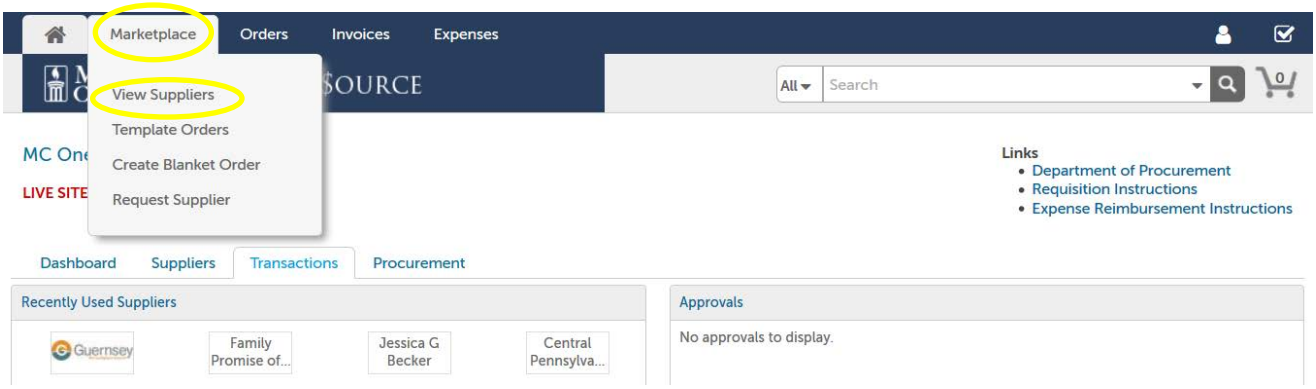
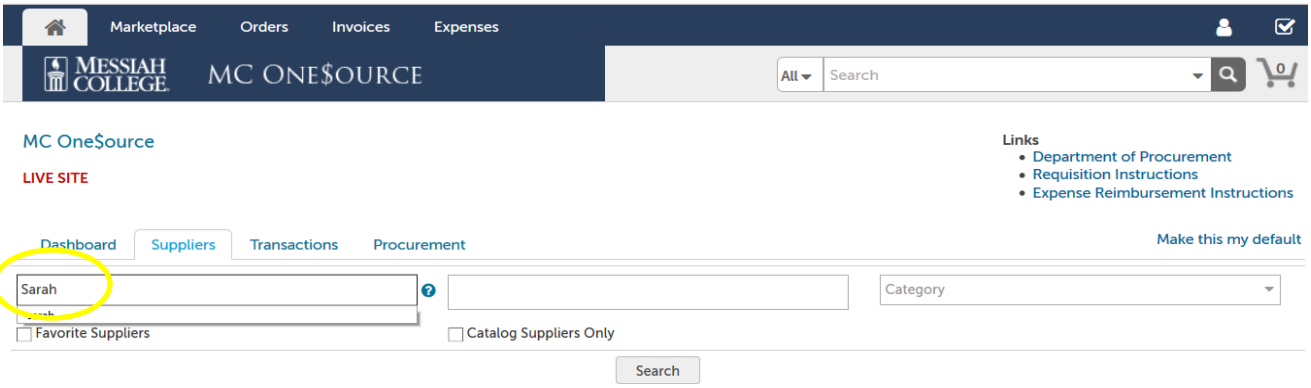
Logon to https://messiah.unimarket.com

