



Campus Marketplace

Training Guide for University ProCard Holders

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ESM Campus Marketplace Overview

CSU Channel Islands is one of the 9 campuses participating in this E-Procurement project. The system configuration is based upon input from all 9 campuses and ensures the best contracted pricing from a wide variety of suppliers.

How to Log in to the Shopping Site

The Campus Marketplace website address is: https://csuci/procurement/marketplace

Once you have been set up in the Campus Marketplace, you will receive an email from ESM Solutions 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.

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

Shopping Overview

As a state ProCard holder, you will have the ability to shop and place orders. You may also place transactions from non-ProCard holders who have the ability to shop only, and then forward their orders to you to process.

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.	shop - becky @ campus marketplace	
The Information Box in the left hand column which contains general information shared by all 9 campuses - including a link to the Administrators' contact information.	shop' cart (0) checkout approve	
The Catalog Box on the right which contains all current	Select Catalog Search Keyword(s), Item Numbers, etc.	
Catalogs.	Facilities Management	
There are two ways to select a catalog – via the drop down		
menu or click on a catalog.	Grainger Fastenal WESCO Distribution, Waxie Sanitary Supply Inc.	
	General	
	Specialty CHENRY SCHEIN*	
	School Specialty Inc. American Hotel Register Henry Schein Inc.	
	Information Technology	
	B&H Photo Video CDW Hewlett-Packard Company GovConnection	
You can also use a Keyword to search from all hosted catalogs (definition below).	shop cart (0) checkout approve Select Catalog towel Select Catalog Go	

Catalog Types

Hos	sted Catalog Definition	Pu	inch-Out Catalog Definition
•	Transaction is processed completely within ESM site	•	Supplier manages own site/updates items & prices continuously
•	Local, regional supplier	•	Most national Suppliers
•	Excel spreadsheet from supplier	•	Dynamic link, electronic connection from supplier with full catalog
•	Stagnant data	•	Shop within Supplier-site, but still remain connected to the ESM site
•	Suppliers less technically capable	•	Supplier receives order at ordering info center
		•	Seamless

Example Purchases

Example 1 - Punch Out Catalog Order

From Shop page, press the punch-out catalog you want to order from.	shop cart (0) checkout Select Catalog Search Keyword(s), Item Numbers, etc. Co
	Announcementa: Welcome to the new Campus Marketplace; a one stop shop to access preferred vendors and our CSU contract pricing! This site is brought to you by nine CSU Campuses acting as a partnership. The team has worked together to provide an oprocurement site, catalog vendors, and great contract pricing. new venture and we hope it provides the catalogs you need. Please let us know your comments and suggestions for future catalog vendors by emailing to:
You will see this message. Press	Punchout - easyPurchase - Enterprise x
OK or wait.	It may take 5 to 20 seconds to connect to your supplier's website. If you do not connect, please disable your popup blocker and resubmit the request.
Once the catalog loads, select the	Add to Order
item(s) you want to order.	Narrow Results by: Subcategory Manufacturer Starts With Ø Show Images Ø Show Pricing Go to page:
Press: Add to Order.	Supplies: (6740) Sort by: Last Purchased Date -
	Description Rem Status Proc. QV Last Purchased 10 Lead Cable Stress Ea (4724303) 1 @ \$216.0 1 A Schlier America Inc (2.400116E) Discos 1 A
	10 Lead Eko Cable EA (3537284) Welch-Allyn (80130-0000) Discourt
	192-b Aperture Tips For CRY-AC IA (6793195) 1 @ \$25.0 1 Byrmill Corporation (102-8) Discont

Press: My Order (or Supplier's terminology for Shopping Cart).	English Essañol 🛛 Contact.Us 🤉 Help		
Remember: All punch-out supplier catalogs & terminology will vary.	Ny Order: <u>3, item(s), 3254.03</u>		
	< Page 1 of 389 🕨		
	Go to page:		
When finished ordering, press Submit Requisition (or Supplier's	My Order th doar > Nr Orlar ▲ Misse review important messages below regarding tions in your order.		
terminology for returning to the		with View Drider Tolerant	
	Bern Code: 1 Ory 100		
Campus Marketplace).		CP (an ing the Association (Convert)	
	Over, Online	Recalculate Ocder Update Quart 8 a Submit Requisition	
	tiae(s): (3)		
	Description	Price QRy Tech	
	167-16 Aperture Tapa Tor CKY-AC 8A 6773156 Berymill Corporation (102-8)	3.6 125.00 1 EA \$25.00 1	
	This product is a non-shock from that must be ordered from the manufacturer, and		
	10 Lead Dig Cable EA 3437284 Weith Allen (00138-0000)	Decast	
	10 Load Cable Streas La 4724303 Sphille Antenca Inc (2.40011142)	1.0.5216.47 1 EA \$216.47 B	
	This product is a non-stock item that must be ordered from the menufactures, and		
		Subtotal*: \$620.96	
	Cisar, Order	Residuate General Lipitate Quantities Robert Reportions	

