



California State University  
SAN MARCOS



# Campus Marketplace

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## Training Guide for Non ProCard Holders

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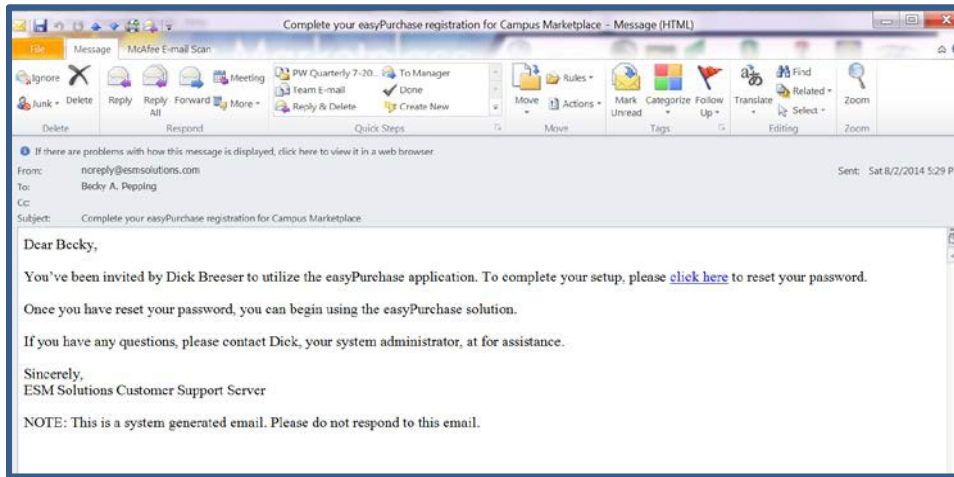
## Campus Marketplace Overview

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.

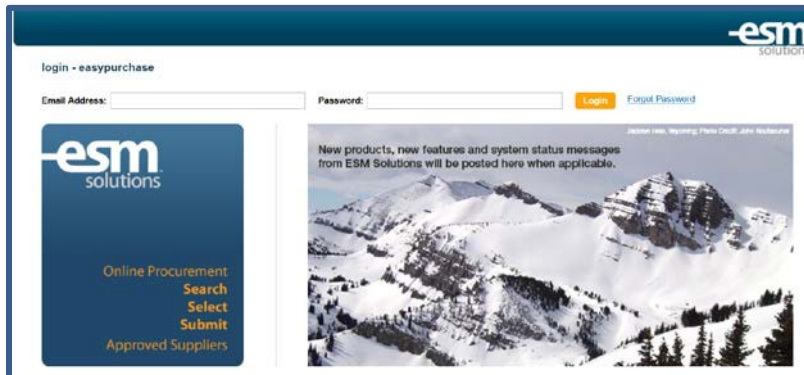
## How to Log in to the Shopping Site

The Campus Marketplace website address is: <https://eprocurement.esmsolutions.com/>

Once you have been set up in the Campus Marketplace, you will receive an email from ESM Solutions or your campus administrator similar to below. Click the link to reset your password.



Once in the page, enter your email address and click the [Forgot Password](#) link and follow instructions.