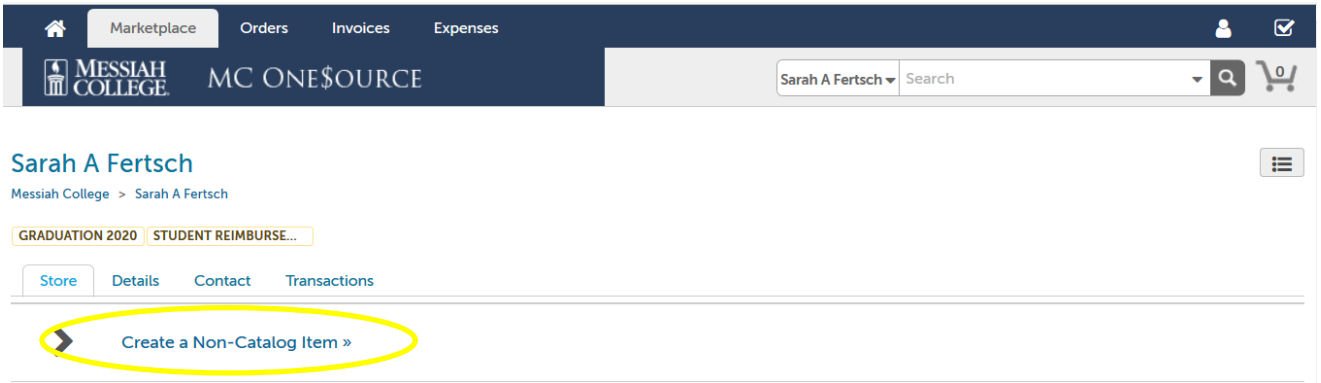
- Click Marketplace
- Click View Suppliers



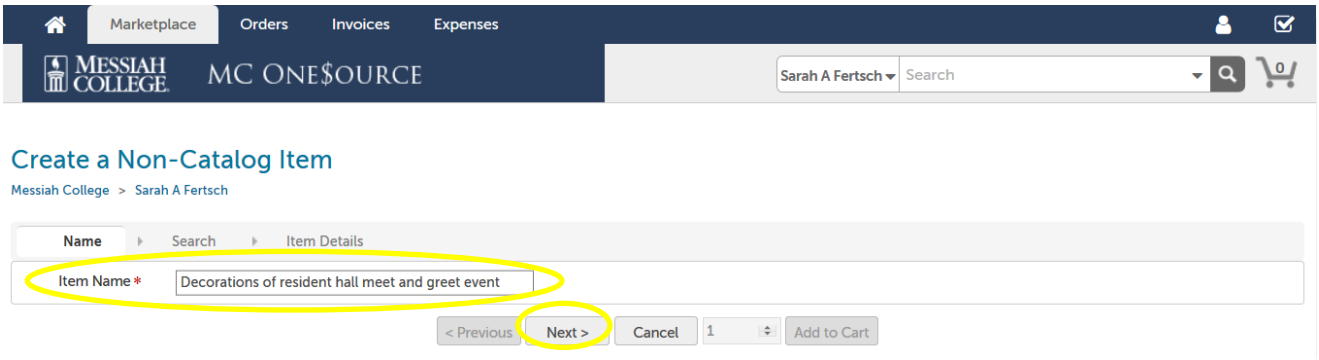
- Type one word of the Student's name in the Supplier box. Click Search



