Accessing the Mercury Commerce Website

Initiate a web browser session.

Click in the address field and enter www.esmsolutions.com or www.mercurycommerce.com

Find the orange login button in the upper right corner of the screen and click.

Click on the ESM - Mercury Version link. (*You may want to bookmark the Mercury Commerce Login page for faster access.*)

Logging into Mercury Commerce

Enter Hartnell's Customer ID – **115393000**

Enter your User Name

Enter your Password
(*Passwords must be a minimum of 5 characters, can be a combination of letters/numbers, and are case-sensitive. NOTE: Passwords expire every 60 days.*)

You have three attempts to log into the Mercury Commerce website with the correct information. If you do not succeed by the third attempt the system will automatically lock your password. At this point you will need to contact your system administrator who can reset your password.

Create a Catalog Requisition

Click on the **easyPurchase** link. This will take you to the Requisition tab / Summary submenu.

Click on the New Requisition link in the **Create** box on the right side of the header.

Select a vendor from the pull-down catalog menu and click the Search button.

For Dynamic Link vendors (direct to hosted website), fill the shopping cart and checkout to pull information into Mercury Commerce. For all other catalog vendors, review the search results and enter the quantity desired next to the items you wish to requisition.

(Go to Completing a Requisition)

Create a Manual Requisition

Click on the **easyPurchase** link. This will take you to the Requisition tab / Summary submenu.

Click on the New Requisition link in the **Create** box on the right side of the header.

Click the Manual Item Entry button.

Select the vendor that the requisition is being sent to by first entering at least three characters of the **Vendor Name** and click the View button.

Select the vendor from the list displayed by clicking the **Select** radio button followed by the Select button. (*NOTE: The system will automatically bypass this step if there is only one vendor that matches the search criteria entered above.*)

Enter the item information, which includes a **Description**, **Mfg's Name**, **Vendor's Item Number**, **Unit of Measure**, **Price** and **Quantity**. (*NOTE: A single requisition has a maximum of 99 line items.*)

Click the Submit button once all items have been added.

(Go to Completing a Requisition)

Completing a Requisition

Enter a **Requisition Name** and, optionally, a **Requisition Justification**.

Confirm your default **Ship To Location** and change if necessary.

Select an **Approval Route** from the pull-down menu.

Enter your GL# in the **Update All Account #s** box to assign to all line items, or in the **Account Code** box of the individual line items if necessary.

Include any **Notes & Attachments**.

Click the Save button to keep your changes but not send. Click the Submit For Approval button when you are ready to release the requisition.

Once a requisition has been submitted for approval it cannot be modified unless it is returned to you.

View the Status of/Re-Create a Requisition

Go to the Requisition tab / Summary submenu. Enter your search criteria in the provided boxes on the left side of the header. Click the Search button. Your **Search Results** will be displayed on the bottom half of the screen.

Click on the blue underlined requisition number of the requisition you want to view. The details of the requisition selected will be displayed.

The **Next Approver/Status** column will indicate the status of the requisition: Returned, Maintenance Required, Approver Names, when the approval is complete, PO status and Receiving status. Once the PO# is assigned, the **PO#** and **PO Rel Date** columns will display the number and the release date for the PO.

The Recreate Requisition button will copy the requisition information and display it with a new requisition number. Make the appropriate modifications and submit when ready.

Approve/Reject a Requisition

Go to the Approval tab / Summary submenu.

Accept the default filter criteria and click the View button.

A summary list of the first 15 requisitions awaiting your approval will display. Select the **View Detail** radio button for the requisition to be approved. Click the View button to continue.

Review the details of the requisition:

- To *Approve* the requisition, select the **Approve** check-box and then click the Submit button.

- To *Reject* the requisition, select the **Reject** check-box, enter a **Rejection Reason**, and then click the Submit button.

Review a Rejected Requisition

If a requisition has been returned to you, it will be noted in the **Activities** section of your homepage and be tallied by the Returned link in the **Quick Search** box of the Requisition tab / Summary submenu.

Click on the Returned link to isolate the requisition in the **Search Results** at the bottom half of the screen.

Click on the blue underlined requisition number to view the requisition details. Make the appropriate modifications to the requisition based on the **Rejection Reason** (found in the line items above the Account Code) and then click the Submit button.

To delete the entire requisition, select the **Remove** check-box for each line item and then click the Save button.

Receive a Purchase Order

Go to the Receive tab / Receive submenu.

Enter the **Purchase Order Number** to receive and then click the Submit button.

Enter **Received Quantity** in the space provided. Click the Submit button to execute the transaction.

To undo a receipt, click the **Remove** check-box next to the receiving record you wish to reverse and then click the Submit button.

Run a Report

Every tab in easyPurchase has a Reports submenu option for that function.

Click the **Reports** submenu option. Review the available report options and select the one of interest by clicking on the **Select** radio button followed by the Select button.

Enter the **Selection Criteria** and then click the Next button.

Select your desired **Delivery Options**, check your email address for accuracy, and click the Next button to complete the report request.

You will receive email notification within a few minutes when your report is ready:

- If you chose email delivery the report will be attached.

- If you chose online delivery, click on the Status button followed by clicking the disk icon in the **Report Output** column.

easyPurchase

Procurement solutions at your fingertips…