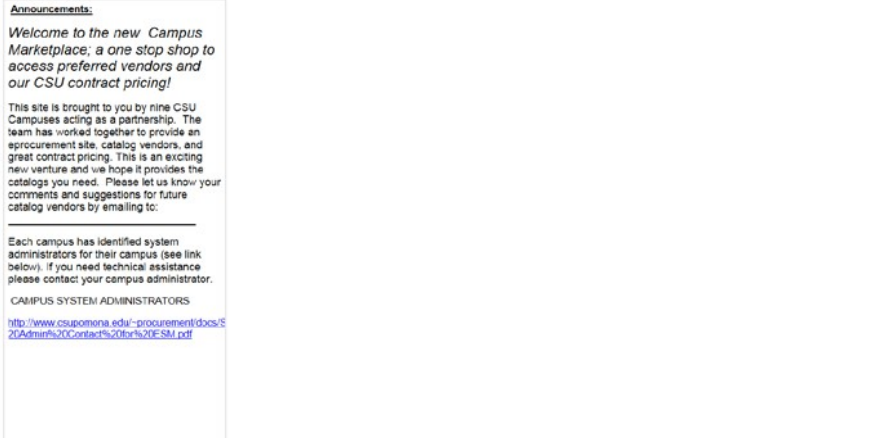
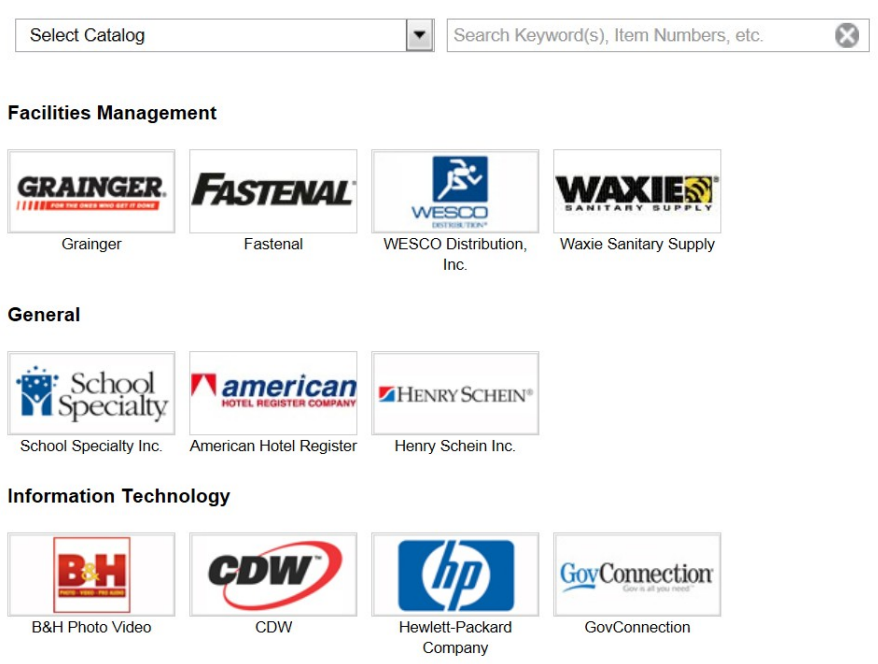
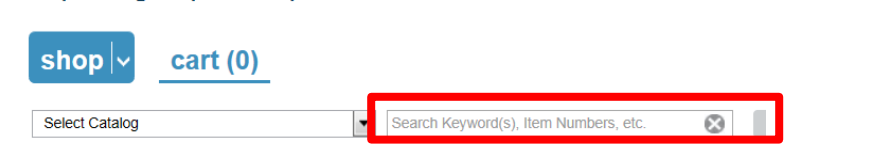
You will be asked to select and answer a challenge question and create your own password.

A screenshot of a "reset password" form. The form has a title "reset password" and a sub-header "Security check. Please answer the following question to change your 'Password'." Below this is a text input field with the question "In what city does your nearest sibling live?" and a placeholder "enter your answer here". Below the input field is a text box that says "Please enter a new password containing a minimum of seven (7) characters that includes at least one alpha and one numeric character. Passwords are case sensitive." Below this text box are two input fields: "New Password:" and "Confirm Password:". At the bottom right of the form is a "Submit" button.

Once this is done, you can start using the Campus Marketplace.

# Shopping Overview

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

<p>The <i>Campus Marketplace banner</i> with all participating campuses' logos.</p>	
<p>The <i>Information Box</i> in the left hand column which contains general information - including a link to the Administrators' contact information.</p>	
<p>The <i>Catalog Box</i> on the right which contains all current catalogs.</p> <p><b>Note:</b> There are two ways to select a catalog – via the drop down menu or click on a catalog.</p>	
<p>You can also use a Keyword to search from all hosted catalogs (definition below).</p>	

