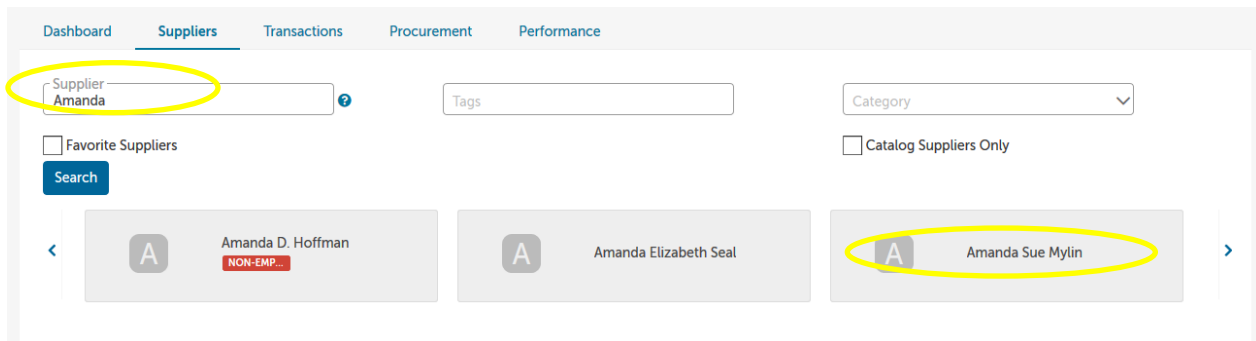


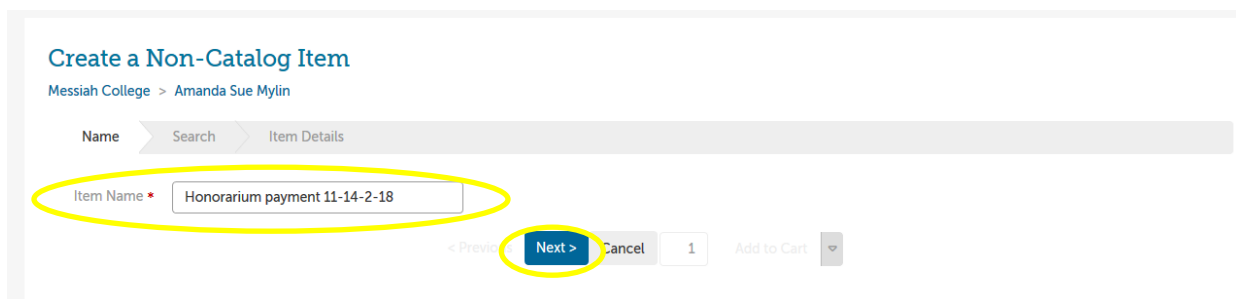
- From any Tab (Dashboard, Suppliers or Transaction), click the hamburger menu and click **View Suppliers**



- Type one word of the supplier name in the Supplier box.
- Click on the supplier name



- Click Create a Non-Catalog Item
- Item Name: Type **Honorarium and the date(s) of event.**
- Click **Next**.



- Type in **Unit Price**.
- Click **Add to cart**.

Create a Non-Catalog Item
 Messiah College > Amanda Sue Mylin

Name > Search > Item Details

Name *

Use Estimated Price

Unit Price * \$

Unit of Measure *

Optional Details

Description

Product Code

Category

Manufacturer Part ID

< Previous Next > Cancel **Add to Cart**

- Click the **shopping cart** icon in the gray bar at the top of the page.
- The shopping cart is now displayed. If everything is correct, click **Checkout**.

Marketplace MESSIAH COLLEGE MC ONE\$OURCE Search marketplace...

Amanda Sue Mylin

Product	Quantity	Price	Subtotal
<input checked="" type="checkbox"/> Honarium payment 11-14-2-18	<input type="text" value="1"/>	\$250.00 / Each	\$250.00
			Supplier Total: \$250.00

Checkout

- The **Checkout** page is now displayed. **Bill To** should default to Accounts Payable.
- Verify that the **Ship To** information is correct.
- **Organization** – Be sure to **x out** if it is a “Reimbursement Expense”

Marketplace MESSIAH COLLEGE MC ONE\$OURCE Search marketplace... 6.2.8_66223 | DEMO

Checkout

Bill To: ACCOUNTS PAYABLE

Ship To: GRANTHAM CAMPUS

Attn: ACCOUNTS PAYABLE
ACCOUNTS PAYABLE [ACTPAY]
accountspayable@messiah.edu
ONE COLLEGE AVENUE
SUITE 3012
MECHANICSBURG, PA 17055
United States

Attn: Sherry Lynn Rudasill-Suite 3012 - Hoffman 303
GRANTHAM CAMPUS [CREC]
ONE COLLEGE AVENUE
MECHANICSBURG, PA 17055
United States

Organization: Procurement

Organisation Unit: Procurement

This is the organization unit you are making the purchase for. It is used to group transactions by organization unit.

- 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.

Amanda Sue Mylin Add notes

Product	Delivery date	Unit price	Qty.	Subtotal	Tax
Honorarium payment 11-14-2-18	Pick a delivery date	\$250.00 / Each	1	\$250.00	\$0.00
ORGN: 274 ACCT: ACTV				Subtotal	\$250.00
				Shipping	\$0.00
				Tax	\$0.00
				Total	\$250.00

- 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, click the **Copy Down Account Code** 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.
- **Delivery Date** is optional. Click on the calendar to select an anticipated delivery date.

Marketplace MESSIAH COLLEGE MC ONE\$OURCE Search marketplace...

Order Type Standard

Amanda Sue Mylin Add notes

Product	Delivery date	Unit price	Qty.	Subtotal	Tax
Honorarium payment 11-14-2-18	Pick a delivery date	\$250.00 / Each	1	\$250.00	\$0.00
Subtotal				\$250.00	
Shipping				\$ 0	\$0.00
Tax				\$0.00	
Total				\$250.00	

ORGN 2740 - ACCT 6421 - ACTV

- Honorariums are not emailed to the Suppliers so Delivery Notes and Order Attachments are not necessary.
- If this requisition is associated with a blanket order, click the drop-down arrow and select the appropriate blanket order number.
- Order Receiving is defaulted to Receive Manually, **do not change.**

Delivery notes

Blanket order

Optionally create a release order selecting a blanket order to draw down from.

Order receiving
Receive Manually

Order attachments
You can choose which order attachments will be sent to the supplier together with the order.

Drop files to attach, or browse

Size limit 50M.

- In the **Justification** box, provide the business purpose for the purchase. This is required information, please be sure to include dates, names and event.
- If there are any internal attachments (email requests, other supplier quotes, etc.), save files as pdf's, click on the **browse** link in the **Justification Attachments** box, browse to find each file, click **Add**. These attachments are internal only and will not be seen by the supplier.
- When all steps are completed, click on **Checkout** to process the requisition.

Justification

The justification and attachments are for review by the approver. They will not be sent to the supplier.

Justification

Justification Type

Justification Attachments
Drop files to attach, or browse
Size limit 50M.

Checkout Save Cancel