Campus Marketplace

User Guide for Non-ProCard Holders
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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”.

This guide is for non-ProCard holders. ProCard cardholders should refer to Campus Marketplace User Guide for ProCard Holders for instructions to using this portal.

Request for Access

Access to Campus Marketplace or to update account, can be requested by completing the Campus Marketplace Access Request form. Training is not required to request access.

Log into Campus Marketplace

Use your SJSUOne account to log into the system.

1. From the Campus Marketplace pathway webpage, click the Campus Marketplace button.
The CSYou Campus Login page displays.

2. From the dropdown menu, select San Jose.

   **Tip:** Hit the S key on keyboard five times for select San Jose.

3. Click Login button.

   SJSU Single Sign-on page displays.

4. Enter your SJSUOne ID (Employee ID) and password.

5. Click Sign In.
6. Click link.
Shopping Overview

Orders placed in ESM Campus Marketplace are paid for with the ProCard. It is important to note that ProCard guidelines apply to Campus Marketplace. If the purchase exceeds ProCard limits or is not allowed at all on the ProCard, Campus Marketplace can still be used to obtain product information and CSU contract prices, but refer to Procurement Pathways for an alternate purchasing process to follow.

SJSU employees who do not possess a ProCard can request browse access to Campus Marketplace. This access gives the user the ability to shop within Campus Marketplace and transfer their cart to a predetermined ProCard holder to complete the transaction.

A. Shop Page

On the main Shop page, there are seven components:

1. The **Search** fields allows user to search by keywords, item numbers, and etc.

2. **Cart** displays number of items and the purchase total in it. Click the Cart to view list of items.

3. **All Transactions** displays complete list of transactions.

   **Note:** *Non-Catalog Items is not used.*

4. **Recently Requested Products** displays last few items viewed.

5. The **General Information** in the right hand column contains general information shared by all campuses - including a link to the Administrators’ contact information.
6. **Supplier Catalog**
   section displays the suppliers' logos. They are organized by product or field categories.

   Click on a logo or scroll through the list to locate and view a supplier's catalog.

7. **Recent Transactions**
   display unsubmitted/submitted orders.

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### B. Catalogs

All supplier catalogs in Campus Marketplace are PunchOut catalogs. This means:

- Supplier manages own site/updates items & prices continuously
- Most national Suppliers
- Dynamic link, electronic connection from supplier with full catalog
- Shop within Supplier-site, but still remain connected to the ESM site
- Supplier receives order at ordering info center
- Seamless
Create an Order

Users can shop and add items from multiple suppliers to cart in Campus Marketplace.

A. Select an Item from Supplier Catalog

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

1. From the Campus Marketplace Shop page, click on a supplier's logo in the Suppliers’ Catalog section.

   Message connecting to supplier’s catalog displays.

2. Press **OK** or wait.
New window opens and supplier’s catalog displays.

3. Use supplier’s catalog search or shop feature to locate a product.

4. When product is located, **select the item** to order by entering the quantity.

   **Note**: *Field defaults to Quantity: 1, but it can be edited.*

5. Press **Add** button or supplier’s terminology to add item to cart.
6. Click **Continue Shopping** to shop and add more items to Cart.

   or

   click **Review & Checkout** to view item(s) in cart and complete transaction.

   **Note:** Some supplier have a minimum order limit before order can be processed by them.

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**B. Review and Checkout**

1. From supplier’s catalog main page, click the **Cart** icon or supplier’s terminology to view items.
My Cart or supplier's terminology displays.

2. Review items in cart to:
   - edit quantity and click Update Cart
   - or
   - click Remove item as needed.

3. When ready, press Submit Order or supplier's terminology.

If Submit Order or supplier’s terminology is selected, the supplier's PunchOut catalog window will close.

4. Return to Campus Marketplace to complete purchase.

5. In Campus Marketplace, click Cart icon to view item(s).
Cart Item Summary displays.

If shopping from multiple supplier catalogs, all items will be found in Cart.

Each item listed will reference:

- **Product description**
- **Supplier**
- **Catalog/Item #**
- **Quantity**
- **Price**
- **Subtotal**

6. Review item and

- Update **Quantity** if needed by changing the number and click the Update button when it appears beneath the field.

  or

- Click ✗ to remove item from cart.
7. Use scroll tool to move up/down the list

8. Click **Checkout** to move to next step.

If Checkout is selected, the Checkout panel displays.

9. Click **Yes** to continue

or

**No** to return to Cart.

*Note: Cart will be converted into multiple transactions if ordering from more than one supplier.*

**IMPORTANT!** Once a transaction for supplier has been created, new items cannot be added to it.

A new order will need to be created for the additional items or delete transaction to start over.
Your Submitter (ProCard holder) will receive an email advising there is a transaction pending their review and action.

The Submitter will complete the transaction using their ProCard.

Contact your ProCard holder to follow-up on the status of your request.

From: noreply@esmsolutions.com
Sent: Tuesday, September 30, 2014 9:15 AM
To: Amy Chan

Dear Amy,

Valorie Gale, CL 500 has created Transaction 13462 - 09/30/2014-09:15-Gale, CL 506-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 valorie.gale@sjsu.edu.

References

- Campus Marketplace http://www.sjsu.edu/finance/about_us/purchasing/campusmarketplace/
- ProCard Program http://www.sjsu.edu/finance/financeconnect/resources/pathways/procard/index.html
- Procurement Pathways http://www.sjsu.edu/finance/financeconnect/resources/pathways/

Forms

- Campus Marketplace Access Request https://docs.google.com/a/sjsu.edu/forms/d/e/1FAIpQLSfVmeHebii1puR1BIStkZ5lf7Fhuo8dXjgymc5cd-pu1QRnQ/viewform

Contact

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