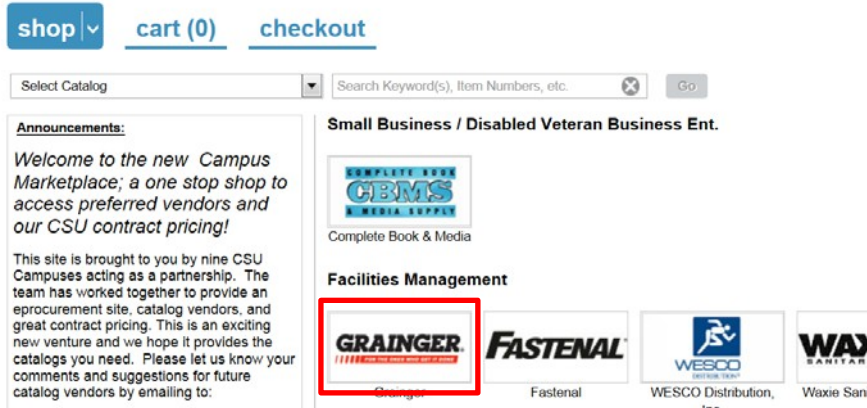


## Catalog Types

Punch-Out Catalog Definition	Hosted Catalog Definition
<ul style="list-style-type: none"> <li>Supplier manages own site/updates items &amp; prices continuously</li> <li>Most national Suppliers</li> <li>Dynamic link, electronic connection from supplier with full catalog</li> <li>Shop within Supplier site, but still remain connected to the ESM site</li> <li>Supplier receives order at ordering info center</li> <li>Seamless</li> </ul>	<ul style="list-style-type: none"> <li>Transaction is processed completely within ESM site</li> <li>Local, regional supplier</li> <li>Excel spreadsheet from supplier</li> <li>Stagnant data</li> <li>Suppliers less technically capable</li> </ul>

## Example Purchases

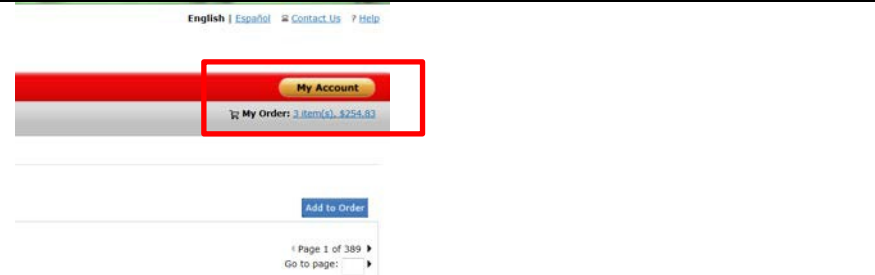
### Example 1 – Punch-Out Catalog Order

Currently, all catalogs on the Campus Marketplace are punch-outs.

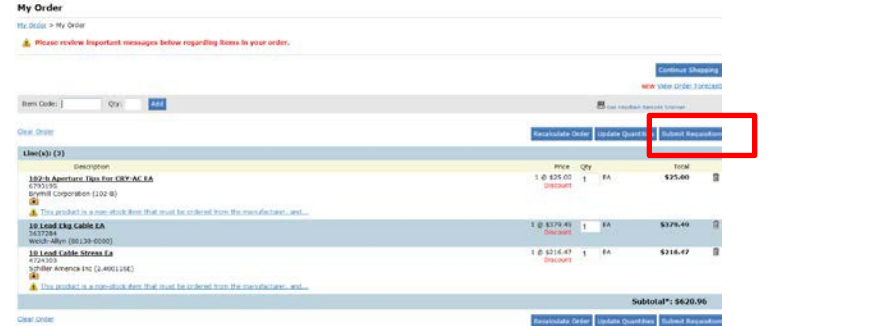
<p>From Shop page, press the punch-out catalog you want to order from.</p>	
<p>You will see this message. Press <b>OK</b> or wait.</p>	
<p>Once the catalog loads, select the item(s) you want to order.</p> <p>Press: <b>Add to Order</b>.</p>	

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

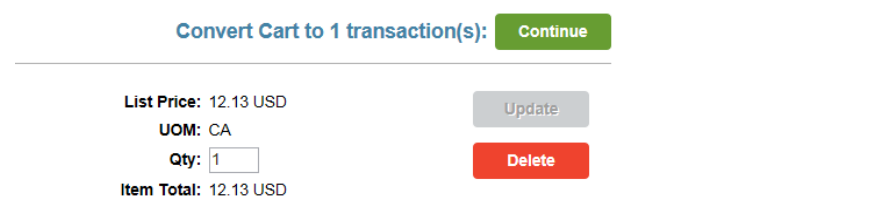
**Remember:** All punch-out supplier catalogs & terminology will vary.