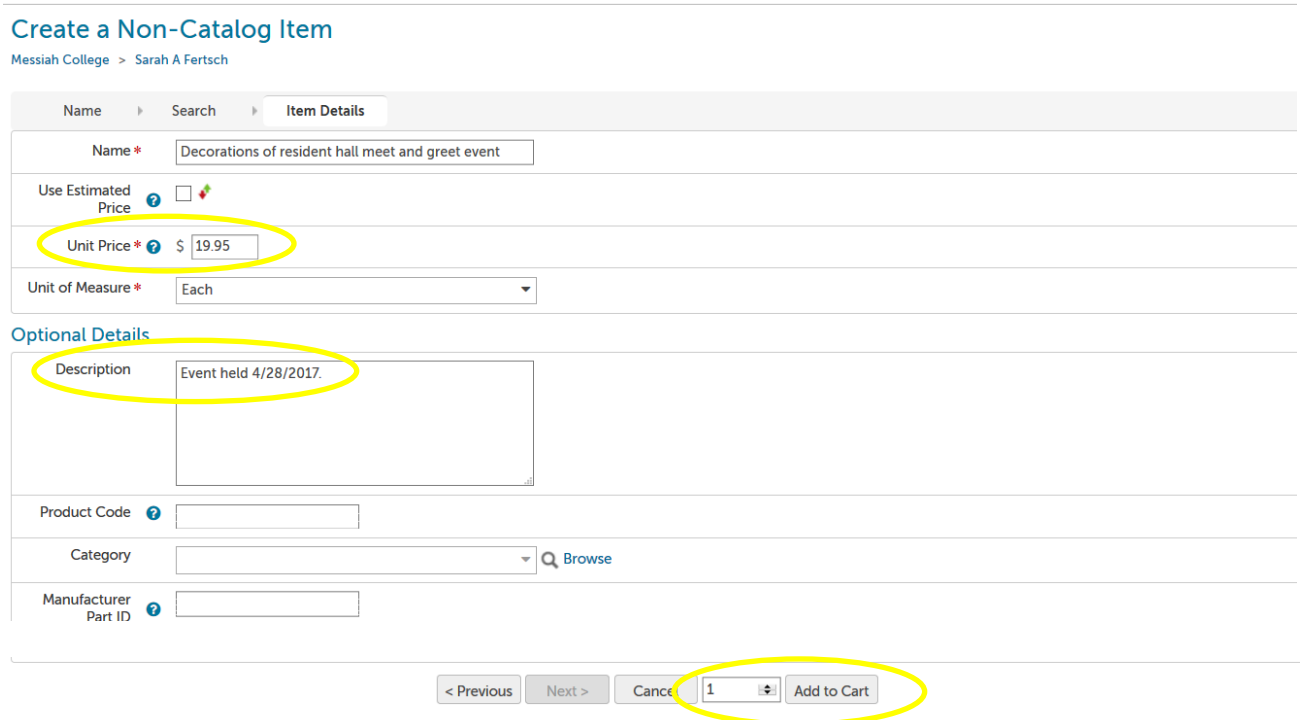
- Click on Student's name
- Click Create a Non-Catalog Item



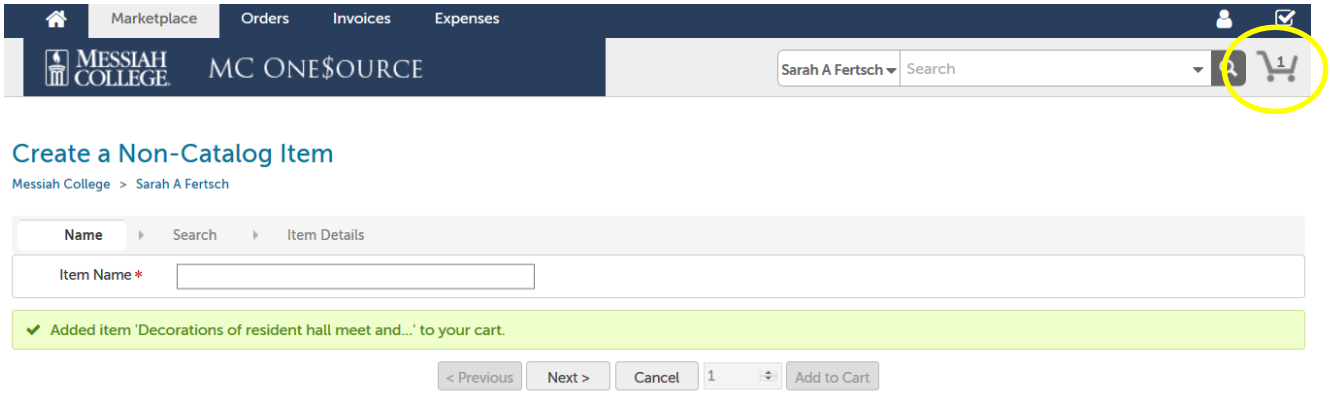
- Type a descriptive Item Name. Click **Next.**



