

The screenshot displays the ESM Solutions website interface. At the top left is the ESM Solutions logo. A search bar and a 'login' button (circled in red) are in the top right. A dark blue navigation bar contains links for 'partners', 'about us', 'blog', 'news + press', 'events', 'career', and 'contact'. Below this is a white navigation bar with links for 'home', 'products', 'why esm', 'customers', 'suppliers', 'resources', and 'support'. The main content area features a large banner for a 'Case Study: Neshaminy School District Webinar' with a photo of a teacher and children. To the right of the banner are three promotional boxes: 'Neshaminy School District Case Study Webinar', 'easySourcing' (with a magnifying glass icon), and 'easyPurchase' (with a shopping cart icon). Below the banner, the text reads 'Control cost. Control spend. Control savings.' followed by a paragraph about ESM Solutions' products. A 'What's New' section on the right highlights a contract with California Polytechnic State University. At the bottom, three buttons offer user actions: 'I need to see my spend data', 'I need an intuitive online ordering', and 'I need to integrate to my financial'. The browser's address bar shows 'Internet | Protected Mode: Off' and a zoom level of 100%.

esm solutions

partners about us blog news + press events career contact

home products why esm customers suppliers resources support

NESHAMINY SCHOOL DISTRICT
Register for our Case study webinar

Case Study: Neshaminy School District Webinar
Webinar details coming soon.

Neshaminy School District Case Study Webinar

easySourcing

easyPurchase

Control cost. Control spend. Control savings.

ESM Solutions' **easyPurchase**TM and **easySourcing**TM product suites are easy to deploy and even easier to use. For more than a decade, we've been helping **customers** discover savings from routine purchasing tasks. All products are mobile and cloud-based making them **fast, efficient, and accessible from everywhere.**

Problems We Solve:

I need to see my spend data **I need an intuitive online ordering** **I need to integrate to my financial**

What's New

Second Largest Land-Grant University in California Signs eProcurement Contract with ESM Solutions

California Polytechnic State University, San Luis Obispo, will automate their procurement process with easyPurchase. View press release here.

1.10 :: eProcurement from the Experts

ESM Solutions is a featured eProcurement solution provider in NAEP's Educational Procurement Journal's Winter 2012 Edition. Several ESM Solutions customers share their decision-making process and success story in the

Internet | Protected Mode: Off 100%



[eSchoolMall Login](#)
[eSchoolMall Supplier Login](#)
[eSchoolMall Supplier Registration](#)



[Mercury Commerce Login](#)
[Mercury Commerce Supplier Login](#)
[Mercury Commerce Supplier Registration](#)



[easyPurchase - Basic Login](#)



The links below are for implementation training purposes only.

[eSchoolMall Training Login](#) [Mercury Commerce Training Login](#)
[eSchoolMall Supplier Training Login](#) [Mercury Commerce Supplier Training Login](#)

eSchoolMall Login

You are not currently logged in

[Home](#)

User Login

To ensure that no one else accesses your account, you are required to login each time you access the application.
Please remember not to share your login information with others.

Login	
NCES ID:	Forgot NCES ID?
<input type="text" value="2100570"/>	
User Name:	<input type="text"/>
Password:	Forgot Password?
<input type="password"/>	
<input type="button" value="Login"/>	

Anyone that uses the generic 'user' login should contact the bookkeeper if eSchoolmall prompts for password to be changed. Bookkeeper will notify appropriate staff of new password

Select a Solution from the list to begin.
Or, click an activity link below to access tasks available to process.

Solutions

[easyPurchase](#)

Information Desk

[Product Manuals](#)

[Product Enhancements](#)

Customer Care

[General Feedback](#)

[Enhancement Request](#)

[Customer Support](#)

[easyPurchase Help](#)

easyPurchase - you have...

- No activities to process.

This is considered your HOME screen.

Any requisitions that have been 'Rejected' or that need additional maintenance will show up here. It is important to log in daily to track your requisitions and to make sure none have been 'Rejected' by an approver for you to make changes

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[summary](#) | [reports](#)

Requisition Search

Cart/Requisition Number:

Or

Status:

Create Date Range: To

Vendor Name:

Cart/Requisition Name:

Quick Search:

- 5 Unsubmitted
- 0 Returned

Create:

[New Cart/Requisition](#)

Search Results

Cart/Requisition #	Name	Justification	Vendor	Total (\$)	# Items	Status	Created Date
16983	Norris - supplies	supplies	BARREN COUNTY BUSINESS SUPPLY - (KEDC)	14.99	1	Partial	1/24/2013 4:19:14 PM
16846			BARREN COUNTY BUSINESS SUPPLY - (KEDC)	10.00	1	Unsubmitted	1/22/2013 3:21:34 PM

This window displays all requisitions that have been created under a specific log in. For those using the generic 'user' login you will be able to see requisitions created by others.

