Objectives

- Overview of the ePSU Marketplace
- Logging into and using the ePSU Marketplace
- FAQs
- Playing in the ESM Training Environment
What is ePSU Marketplace?

• **ePSU Marketplace** is an on-line portal you can use to make purchases from active suppliers within the portal.

• It offers searchable catalogs, comparison shopping, and an “online retailer like” shopping experience.

• **ePSU Marketplace** uses the ESM Solutions easyPurchase™ electronic procurement system.
What are the benefit of using ePSU Marketplace?

• **ePSU Marketplace** is fast and easy to use. It provides one-stop shopping for multiple suppliers.

• All purchases made through **ePSU Marketplace** are paid for with the University pCard.

• There are no purchase orders to generate because purchase orders cannot be used to purchase through **ePSU Marketplace**.

• **ePSU Marketplace** automatically gives you the contracted price for the products purchased.

• **ePSU Marketplace** gives immediate information on availability of products and immediate confirmation of your purchase(s).
Who can use the ePSU Marketplace?

• Authorized PCard users may sign up to make purchases via the ePSU Marketplace.

• Users without PCards may sign up as transfer cart users. Transfer cart users have full access to view products and initiate the purchasing process by transferring a loaded cart to an authorized purchaser.
  • The authorized purchaser then enters necessary pCard information and approves the transaction releasing it to the supplier.
How do I sign up for ePSU Marketplace?

• You need to read the ePSU Marketplace Procedure and Guidelines.

• You need to submit an ePSU Marketplace Access Request and Agreement Form.

• Submit the fully signed form to eprocure@pdx.edu.

• You will receive an email from us confirming that you are set up in the system.
  • That confirmation email will also provide some resources to assist you in being successful at navigating and purchasing within the ePSU Marketplace.
How do I learn how to use ePSU Marketplace?

• If you’ve ever purchased anything through an online retailer, you already know how to use ePSU Marketplace.

• But, just in case, we have put together this brief training and opportunity for you “play” in the system with a trainer or trainers there to assist you.
Starting a pCard Purchase at ePSU Marketplace

Navigate to:

https://www.pdx.edu/purchasing-contracting/epsu-marketplace
You are accessing:

eprocurement.esmsolutions.com

Select your School, Organization, or Identity Provider:

Portland State University

Do not remember my selection
Remember my selection for this session only
Remember my selection permanently

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The PSU Single Sign-On (SSO) system enables you to use your Odin username or email address and password to access multiple university resources.

Newly-admitted students and new employees: Have an activation code? Activate your Odin account →

Login to ESM Solutions Purchase

Username: tmulins

Password: **********

Don’t remember me on other sites

Sign In

Forgot your password?
Always Disable Pop-Up Blockers
Choose Shop then click on Catalog >>
ePSU Marketplace

• Shop for items by item number or keyword.
• Add items to supplier’s catalog cart.
• When done, click “Checkout” or “Submit,” depending on the catalog. This moves the items from supplier’s cart to ePSU Marketplace cart.
• Select “Cart” then select “Convert Cart to Transaction(s).” This moves items to the checkout stage for each supplier.
ePSU Marketplace

• Review your cart.
• Select “Prepare” and enter your pCard information and select “Submit.”
• ePSU Marketplace will email you an order summary.
• The supplier will also email you an order confirmation.
• If you don’t receive your supplier order confirmation within 60 minutes contact eprocure@pdx.edu with the transaction number.
## Sample Order Summary from Office Depot

<table>
<thead>
<tr>
<th>Item Details</th>
<th>Quantity</th>
<th>Price (USD)</th>
<th>Subtotal (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boise(R) X-9(R) Multi-Use Copy Paper, Letter</td>
<td>2</td>
<td>34.99 / CS</td>
<td>69.98</td>
</tr>
</tbody>
</table>
FAQs

- Technology Purchases
  - Collaboration with OIT
  - Meets OIT standards and current pricing agreements
  - Eliminates Need to Enter Purchase Orders
  - pCard limit increase process
FAQs

• pCard Limits
  • Purchases on the ePSU Marketplace are subject to the pCard Limit set by the pCard Team in accordance with the PSU pCard Policy.
  • Authorized pCard users can request a pCard Limit Increase by filling out the [pCard Account Maintenance Form](mailto:pCard Account Maintenance Form) and emailing the completed form to [pcard@pdx.edu](mailto:pcard@pdx.edu)
FAQs

• Receipts
  • Each Budget Authority is responsible for reviewing ePSU Marketplace purchases as a part of their monthly review of pCard charges and for ensuring that only Authorized Users use ePSU Marketplace.
  • Authorized Users are responsible for submitting documentation to support all purchases made through ePSU Marketplace. The required documentation for purchases through ePSU Marketplace is the same as for other on-line purchase as set forth in the pCard policy.
    • Users will receive an order summary from ePSU Marketplace and an order confirmation from the Supplier(s). Both documents should be printed and retained as required documentation.
    • Depending on the products purchased, additional documentation may be required. The business purpose of each purchase must be included in the documentation.
FAQs

• Split Ship Orders

  • When ordering from suppliers, especially Office Depot, there is the high likelihood that an order will split ship.
  • When an order is split shipped it will generally arrive in more than one shipment and the pCard will be charged based on the cost of the items of each individual shipment.
  • Thus, if one ePSU Marketplace order is slated to arrive in three separate shipments, you should expect to distribute three separate pCard transactions.
  • The dollar amount of the three transactions when added together should equal to the amount reflected on the one ePSU Marketplace transaction.

If you have questions about Split Ship Orders, please contact eprocure@pdx.edu.
FAQs

• Returning Items
  • Contact the vendor for return instructions
  • Get a return reference number and/or return documentation from the supplier
  • Take item to Shipping & Receiving Department in Facilities for assistance in returning item to vendor
  • On the bank statement where the original charges appears, note the date of the return.
  • Be sure to check subsequent statements to verify you have received credit for the returned item(s).
Contact Us

eprocure@pdx.edu

or (CAPS) at 503.725.3441
Welcome to Portland State University

ePSU MARKETPLACE TRAINING

Thank you for attending!