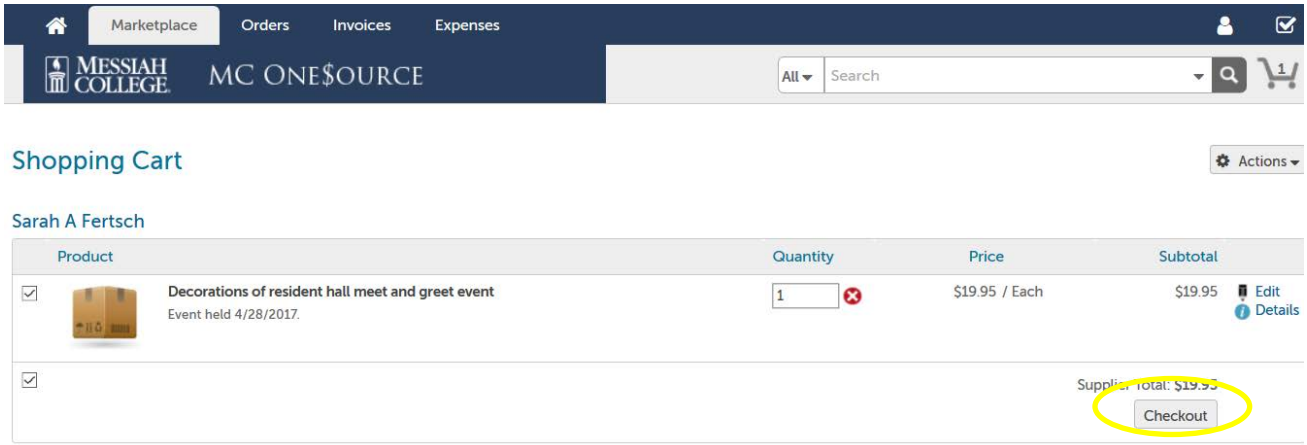
- Type in **Unit Price**.
- Adjust Unit of Measure, if necessary
- If applicable, please include details in the description box concerning the item along with the product code.
- Quantity can be adjusted by changing the number in the box between Cancel and Add to Cart.
- Click **Add to cart**.



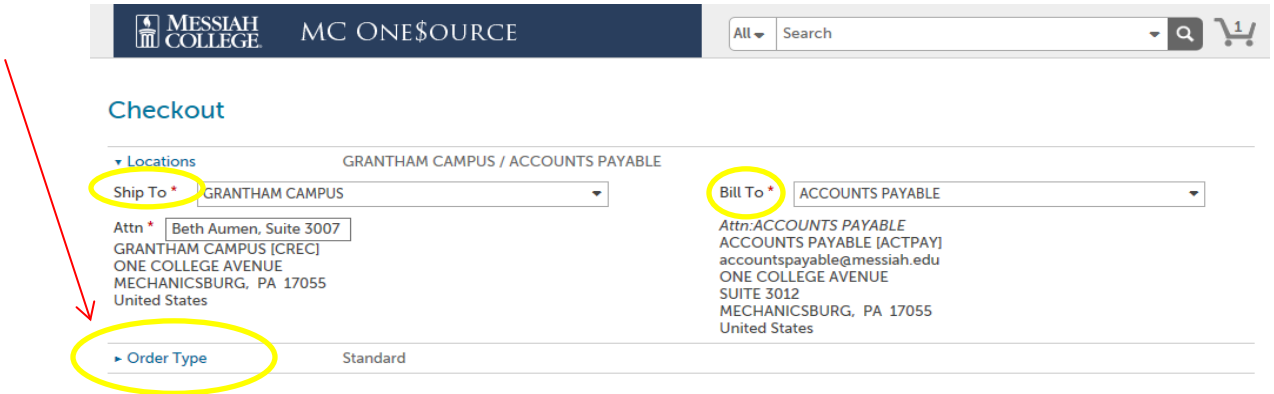
- When all items have been added, click on the **Shopping Cart** icon to review items in cart.