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Product Search - Single Vendor Requisition

Instructions:

- Select a catalog to search. Catalogs followed with the phrase "Dynamic-Link" will navigate the user to the vendor's website for item selection.
- Enter up to five keywords to locate. Keywords can include Product Descriptions, Manufacturer, and Item Number.

Catalogs: ▼

Keyword(s):



All times displayed in [Eastern Standard Time](#) (click to change).
easyTouch Navigation™ - For Assistance, please contact Chris McIntyre @270.781.5150, or e-mail to chris.mcintyre@warren.kyschools.us

Select the down arrow to view vendors with Catalogs.

IMPORTANT: Not all vendors are listed as having a Catalog.

If you are unable to find a vendor, select '**Manual Item Entry**'

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Manual Requisition - Search

Instructions:

- Enter all or a portion of the Vendor's name or enter the Vendor Number.
Note: A minimum of 3 characters must be entered.
- Enter the City in which the Vendor resides.
- Enter the State / Province in which the Vendor resides.

Search By

Vendor Name:

or

Vendor Number:

optional

City:

State / Province:

If your vendor does not have a catalog, you can search here for your vendor. If a vendor is not in ESM, contact your ESM trainer from Central Office to set it up for you.

Note: Less search information is better. For example: If you search for Barren County Business and it is setup in ESM as Barren Co. Business then it will not show up in your search. Better to use less information as shown above.

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Manual Requisition - Vendor Selection

Select	Vendor Name	ESM Vendor Number	G/L Vendor Number	Address	City	State / Province	Postal Code	Contact Name	Email Address	Phone / Fax
<input type="radio"/>	BARREN COUNTY BUSINESS SUPPLY - (KEDC)	86063	86063	201 LINCOLN ROAD	GLASGOW	KY	42141	Gina Chambers	sales@bcbsupply.com	(270)659-2061 (270)659-9078
<input type="radio"/>	BARREN RIVER HEALTH DEPT (SRV)	5850	5850	P.O. BOX 1157	BOWLING GREEN	KY	421021157	Customer Service		(123)123-1234

Select

Return

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Manual Requisition - Item Input

Vendor Name: BARREN COUNTY BUSINESS SUPPLY - (KEDC) State / Province: KY
 Vendor Number: 86063 Postal Code: 42141
 Address Line 1: 201 LINCOLN ROAD Contact Name: Gina Chambers
 Address Line 2: Phone: (270)659-2061
 City: GLASGOW Fax: (270)659-9078

Description	Mfg's Name	Vendor's Item Number	Unit of Measure	Price (\$)	Qty
TEST - PENS	(NOT REQ FIELD)	BCB1234	Each	1.0	10

Update - Add Line **Submit** Search Catalog Return



All times displayed in Eastern Standard Time (click to change). easyTouch Navigation™ - For Assistance, please contact Chris McIntyre @270.781.5150, or e-mail to ch...

Reserved.

Provide a detailed Description for the items you are purchasing.

IMPORTANT: Each item should be on a separate line. You can 'Update - Add Line' and select 'Manual Item Entry' to add additional lines

IMPORTANT:
 On purchase orders for registrations or hotels that are for multiple people, please provide one line for each attendee.

ex:
 Description: John Smith, Education Conference, June 30, 2013
 Description: Michael Phelps, Education Conference, June 30, 2013

Cart/Requisition Name: first initial last name - brief description of items purchasing (ex: office supplies, registration, etc.)

Approval Route: VERY IMPORTANT!! The correct approval route must be selected that will allow your purchase order to go through the appropriate workflow. Approval Route must match Account code provided below. Ex: If you are coding an expense to ESS, the approval route must be ESS.

IMPORTANT: Any technology item must use a 'Technology' Approval Route and a Commodity Code must be provided both in the 'Commodity Code' field and in the internal 'Notes' section of the requisition. See hyper link below for list of commodity codes.

http://education.ky.gov/pages/search.aspx?s=EDUCATION&k=commodity_codes

ACCOUNT CODING: Account codes must be formatted as shown below.

(First 7 #s - expense code - project #. SBDM allocation should have a SC6X or SC7X on the end as the project #.

ex: **0001118-0610-SC6X** or **0002118-0610-1203**

User 001 Central Office for Warren

easyPurchase

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Cart/Requisition Modify

Cart/Requisition Number: 16993
Cart/Requisition Name: A SMITH- TEST OFFICE SUPPLIES
Cart/Requisition Justification: (FIELD NOT REQUIRED TO BE FILLED IN)
Ship To Location: WCBE - Administration Building
Approval Route: 000...120X - ESS
Needed By (mm/dd/yyyy):
Update All Account #s: USE FIELD IF EXP CODE IS SAME FOR ALL ITEMS
Update All Commodity Codes: NEED FOR TECH ITEM
Notes & Attachments:

Vendor Name:
Fiscal Date (mm/dd/yyyy):
Update All Deliveries:
Credit Card:
Confirming Request:
Apply Price Discount % to All:

Add Item Save Submit For Approval Return

Line Number	Product Number	Product Description	Unit Price	Override Price	Qty	Line Item Total	Remove	Notes & Atts	Deliver To
1	BCB1234	TEST - PENS (more info)	1.0000		10	10.00	<input type="checkbox"/>		001 Central Office, User

Account Code: 0002118-0610-1203 (IMPORTANT: MUST BE IN FORMAT SEEN HERE)
Commodity Codes:
Fixed Asset:

Sub Total: 10.00
Shipping & Handling: 0.00 OR 0.00
Total: 10.00

Add Item Save Submit For Approval Return

IMPORTANT:
This will auto fill with the user login information, however, it is **VERY** important to change this to the name of who needs to receive the products.

