Campus Marketplace

Procurement & Contract Services
October, 2017
What is the Campus Marketplace?

- The Campus Marketplace is an online shopping portal for the CSU which gives access to select contracted suppliers at discount rates
- Several CSU campuses acting as a partnership
- All items purchased on a Procurement Credit Card
- Powered by ESM Solutions Corp.
- Advantages: single log in location for multiple suppliers, Automatic discounted pricing and account info

Access to the Campus Marketplace?

- Procurement Card holders have access
- Non-procurement card holders can get access:
  - Request a Procurement Card
  - Request “Transfer-Cart” access
Marketplace Transfer Cart Authorization

Non-Procurement-Card holders may purchase using Campus Marketplace by transferring transactions to a designated Procurement-Card holder who agrees to receive and process their orders. This form is intended to establish link between a specific cart originator (Shopper) and associated Procurement-card holder (Submitter).

I agree to receive and process Marketplace transactions from the Originator named below in accordance with campus procurement card procedures.

Procurement-card Holder Name (Submitter)  Title

Department  Extension

Signature  Date

Cart Originator Name (Shopper)  Title

Department  Extension

Email

Submitters should complete this form and email it to: mailto:mimchaitn@csuchico.edu. The shopper will receive a confirming email inviting them to the Campus Marketplace site.
Campus Marketplace Questions

- Logging in – Through the CSU Connect using normal campus credentials
- Can I use a non-CSU credit card? No. The Campus Marketplace is for Office CSU Business Only, including the AS and Foundation, using official Procurement Cards
- Can I reallocate chartfields charges? Yes. Use “Department Expenditure Summary Form” with P-Card statement
- For additional info visit Procurement website: www.csuchico.edu/purc/CampusMarketplace.shtml - Training Guide, FAQ, Forms, etc.
Campus Marketplace - How does it work?

**Two Main Steps**

**Step 1**
- Punch out to Supplier’s Catalog
- Select items
- Add to cart

**Step 2**
- Submit cart back to Campus Marketplace
- Finalize Details and Place Order
- Items get delivered
CM – Supplier Catalogs

**General**
- Staples*
- School Specialty
- Complete Book & Media Supply

**Facilities Management**
- Vet-Force (DVBE-Waxie)
- Grainger
- Fastenal
- Waxie
- WESCO
- PPG & Glidden
- MSC
- Graybar
- SupplyWorks

**Information Technology**
- B&H Photo
- CDW
- GovConnection
- HP
- IRG (DVBE)

**Laboratory & Scientific, Medical & Athletic**
- VWR
- Carolina Biological
- McKesson
- Fisher Scientific
- Sigma-Aldrich
- Henry Schein
What is Staples Advantage?

- Staples Advantage is the contract division of Staples Inc.
- Offers office supplies and more to businesses and institutions
- Provides 13,000+ core discounted items
- Competitively bid contract for providing office supplies to the CSU
- For ease of identification, we'll simply call it “Staples”

Access to Staples?

- Staples online catalog available through the Campus Marketplace
- Certain products will go through the Requisition/Purchase Order process
Staples Questions:

- **Auto-substitution** – Starting November 2017
  Also: “Easy Savings Alternates”

- **Minimum order?** - Yes. Recommended minimum $75.00
  Required $50, to be increased annually.

- **Restricted items?** - Items not blocked or “restricted”
  All purchases must follow Procurement Card procedures

- **Order Confirmation?** - Receipt through email

- **Backorders?** - Communicated directed to the requester

- **Returns?** – Contact Supplier (Staples Customer Service)

- **Desktop Delivery?** - No. Chico has central dock delivery
  Last Name “Receiving”
Staples Questions (cont.):

- **Green or Recycled items? - Yes!**
  - Large category of “eco-conscience/recycled” items (10,000+)
  - Product descriptions list recycled content or environmental attribute

---

**Description**

- Yields up to 2,100 pages
- Black
- Remanufactured
- For Use in: HP LaserJet Pro M1536DNF MFP, P1566, P1608DN
- Third-party tested to ensure quality print results
- Environmentally responsible remanufacturing and end of life process
- Manufacturer’s 1-year limited warranty
- Contains 90% post-consumer recycled content
- Packaging contains 100% recycled content

---

**Specifications**

<table>
<thead>
<tr>
<th>Brand Name</th>
<th>Staples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Attribute</td>
<td>Ecologo certified, EPA CPG certified, 89% Post-consumer content, Remanufactured, 89% Total recycled content</td>
</tr>
</tbody>
</table>

---

*** Reminder... Order recycled paper ***
Campus Marketplace - Demonstration

- How to Log In
- Punch out to a Supplier’s Catalog
- Select items, add to cart
- Submit cart back to Campus Marketplace
- Convert cart to transaction
- Finalize Details
- Place Order
- View supplier catalogs
CM - Tips & Tricks
(Troubleshooting and other good things to know)

- Login is through Single Sign-On through CSU Connect
  - Use normal campus username & password

- “Campus Marketplace” Name
  - suppliers may not know CSU-specific name (eprocurement “punch-out catalog”)

- Pop-up blocker
  - Allow pop-ups from eprocurement.esmsolutions.com
  - usually just a one-time setup

- Spinning icon
  - there's something going on with another pop-up window
  - check other windows (in background) or hit F5 to refresh screen

- Search Box
  - Works for “Hosted Catalogs” and some “PunchOut Catalogs”
CM - Tips & Tricks (cont.)
(Troubleshooting and other good things to know)

- **Supplier Accounts on the PunchOut catalog**
  - may show past orders, history, invoices, quotes, etc.
  - different with every supplier

- **Quote to Cart**
  - automatically populates cart with items and special pricing
  - most suppliers include this

- **Order Status**
  - watch for “Unsubmitted Transaction” or “Release Failed”

- **Next Step**
  - View Order, Prepare CC Order

- **Checkout Tab** – final Credit Card order also appears under “Checkout tab”

- **Checkout Tab** – review all orders, including past orders (use selection filter)
CM - Tips & Tricks (cont.)
(Troubleshooting and other good things to know)

- Workflow
  - Chico does not utilize at this time, maybe in the future

- Transactions Separated by Supplier

- Click the arrow to expand for more details
  - in Checkout tab, shows all items on the order, qty., price, etc.

- Credit Card Number Security
  - C.M. remembers all your info except CC#, have to enter each order

- “Home” Button

- “Back” Button – Right-click, back arrow or “Back”

- “PO#” = the “CC Order Number”

- Bill to - (Credit Card)

- Ship To – Attn: - should appear on shipping label  
  * Ship To - Attn: Michael McNairn
CM - Tips & Tricks (cont.)
(Troubleshooting and other good things to know)

- **Validate**
  - If any item or information is changed in the transaction, click validate

- **Profile**
  - Contact Procurement for changes/corrections

- **Transfer Cart** – “Edit Transfer Cart”
  - Change to transfer the cart to someone other than the default

- **Transfer Cart** – I got the email notification, but where's the cart?
  - In the Checkout Tab

- **When Ordering, be aware of:**
  - Minimum orders
  - Shipping costs
  - Sales Tax
  - Supplier specifics
Thank you!

Procurement & Contract Services
ProcurementAndContractServices@csuchico.edu
898-5134

Michael McNairn, x5237
mjmcnairn@csuchico.edu

Sara Rumiano, x5270
srumiano@csuchico.edu