

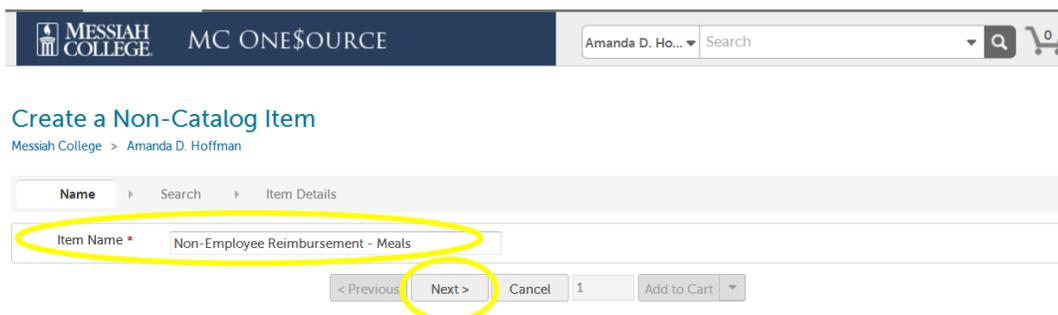
- From any Tab (Dashboard, Suppliers or Transaction), click the hamburger menu and click **View Suppliers**



- Type one word of the Non-employee or Student name in the Supplier box and click Search.
- Click on the supplier name



- Click **Create a Non-Catalog Item**
- In the **Item Name** box, type Non-Employee Reimbursement or Student Reimbursement for .... – (Mileage, Parking, Meals, Lodging, supplies, food etc). Each category should be put on a separate line. (All mileage on one line, all meals on another, etc.) 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**.