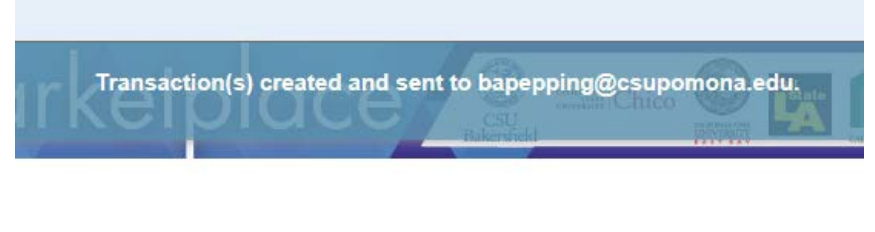
When finished ordering, press **Submit Requisition** (or Supplier's terminology for returning to the Campus Marketplace).



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 (the ProCard holder).



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

Your Submitter will complete the transaction using their ProCard.

From: [noreply@esmsolutions.com](mailto:noreply@esmsolutions.com)  
 [mailto:noreply@esmsolutions.com]  
 Sent: Tuesday, September 30, 2014 9:15 AM  
 To: Becky A. Pepping  
 Subject: New Transaction from Cart Transfer – Transaction 13462 - 09/30/2014-09:15-Pepping, Bldg75-Henry Schein Inc.

Dear Becky,

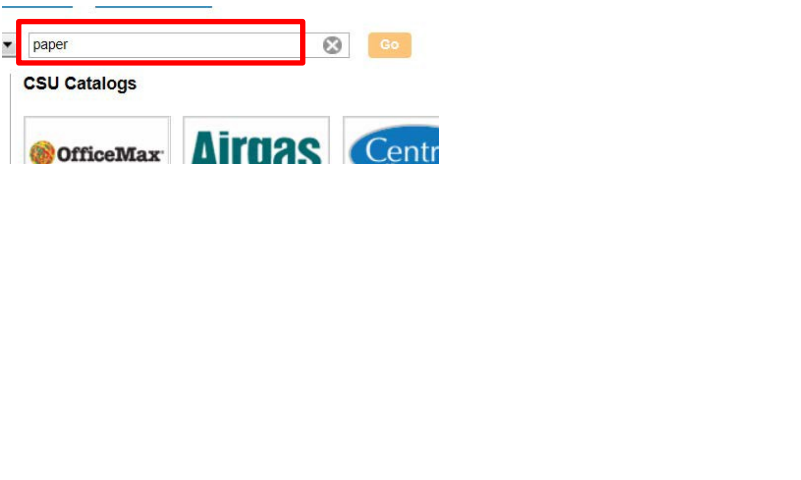
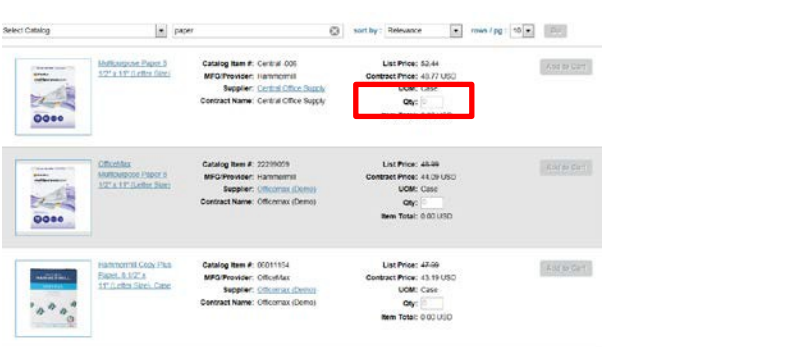
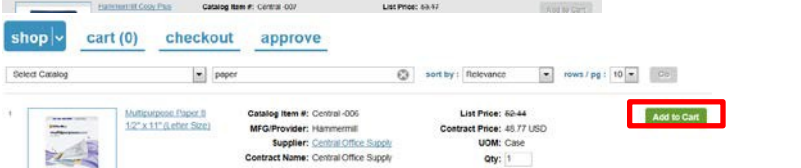

Ruth Carrington, Bldg 75 has created Transaction 13462 - 09/30/2014-09:15-Pepping, Bldg75-Henry Schein Inc.. Please [click here](#) to log in to the easyPurchase application to take appropriate action.

