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**Campus Marketplace Overview**

San José State University is one of the 14 campuses using Campus Marketplace. Campus Marketplace is a collection of supplier catalogs with CSU contracted pricing and it is maintained through a web-based portal “ESM Campus Marketplace”.

**Log into Campus Marketplace**

Use your SJSUOne account to log into system.

1. To login to Campus Marketplace, go to [https://eprocurement.esmsolutions.com:443/Shibboleth.sso/Login?id=https%3a%2f%2fip.ccepp.edu%2fip%2fshibboleth](https://eprocurement.esmsolutions.com:443/Shibboleth.sso/Login?id=https%3a%2f%2fip.ccepp.edu%2fip%2fshibboleth)

The InCommon page displays.

2. Select **San Jose State University** from the drop down.

3. Click **Next**.
SJSUOne page displays.

4. Enter your SJSUOne ID and password.

5. Click **Log In**.

Campus Marketplace page displays.
Shopping Overview
University employees who are not ProCard holders are granted browse access. This access gives the user the ability to shop within the Campus Marketplace and transfer their cart to a predetermined ProCard holder to complete the transaction.

After logging into the Campus Marketplace, you will see the Shopping page. There are four components on this page:

1. **Shop**: Displays the Shopping page that connects users to supplier catalogs.

2. **Cart**: Items selected from supplier's catalog are reviewed in Cart.

3. **Checkout**: Where users complete their purchase.

4. **Search fields** allows you to select a supplier’s catalog or locate item by keywords, item numbers, and etc.

   Note: Searching by Keyword is not available for PunchOut catalogs

5. **Information Box** in the left hand column which contains general information shared by all campuses - including a link to the Administrators’ contact information.

6. **Catalog Box** contains logos from all current supplier
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catalogs. You can click on a logo to open a catalog.

Catalog Types
There are two types of catalogs.

<table>
<thead>
<tr>
<th>Punch-Out Catalog Definition</th>
<th>Hosted Catalog Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Supplier manages own site/updates items &amp; prices continuously</td>
<td>• Transaction is processed completely within ESM site</td>
</tr>
<tr>
<td>• Most national suppliers</td>
<td>• Local, regional supplier</td>
</tr>
<tr>
<td>• Dynamic link, electronic connection from supplier with full catalog</td>
<td>• Excel spreadsheet from supplier</td>
</tr>
<tr>
<td>• Shop within supplier-site, but still remain connected to the ESM site</td>
<td>• Stagnant data</td>
</tr>
<tr>
<td>• Supplier receives order at ordering info center</td>
<td>• Suppliers less technically capable</td>
</tr>
<tr>
<td>• Seamless</td>
<td></td>
</tr>
</tbody>
</table>
Example Purchases

Example 1 – PunchOut Catalog Order

*Important:* Turn off web browser’s pop-up blocker.

1. From the Campus Marketplace Shop page, make catalog selection from dropdown menu and click **PunchOut** button.

   or

   click supplier’s logo in the **Catalog Box** section. The logos do not identify if catalog is a PunchOut.

   The **Punchout- easyPurchase** panel displays.

2. Press **OK** or wait.
Supplier’s catalog will display in new window.

3. Once the catalog loads, select the item(s) to order.

4. Press: Add to Order or supplier’s terminology for adding items to add item(s) to cart.

5. Press: My Order or supplier’s terminology for Shopping Cart to view items in cart.

Note: All punchout supplier catalogs & terminology will vary.

6. When finished ordering, press Submit Requisition or the supplier’s terminology for returning to the Campus Marketplace.
The supplier’s punchout catalog window will close.

7. Return to Campus Marketplace.

8. In Campus Marketplace, click **Cart** to view item(s).

Cart displays.

9. Review order and press:

   - **Update** if quantity was modified.
   - **Delete** to remove item from cart.
   - **Continue** to transfer cart to ProCard holder associated to the account.

Message appears across the top of the page to let you know your cart has been forwarded to your Submitter (ProCard holder).
Your Submitter (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.

Example 2 – Hosted Catalog Order

 belangit: Turn off web browser’s pop-up blocker.

1. From the Campus Marketplace Shop page, make catalog selection from dropdown menu and click Go button.

or

click supplier’s logo in the Catalog Box section. The logos do not identify if catalog is Hosted.
Items from the selected catalog displays.

2. Enter quantity for each item you want to order.

   **Note:** The quantity defaults to 1 as soon as you click in field. Override if necessary.

3. The Add to Cart button will highlight. Press the **Add to Cart** button to place item into cart.

4. Click **Cart** to view item(s).
Cart displays.

5. Review order and press:

- **Update** if quantity was modified.
- **Delete** to remove item from cart.
- **Continue** to transfer cart to ProCard holder associated to the account.

6. Press the **Cart** button to view item(s)

7. Press **Continue** with process.

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

Example 3 - Catalog Order to Multiple Suppliers
You can shop and add items from multiple suppliers to cart in Campus Marketplace.

**Important:** Turn off web browser’s pop-up blocker.

1. From the Campus Marketplace Shop page, make catalog selection from dropdown menu and click **Go** or **Punchout** button.

**or**

click supplier’s logo in the **Catalog Box** section. The logos do not identify if catalog is Hosted or Punchout.
2. Select items from a catalog and press **Add to Cart**.

In this example, we added 10 packs of paper pads and 5 staplers.

The cart shows 15 items added from the first supplier.

3. Return to Shop page and select next catalog to shop from using the dropdown menu and press **Go**

or

click the supplier’s icon from the **Catalog Box**.
4. Enter the **Quantity**.

In this example, we are adding 2 items to the cart from second supplier.

5. Press **Add to Cart**.

Notice there are now 17 items in your cart from two suppliers.

6. Click on **Cart**.
Cart displays. Supplier’s name can be found in each item in list.

7. Review order and press:
   - **Update** if quantity was modified.
   - **Delete** to remove item from cart.
   - **Continue** to transfer cart to ProCard holder associated to the account.

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

Your Submitter (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.
Resources

- **Campus Marketplace**: For information and link to login.  
  (http://www.sjsu.edu/finance/about_us/purchasing/campusmarketplace/)

- **ProCard Program**: For ProCard guidelines.  
  (http://www.sjsu.edu/finance/financeconnect/resources/pathways/procard/index.html)

- **Procurement Pathways**: University processes to procure goods and services.  
  (http://www.sjsu.edu/finance/financeconnect/resources/pathways/)

Contact

Please contact FinanceConnect with any questions about the process or your Campus Marketplace account at financeconnect@sjsu.edu or 4-1558.