The purchase order has 4 additional #s. The PO # will have the fiscal year before it (ex: 2013)

Purchase Order #: 2013373969
PO Released Date: 02/06/2013, Hard Copy
Need By Date:
Print Date: 02/07/2013 11:09:11 AM

IMPORTANT: The person submitting the PO is now responsible for ordering their items. Darla will no longer place orders. See below for additional information.

Vendor Address

Gina Chambers
BARREN COUNTY BUSINESS SUPPLY - (KEDC)
201 LINCOLN ROAD
GLASGOW, KY 42141

Billing Address

Payable, Accounts
WCBE - Administration Building
PO Box 51810
303 Lovers Lane
Bowling Green, KY 42102
Phone: (270) 781-5150
Fax: (270)781-2392

Phone: (270)659-2061
Fax: (270)659-9078

Note the highlighted areas. This is why its VERY important to change the "Deliver to" because this is the only indication of who the PO belongs to and could get VERY confusing when the product arrives.

Shipping Address

See "DELIVER TO", in body of PO
WCBE - Warren East Middle School
7031 Louisville Road
Bowling Green, KY 42101
Phone: (270) 843-0181
Fax: (270) 781-8565

Purchase Order Comments

Product Description	Vendor Item	UOM	QTY	Unit Cost	Discount	Total
Magic greener tape	MMM-8121OP	Each	1	\$31.99	\$0.00	\$31.99
	Deliver To: 205 Bookkeeper, WEMS					
Economy woodcase pencil	UNV-55144	Each	3	\$9.49	\$0.00	\$28.47
	Deliver To: 205 Bookkeeper, WEMS					

Account Summary

Account Number	\$ Total
2051118-0610-SC6X	\$60.46

SubTotal:	\$60.46
Shipping & Handling:	\$0.00
Tax:	\$0.00
Total:	\$60.46

Terms and Conditions:

The Warren County Schools do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the employment or the provision of services. Any and/or all questions or issues related to discrimination policies, procedures or practices are to be directed to the Office of Superintendent, Warren County Public Schools, 303 Lovers Lane Bowling Green, KY 42103, 1-270-781-5150.

Approved By: 000 McIntyre, Chris

Signature: _____

IMPORTANT:

If it says 'Hard Copy' next to the PO #, that means you will need to fax, email or mail the PO to the vendor to submit your order.

If it says 'XML' 'Email' or 'Fax' that means that ESM has already placed your order and no further action is necessary. This will be the case with most Catalog Vendors

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Darla Wood will provide a PDF copy of all purchase orders assigned to each school daily via an email to the bookkeeper. Bookkeeper should then distribute the copies to the person who submitted the requisition. Each person will be responsible for submitting their own orders to the vendor either via fax/email/mail etc. unless ESM has submitted the order for you.

Once products are received, the person who submitted the requisition should go into the 'Receive' tab to document that their items have been received.

Requisition Search

Cart/Requisition Numbers:

Or

Status:

Create Date Range: To

Vendor Name:

Cart/Requisition Name:

Search

Quick Search:

- 6 [Unsubmitted](#)
- 0 [Returned](#)

Create:

[New Cart/Requisition](#)

Search Results

Cart/Requisition #	Name	Justification	Vendor	Total (\$)	# Items	Status	Created Date
16993			BARREN COUNTY BUSINESS SUPPLY - (KEDC)	10.00	1	Unsubmitted	1/25/2013 10:02:08 AM
16983	Norris - supplies	supplies	BARREN COUNTY BUSINESS SUPPLY - (KEDC)	14.99	1	Partial	1/24/2013 4:19:14 PM
16846			BARREN COUNTY BUSINESS SUPPLY - (KEDC)	10.00	1	Unsubmitted	1/22/2013 3:21:34 PM

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Receive Purchase Order

Instructions:

- Enter the PO Number from the shipping documentation or enter a requisition number or select a vendor and/or a shipping location.
- Click the Submit button to proceed.

Required Input

Purchase Order Number:

OR

Cart/Requisition Number:

OR

Vendor Name:

Ship To Location:

Submit

Type in Requisition # or PO # and hit submit to update status of requisition to 'Received'

After you have updated the status in ESM as 'Received' you will need to sign the copy provided to you by the bookkeeper and return to Darla Wood.

IMPORTANT: We are unable to pay invoices without documentation supporting the receipt of your items.