Campus Marketplace

eProcurement Training for State P-card Holders

October 2015
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ESM Campus Marketplace Overview

The Campus Marketplace is an eProcurement supplier based catalog destination for University Procurement Card (ProCard) users. The Campus Marketplace is comprised of nine CSU Campuses acting as a partnership. The marketplace affords faculty and staff the opportunity to purchase goods to support the academic and operational needs of their department. All purchases made must be consistent with CSU policy, the Procurement Card manual and hospitality guidelines.

The Campus Marketplace is a collection of supplier catalogs with CSU contracted pricing. The marketplace provides procard users discounted pricing and suppliers a trade portal for selling their product through a "Supplier Hosted Catalog." A Supplier-Hosted Catalog is an online, electronic catalog that is maintained through a web-based portal “ESM Solutions”
Program Administrators

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How to log in to the shopping site

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

Once the Program Administrator sets you up in the Campus Marketplace you will receive an email from ESM Solutions similar to the one below. Select the link and reset your password

Dear Kimberley,  
You’ve been invited by Becky Pepping to utilize the easyPurchase application. To complete your setup, please click here to reset your password.  
Once you have reset your password, you can begin using the easyPurchase solution.  
If you have any questions, please contact Becky, your system administrator, at 9098696842 for assistance.  
Sincerely,  
ESM Solutions Customer Support Server  
NOTE: This is a system generated email. Please do not respond to this email.

Enter your email address and select the Forgot Password link and follow the instructions
You will be asked to select and answer a challenge question and create your own password.
Shopping overview
As a Sac State Procard holder you will have the ability to shop and place orders

The Catalog box below are samples of the catalogs. These catalogs will change periodically
- Click on the catalog

Punch-Out Catalog Definition
- Supplier manages own site, updates items and pricing continuously
- Dynamic link, electronic connections from supplier with full catalogs
- Shop within supplier site, but still remain connected to the ESM Solution site
- Supplier receives orders at ordering info center
Example of a purchase

Punch Out Catalog Order

From the shop page select the punch-out catalog you want to order from

You will see this message. Select ok
Once the catalog loads select the item(s) you want to order. After selecting the quantity select Add

Once you select Add you can either Checkout or Continue Shopping
When your order is complete select Submit Order

This will return you to the Campus Marketplace. Select your cart

You can now see the items you added to your cart. Select continue
There are 3 sample items in your cart. Select prepare.

Enter your credit card information. Select continue.

Print a copy for your records and submit a copy with your monthly Procard statement.
Transfer Cart Ordering
This process is for Credit Card holders who are designated as “Submitters” to place orders for non-P-Card holders.

- You will receive an email advising there is a transaction pending your review and action
- Press the checkout button. Review the transactions and make any necessary changes
- Complete the transaction by using your Procard

From: noreply@esmsolutions.com
Sent: Wednesday, October 14, 2015 10:14 AM
To: Yang, Susan P
Subject: Transaction with Cart Transfer – Transaction 206266 - 10/14/2015-10:13-SQU 320-Staples Inc

Dear Susan Yang,

Leah Davis: SQU 320 has created or added to Transaction 206266 - 10/14/2015-10:13-SQU 320-Staples 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 ldavis@csus.edu.

Thank you,
ESM Solutions Customer Support Server

NOTE: This is a system generated email. Please do not reply to this email.
Changing a Desktop Delivery Location for Staples Orders

This process allows a user (P-Card holder) to change the desktop delivery location on an order or on individual lines of an order.

**To Change an Entire Order or Change Individual Lines**

- On the checkout page, the default Ship To – Attn: field displays the name and desktop location
- Press the small arrow to expand the Lines
  - **Important Note** - the formatting must be Name: Desktop Location. Colons must not be used in anywhere else in this field
- Following the same format of First and Last Name: Building/Room, change the information on the Line(s).
- Press Update. The information will change for the line(s) updated.
- Press prepare to continue to the checkout/credit card order page
Checkout/Credit card order page

- Enter your Credit card info for your order
  - The Lines will now display the individual names and ship to locations. This information will appear on the Staples shipping documents
- Press print for a copy of your order
- Press continue to complete your order

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credit card order

Staples Inc
500 Staples Dr
Framingham, MA 01702-4474
United States
Attn: Customer Support
Phone: 800-378-7873
Fax:

Ship To
Campus Marketplace
Sec. State Central Receiving
CSU Sacramento
6200 J Street
Sacramento, CA 95819
United States
Attn: See Item Details
Phone: 916-278-0274

Bill To

Entity Name: Campus Marketplace

* Name on Card: Kimberly Holmberg; SOU
* Contact Phone Number: 916-278-7403
* Card Type: Visa
* Card #: ************
* Expiration Date: Oct 2015

Order Comments:

<table>
<thead>
<tr>
<th>Line #</th>
<th>Item #</th>
<th>Description</th>
<th>UOM</th>
<th>QTY</th>
<th>Unit Price</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>220055</td>
<td>House of Clocks 2016, Monthly, January-December, Blue, Erasable Wall Calendar, 32 x 48&quot; EA</td>
<td></td>
<td>2</td>
<td>$31.28 USD</td>
<td>$62.56 USD</td>
</tr>
</tbody>
</table>

Ship To (Attn): Leah Davis; SOU 320

Subtotal: $62.56 USD
Tax: $5.32 USD
S&H: $0.00 USD
Total: $67.88 USD

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General Terms

- General Provisions for Commodity and Service Acquisitions. These provisions are available via the Internet at www.scsou.edu/about/GPP.pdf. Delay in Shipment: If you cannot fill this order without delay, notify the University Purchasing Office immediately of the probable delivery date. Changes: No change or modification in terms, quantities or specifications may be made without express authorization in writing from the University Purchasing Office. No other CSU officer or employee may authorize changes.