from the cart transfer will appear in Submitter’s cart.

Submitters complete the transaction(s) using assigned P-Card. (Steps 7 through 11 in Ordering from Campus Marketplace.)

Shopping by Non P-Card holders:

Non P-Card holders may also order online through Campus Marketplace.

Step 1. Request access to Campus Marketplace through department office.
Step2. Wait for e-mail from esmsolutions confirming access to Campus Marketplace. Follow instructions in email to establish account.
Step3. Log In to Campus Marketplace
Step4. Follow instructions in guide Ordering from Campus Marketplace  Steps 1 through 6  Your cart will automatically be transferred to a designated Submitter who will complete the transaction using their P-Card.
Log in to the ESM Shopping Site

Logging in for the first time:

Once you have been set up in the Campus Martketplace, you will receive an e-mail from the campus Marketplace system similar to the email below. Click the link provided in the email to reset your password.

The link will open the ESM site. Enter your email address and click Forgot Password link and follow site instructions for resetting your password. Once your password has been reset, you are ready to start using the Campus Marketplace.

For future use the Campus Marketplace website address is: https://eprocurement.esmsolutions.com/
Ordering from Campus Marketplace:

1. Select a desired catalog by double clicking on a supplier icon

OR select catalog from Select Catalog dropdown list.

NOTE: Searching by Keyword is not available for punch out catalogs.

Click on desired catalog then click on PunchOut
2. If this message comes up, click on . Failure to do this will block the catalog from displaying. After allowing the pop-ups, you will have to reselect the desired catalog.

3. Shopping from supplier catalogs

NOTE: Terminology will vary from site to site: Add to Cart may be Add to Requisition; Checkout may be called Punchout, Submit, etc.

Each supplier catalog will be unique to the supplier. Follow their instructions to select products, add products to your shopping cart following through to checkout.

If a supplier’s checkout includes a screen to provide billing information or mailing information, ignore it. Continue with the checkout process.

4. Upon completion of the supplier checkout process, you will be returned to the Campus Marketplace site. The cart will indicate how many items have been purchased.

If you wish to add more items to your cart from a different supplier, simply click on another supplier logo and continuing shopping.

5. To view items purchased, click on cart.

All items purchased in this session will appear on a single list. At this point, products may be deleted or quantity changed.

To change quantity, change the number in the Qty box then click Update.
6. When ready to finalize your purchase click **Continue** to proceed to checkout.

**NOTE:** Convert Cart to 4 transactions reflects the number of suppliers from which purchases were made. In this instance 6 items were purchased from 4 different suppliers.

**NON P-CARD HOLDER:** (If purchases are made by a Non P-Card Holder, a message will appear at the top of the page indicating the cart has been forwarded to a designated P-Card holder. The purchase process for a Non P-Card Holder is Complete!)

**P-CARD HOLDERS checkout:**

7. The checkout screen will display a list of transactions, one for each supplier. Click the small triangle to the left of each transaction to see the details and confirm “Ship To” information.

**Do Not Enter** any number here. We do not use this feature.
8. Confirm “Ship To-Attn” name for the transaction. The name defaults to the Submitter’s (user) name OR, if the items are from a transferred cart, it will display the cart originator’s name.

This name will appear on shipping labels and packing lists so the Receiving Dept. will know where to deliver items. Change this name is necessary.

If the name has been changed, click update.

9. Once the “Ship To-Attn” has been confirmed, click Prepare.
10. Enter credit card information in the boxes provided on the Credit Card Order Screen. Then click **Continue**.

11. Click **Place Order** to place the order.

12. Placing the order will automatically return the purchaser to the checkout screen. The screen will indicate the transaction has been submitted.
13. If multiple suppliers are used, repeat steps 7 through 11 for the next transaction.

14. Order Confirmation from ESM.

After placing the order, you should receive an automatic email from esmsolution.com confirming your order has been sent to the supplier.

From: noreply@esmsolutions.com [mailto:noreply@esmsolutions.com]
Sent: Wednesday, November 05, 2014 1:36 PM
To: McNairn, Michael
Subject: Transaction Released: 100900 - 11/05/2014-13:31-McNairn-B&H Photo Video

Dear Michael,
Transaction 100900 - 11/05/2014-13:31-McNairn-B&H Photo Video has been successfully released to B&H Photo Video.

If you have any questions regarding the status of your transaction, please contact the supplier directly.

Thank you,
ESM Solutions Customer Support Server

NOTE: This is a system generated email. Please do not reply to this email.

15. Order Confirmation from Supplier.

You should also receive an order confirmation email from the supplier.

If you don’t receive confirmation within 24 hours, please follow up on the order!
It could be the supplier didn’t receive the order, the Procurement Card was declined or some other reason. If you need assistance, please call Procurement & Contract Services at 898-5134.
Transferred Cart Ordering:

(For designated “Submitters” processing a cart transferred from a non-P-card holder)

Submitters will receive an e-mail advising there is a transaction pending for review and action.


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

<table>
<thead>
<tr>
<th>shop</th>
<th>cart (6)</th>
<th>checkout</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
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<tr>
<td>3</td>
<td></td>
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</tr>
</tbody>
</table>

Items will appear in Submitters cart.

Submitters should review the transactions and complete the purchasing process using assigned P-Card.