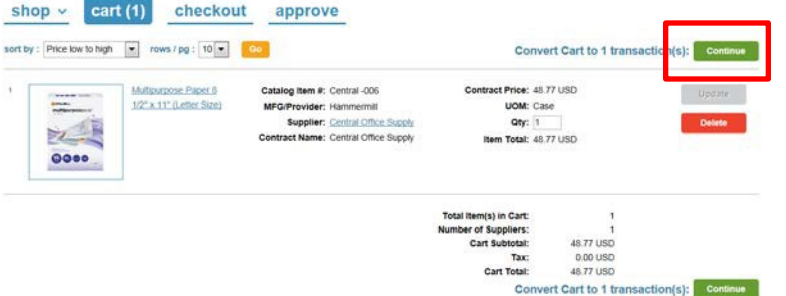
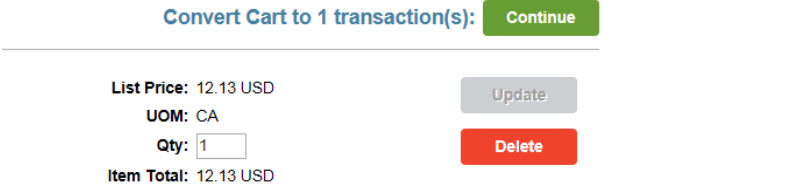
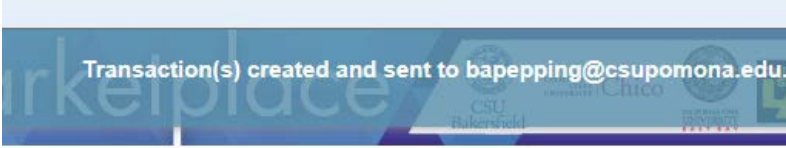
If you wish to contact the originator, please do so at [recarrington@csupomona.edu](mailto:recarrington@csupomona.edu).

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

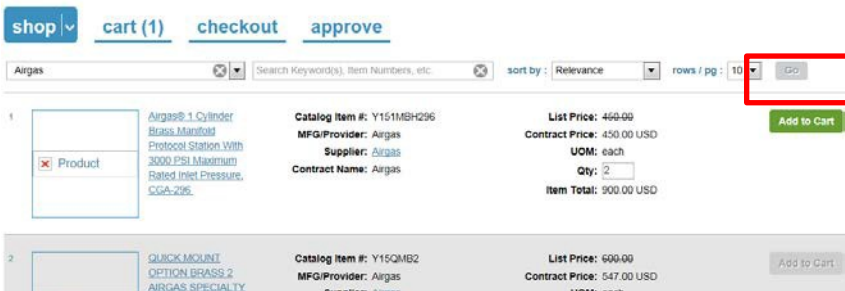
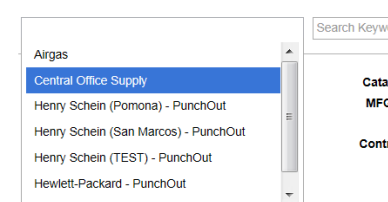

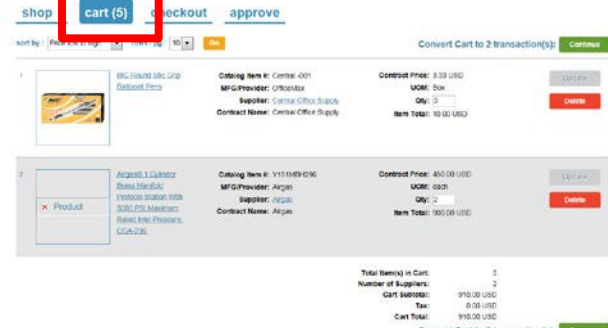

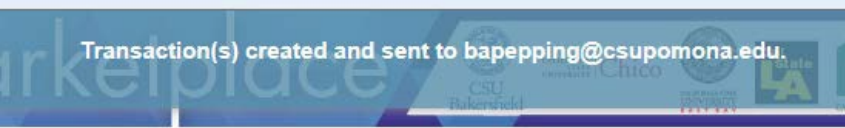
Currently there are no Hosted Catalogs available in the Campus Marketplace. Look for them in the near future!