**MESSIAH COLLEGE** MC ONE\$OURCE Search marketplace... 6.2.10\_66637 | DEMO

### Create a Non-Catalog Item

Messiah College > Amanda D. Hoffman

Name Search Item Details

Name \* Non-employee Reimbursement - Meals

Use Estimated Price  Est

Unit Price \* \$ 50

Unit of Measure Each

**Optional Details**

Description Paid for Professor Williams and two students

Product Code

Category Category

Manufacturer Part ID

< Previous Next > Cancel 1 Add to Cart

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

**MESSIAH COLLEGE** MC ONE\$OURCE Search marketplace... 6.2.9\_66513 | DEMO

### Create a Non-Catalog Item

Messiah College > ACPA

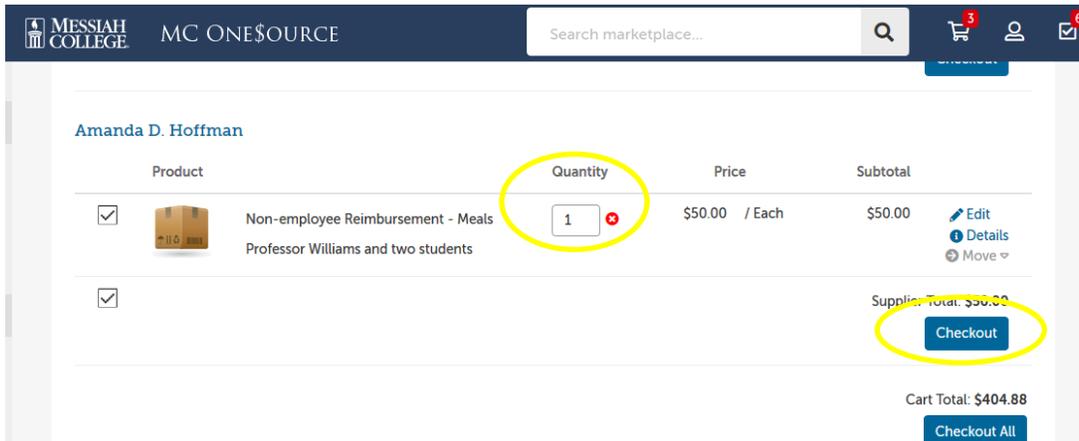
Name Search Item Details

Item Name \*

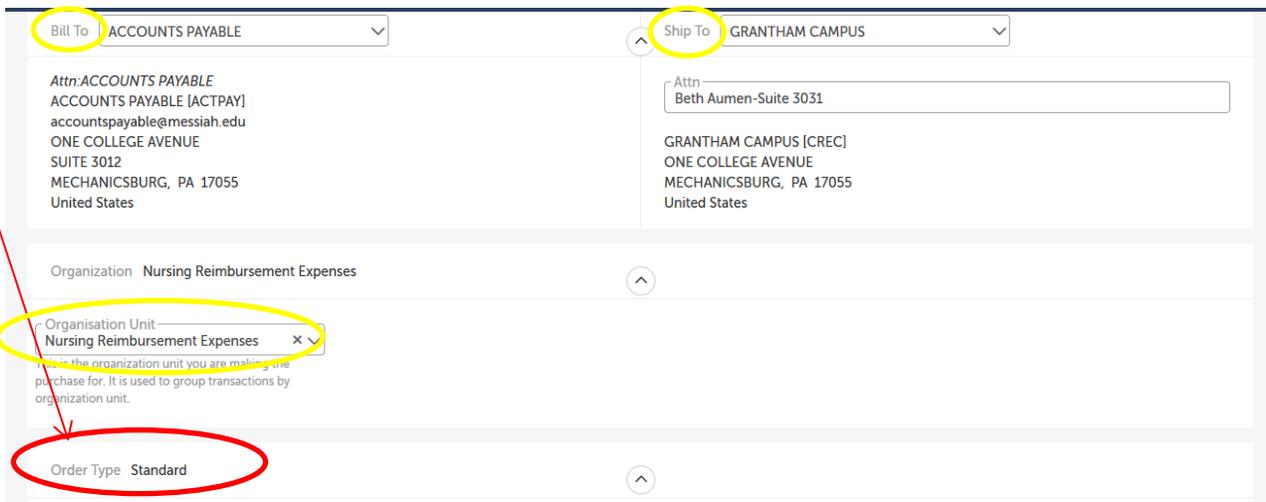
✓ Added item '2019 Annual Membership renewal - Prof...' to your cart.

< Previous Next > Cancel 1 Add to Cart

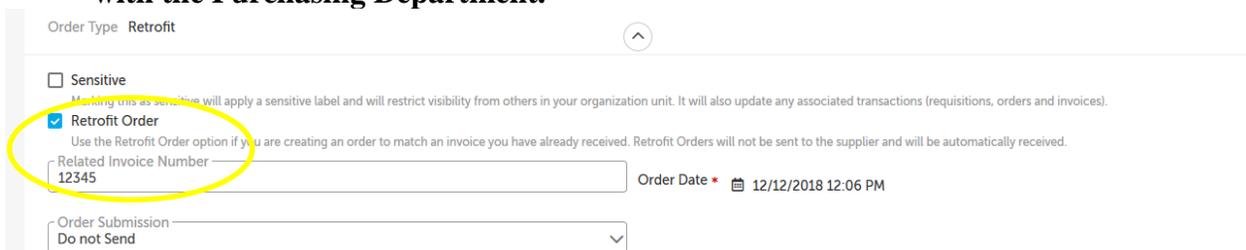
- The **Shopping Cart** is now displayed in MC One\$ource. Item quantities can be adjusted from this page if necessary. If everything is correct, click **Checkout**.



- The **Checkout** page is now displayed. **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”
- Click **Order Type Standard**



- Check the box to the right of Retrofit Order.
- Type in **Invoice #** or if no invoice #, type **See Attached**.
- Order Date should be date of invoice or if no date, today’s date.
- Order Submission should default to Do Not Send. **Please do not change unless you discuss with the Purchasing Department.**



- 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.

Product	Delivery date	Unit price	Qty.	Subtotal	Tax
 2019 Annual Membership renewal - Professor Williams	 Pick a delivery date	\$250.00 / Each	1	\$250.00	\$0.00
ORGN 274  ACCT - ACTV 2740 - Procurement 2741 - Procurement Posting				Subtotal \$250.00	
				Shipping * \$ 0	\$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.
- **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.

Product	Delivery date	Unit price	Qty.	Subtotal	Tax
 2019 Annual Membership renewal - Professor Williams	 Pick a delivery date	\$250.00 / Each	1	\$250.00	\$0.00
ORGN 274  ACCT - ACTV [Menu Icon] [Copy Icon] ...				Subtotal \$250.00	
				Shipping * \$ 0	\$0.00
				Tax \$0.00	
				Total \$250.00	

- With retrofits, POs will **not** be emailed to Supplier. Delivery Notes are not necessary.
- If this invoice is part of a blanket order, click the down arrow and select the appropriate blanket order number.
- Order Receiving is defaulted to Receive Automatically, **do not** change.

Delivery notes

Blanket order

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

Order receiving  
Receive Automatically

**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 specific.
- 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.
- Click the drop down arrow in **Justification Type** and select **Retrofit**. Answer the appropriate questions.
- When all steps are completed, click on **Checkout** to process the requisition.

Justification

**2019 Annual membership renewal for Professor Williams**

Justification Attachments

Drop files to attach, or [browse](#)

Size limit 50M.

Justification Type  
Retrofit

**Checkout** Save Cancel

12/12/18