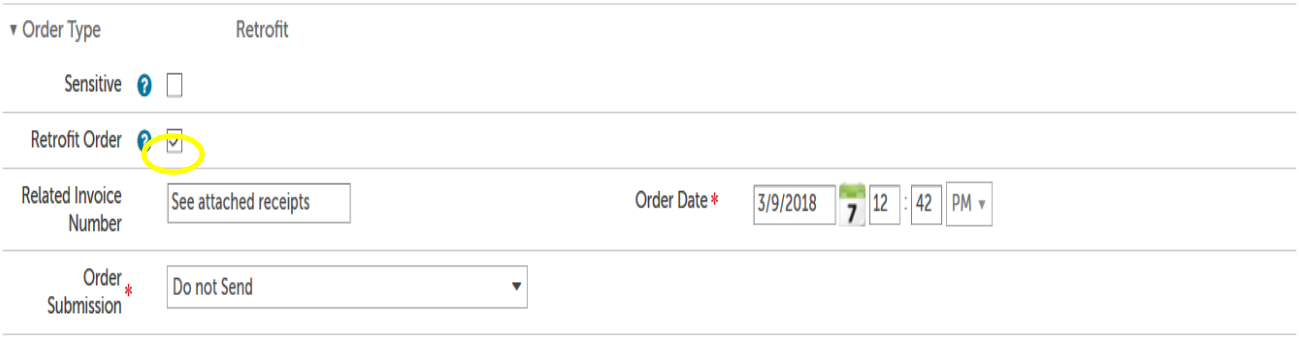
- The **Shopping Cart** is now displayed in MC One$ource. Item quantities can be adjusted from this page if necessary. If everything is correct, click **Checkout.**



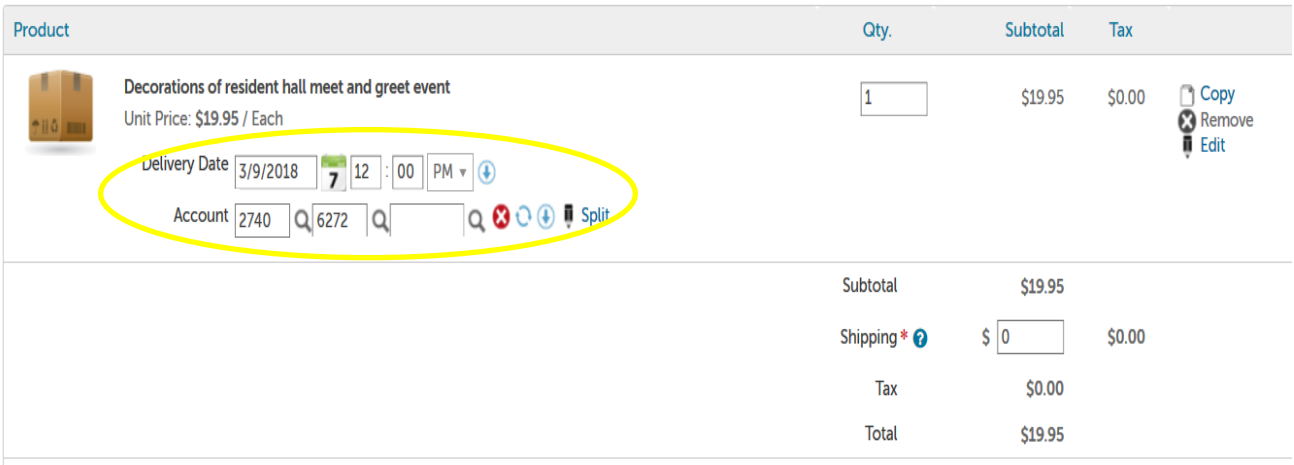
- The **Checkout** page is now displayed. Verify that the **Ship To** information is correct.
- **Bill To** should default to Accounts Payable.
- Click **Order Type**



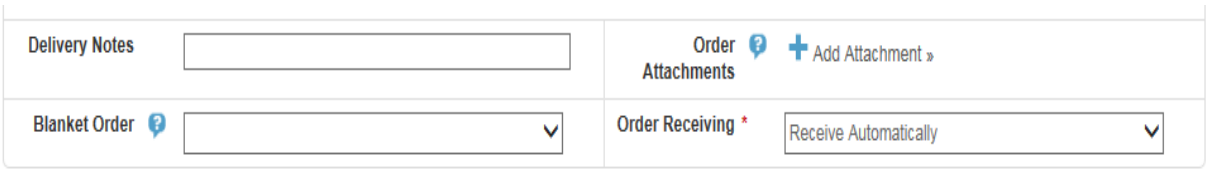
- Check the box to the right of Retrofit Order.
- Type in **See Attached Receipt(s)**.
- Order Date - do not change
- Order Submission should default to Do Not Send. **Please do not change unless you discuss with the Purchasing Department.**