<p><b>Optional:</b> Use the Keyword Search to search multiple Hosted Catalogs.</p> <p>Enter a Keyword in the search box.</p> <p>Press <b>Go</b>.</p> <p>A list of all items matching the keyword for all <u>hosted</u> catalogs will display.</p> <p><b>Note:</b> More than one supplier’s items may display.</p>	
<p>Click the <b>quantity box</b> for each item you want to order.</p> <p><b>Note:</b> The quantity defaults to 1. Override if necessary.</p>	
<p>Add to Cart button will highlight.</p> <p>Press the <b>Add to Cart</b> button.</p>	
<p>There is 1 item in your cart.</p>	

<p>Press the <b>Cart</b> button to view item(s)</p> <p>When done, press <b>Continue</b>.</p>	
<p>Once you are done shopping, press <b>Continue</b>.</p>	
<p>This message will appear across the top of the page to let you know your cart has been forwarded to your Submitter (the ProCard holder).</p>	
<p>Your Submitter (the ProCard holder) will receive an email advising there is a transaction pending their review and action.</p> <p>Your Submitter will complete the transaction using their ProCard.</p>	<p>From: <a href="mailto:noreply@esmsolutions.com">noreply@esmsolutions.com</a>  <a href="mailto:noreply@esmsolutions.com">[mailto:noreply@esmsolutions.com]</a>  Sent: Tuesday, September 30, 2014 9:15 AM  To: Becky A. Pepping  Subject: New Transaction from Cart Transfer – Transaction 13462 - 09/30/2014-09:15-Pepping, Bldg75-Henry Schein Inc.</p> <p>Dear Becky,</p> <p>Ruth Carrington, Bldg 75 has created Transaction 13462 - 09/30/2014-09:15-Pepping, Bldg75-Henry Schein Inc.. Please <a href="#">click here</a> to log in to the easyPurchase application to take appropriate action.</p> <p>If you wish to contact the originator, please do so at <a href="mailto:recarrington@csupomona.edu">recarrington@csupomona.edu</a>.</p>



### Example 3 - Catalog Order to Multiple Suppliers

<p>From the Shop Page, Select the first Catalog you want to order from.  Press <b>Add to Cart</b>.</p>	
<p>Select the <b>next Supplier</b> from the drop down list.  Press <b>Go</b>.</p>	
<p>Enter the quantity.  Press <b>Add to Cart</b>.</p>	
<p>Notice there are now 5 in your cart including items from both Suppliers.  Click on <b>Cart</b>.  Press <b>Continue</b>.</p>	
<p>Once you are done shopping, press <b>Continue</b>.</p>	
<p>This message will appear across the top of the page to let you know your cart has been forwarded to your Submitter (the ProCard holder).</p>	

<p>Your Submitter (the ProCard holder) will receive an email advising there is a transaction pending their review and action.</p> <p>Your Submitter will complete the transaction using their ProCard.</p>	<p>From: <a href="mailto:noreply@esmsolutions.com">noreply@esmsolutions.com</a> [mailto:noreply@esmsolutions.com] Sent: Tuesday, September 30, 2014 9:15 AM To: Becky A. Pepping Subject: New Transaction from Cart Transfer – Transaction 13462 - 09/30/2014-09:15-Pepping, Bldg75-Henry Schein Inc.</p> <p>Dear Becky,</p> <p>Ruth Carrington, Bldg 75 has created Transaction 13462 - 09/30/2014-09:15-Pepping, Bldg75-Henry Schein Inc.. Please <a href="#">click here</a> to log in to the easyPurchase application to take appropriate action.</p> <p>If you wish to contact the originator, please do so at <a href="mailto:recarrington@csupomona.edu">recarrington@csupomona.edu</a>.</p>
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