Example 2 - Hosted Catalog Order

Enter a Keyword in the search box.	▼ paper
Press Go .	CSU Catalogs
A list of all items matching the keyword for all <u>hosted</u> catalogs will display.	OfficeMax AITIAS Centr
Note: More than one supplier's items may display.	Select Calify a paper C suctory: Releases a main/pg1 the selection
Click the quantity box for each item you want to order.	Minuscon Deurs J Corpos ten F. Cort do ten F. Last Press: 124.4 Kont on Last Visit F. Entra Links PF Press: Family and ten F. Control Contro Control Control Control Control Control Control Control Control
Note: T he quantity defaults to 1. Override if necessary.	Catalog tes # 220001 Lbs Poor 4 Bio Mathematic Ison 1 2021 F2 Adds Res Depart (Shares (Shares (Shares) Catalog tes # 210001 Lbs Poor 4 Bio Depart (Shares (Shares) Catalog tes # 210001 Lbs Poor 4 Bio Depart (Shares (Shares) Depart (Shares) Depa
	Numbers Cost (Name Control (Cost) (Name Cost (Nam Cost (Nam Cost (Nam
Add to Cast button will bigblight	turning Cox Page Catalog Ban #: Certa 607 Las Prost 64.17 Reg to Certa
Aud to cart button win nighight.	shop cart (0) checkout approve
Press.	Contract Caralog
There is 1 item in cart.	shop 🗸 cart (1) checkout



Example 3 - Catalog order to multiple Suppliers





Transferred Cart Ordering

You will receive an email	From: noreply@esmsolutions.com
advising there is a	[mailto:noreply@esmsolutions.com]
transaction pending your	Sent: Tuesday, September 30, 2014 9:15 AM
review and action.	To: Becky A. Pepping
	Subject: New Transaction from Cart Transfer – Transaction
The item(s) will be in your	13462 - 09/30/2014-09:15-Pepping, Bldg75-Henry Schein Inc.
cart. Review the	
transactions and make any	Dear Becky,
necessary changes.	
	Ruth Carrington, Bldg 75 has created Transaction 13462 -
Complete the transaction	09/30/2014-09:15-Pepping, Bldg75-Henry Schein Inc Please
by using your ProCard.	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.

Extracts (Report Data)

An Extract is similar to a report from which you can track your activity in a .csv format that can easily be downloaded to Excel.

The Activity Extract lists all the activity and related data for a specified time range.

Menu>Extracts	AND AND A THE CARLES AND A THE AND A
	mut art (1) menu v help log out
	admin
	dashboard
	extracts
	profile
Select a User Activity Extract.	shop v cart (0) checkout
	* Select an extract: Select Extract
	* Extract Name: Bidect Extract User Activity Extract
	Start Date: End Date: 00
	Extract Name Start Date
Entor an Extract Name	+
Enter a date range.	* Select an extract: Entity Activity Extract
	* Extract Name: Activity Extract 7 15 14
Press Go	* Start Date: 07/01/2014 📰 * End Date: 07/15/2014 📴 Go
F1635 G0.	
This message will appear. Press OK	Extracts - easyPurchase - Enterprise x
	Your autrest request has been submitted. You will provide an email once your extract is peads to view
	. Your extract request nesioner sourmeet. You wan receive an email once your extract is ready to view. Typically extract processing will take 5-7 minutes.
	OK
The Fortuget Manage will appreciate the list of	
The Extract Name will appear in the list of	
Extracts. Press Refresh periodically until the	* Select an extract: Entity Activity Extract
name highlights.	* Extract Name: Criter Name for Estract
	* Start Calle: VIII 17/2014 🔛 * End Calle: VIII 18/2014 🔤 VIII
Note: Only your last three extracts appear	Extract Name Start Date End Date Date Submitted Date Delivered
Note: Only <u>your</u> last three extracts appear	Activity Extract 7 15 14-1324 csv 07/01/2014 07/15/2014 07/15/2014 15:06
on this page. If you want to save the extract	Supplet Extract-1323.csy 07/15/2014 14:36 07/15/2014 14:36
information, be sure to download it to Excel.	Entry Profer 7 15 14-1322 (59) 07/15/2014 14:36 07/15/2014 14:36
Click on the Extract Name	
Click off the Extract Name.	
Extract will open in Excel.	ESM Solutions - easyPurchase - User Activity Extract
	Requesting Campus Marketplace
	Requestor Ruth Carrington
	Run Date: ########
	Date Rang 8/1/2014
	Date Rang 8/1/2014 Date Rang 8/7/2014
	Date Rang 8/1/2014 Date Rang 8/7/2014 J User Nami User Email Transactio Status Transactio Order Nun Create Dat Order Typi Supplier Supplier ID Catalog N/ Preferred (Supp-
	Date Rang 8/1/2014 Date Rang 8/7/2014) User Nami User Email Transactio Status Transactio Order Nun Create Dat Order Type Supplier ! Ruth Carrii recarringt 74933 Unsubmitt 08/04/2014-10:39-Ca 8/4/2014 Grainger Grainger N 100 C
	Date Rang. 8/1/2014 Transactio Order Nun Create DatOrder Type Supplier Supplier ID Catalog N/ Preferred (Supplice) 1 User Nami User Email Transactio Status Transactio Order Nun Create DatOrder Type Supplier Supplier ID Catalog N/ Preferred (Supplice) 1 Ruth Carrii recarringt 74933 Unsubmitt 08/04/2014-10:39-Ca 8/4/2014 Grainger Grainger N 100 C 1 Ruth Carrii recarringt 7947 No Workf108/04/2014-11:39-Ca 8/4/2014 B&H Photo Video B&H Photo N 420 S 1 Ruth Carrii recarringt 7955 Unsubmittit 08/04/2014-11:39-Ca 8/4/2014 Complete Book & Mc Complete N 1200