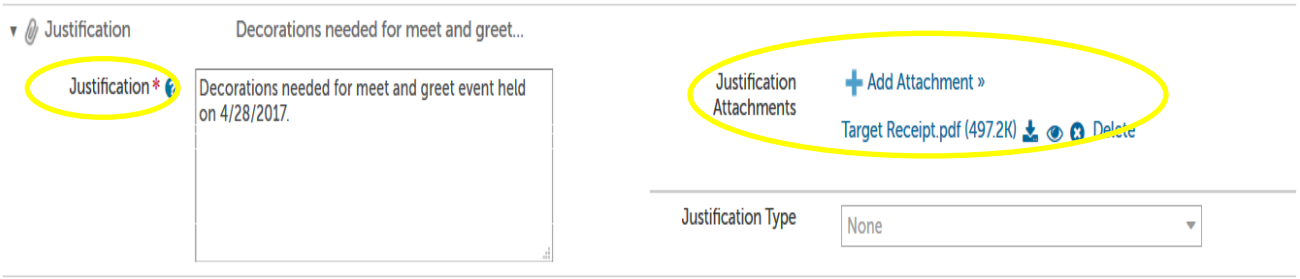
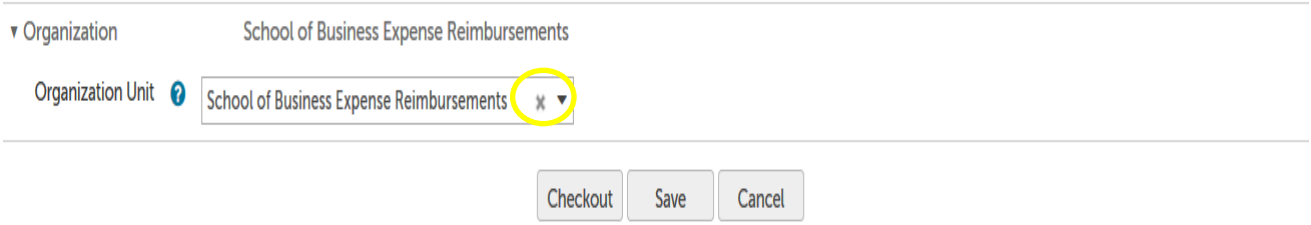
- Enter today's date as the delivery date by clicking on the calendar next to the **Delivery Date** box. (If more than one item, the blue down arrow to the right can be used to copy the same delivery date down to all other items.)
- Enter the **Account** coding. In the first box, type the **org code**. Options will appear, click to choose the correct option or continue typing. Search by org name is also available by typing the first word of the org.
- In the second box, type the **account code**. As you begin typing, options will appear, click to choose the correct option or continue typing. Search by account name is also available by typing the first word of the account.
- If applicable, type the **activity code** in the third box. As you begin typing, options will appear, click to choose the correct option or continue typing. Search by activity code is also available by typing the first word of the activity code.
- If purchasing more than one item and allocating all items to the same org/account, use the blue down arrow to the right of the account boxes to copy the org/account allocation down to all other items. Make sure each item has the correct org/account/activity code allocation.



- With retrofits, POs will **not** be emailed to Supplier. Delivery Notes are not necessary.
- Order Receiving is defaulted to Receive Automatically, **do not** change.



- In the **Justification** box, provide the business purpose for the purchase. This is required information, please be specific.
- Save receipts as pdf's, click on the **Add Attachment** link in the **Justification Attachments** box, browse to find each receipt, click **Add**.



- If an Organization Unit is listed, click the x to remove.
- When all steps are completed, click on Checkout to process the requisition.