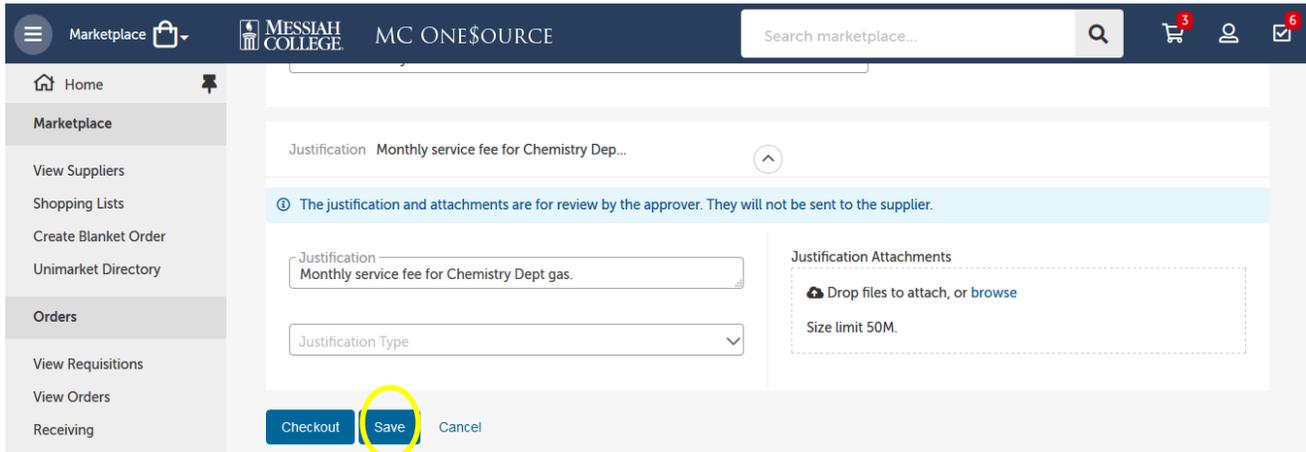


- If an item needs to be added to an existing shopping cart, click **Save** at the bottom of the Checkout screen.



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

Home Marketplace View Suppliers Shopping Lists Create Blanket Order Unimarket Directory Orders View Requisitions View Orders Receiving

Justification Monthly service fee for Chemistry Dep...

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

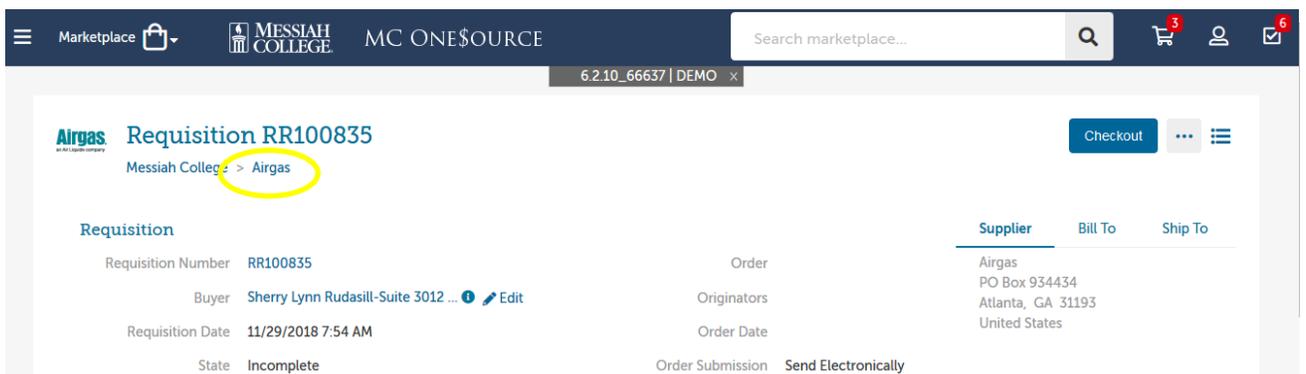
Justification Monthly service fee for Chemistry Dept gas.

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

Justification Type

Checkout **Save** Cancel

- Click on the Supplier name.



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

6.2.10_66637 | DEMO

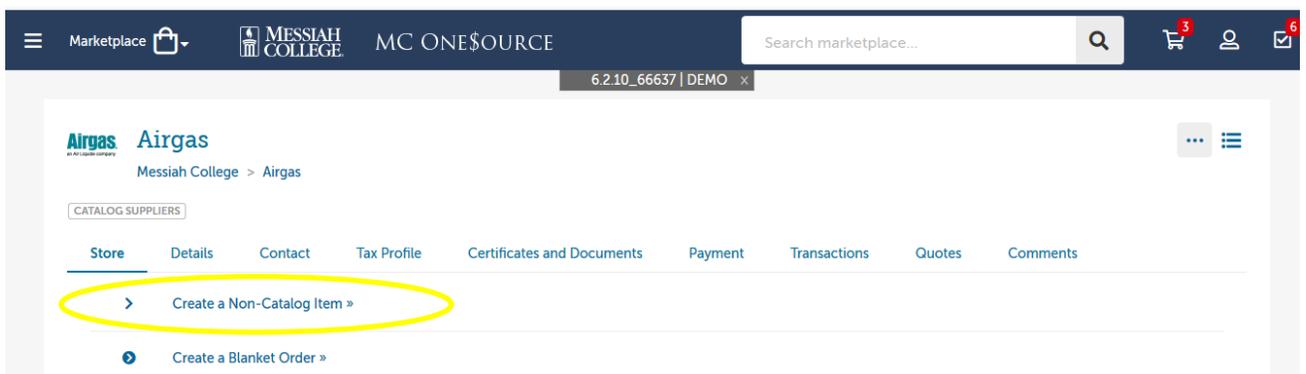
Airgas Requisition RR100835  

Messiah College > **Airgas**

Requisition

Requisition Number	RR100835	Order	Supplier	Bill To	Ship To
Buyer	Sherry Lynn Rudasill-Suite 3012 ...  	Originators	Airgas	PO Box 934434	
Requisition Date	11/29/2018 7:54 AM	Order Date	Atlanta, GA 31193	United States	
State	Incomplete	Order Submission	Send Electronically		

- Click Create a Non-Catalog Item or if appropriate click the catalog to select your item.



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

6.2.10_66637 | DEMO

Airgas 

Messiah College > Airgas

CATALOG SUPPLIERS

Store Details Contact Tax Profile Certificates and Documents Payment Transactions Quotes Comments

> **Create a Non-Catalog Item »**

• Create a Blanket Order »

- Add your new item accordingly.
- Click the on the **drop down box** located next to Add to Cart at the bottom of the page. The incomplete requisition number will be listed.
- Click the **Requisition number**.

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

6.2.10_66637 | DEMO x

Airgas Create a Non-Catalog Item
Messiah College > Airgas

Name Search Item Details

Name * Gas storage containers

Unit Price * \$ 100

Unit of Measure * Each

Optional Details

Description 1 black sealed 100 gallon container

Product Code

Category Category

Manufacturer Part ID

< Previous Next > Cancel 1 Add to Cart
Requisition RR100835

- Item has been added to the incomplete requisition.

Airgas Create a Non-Catalog Item
Messiah College > Airgas

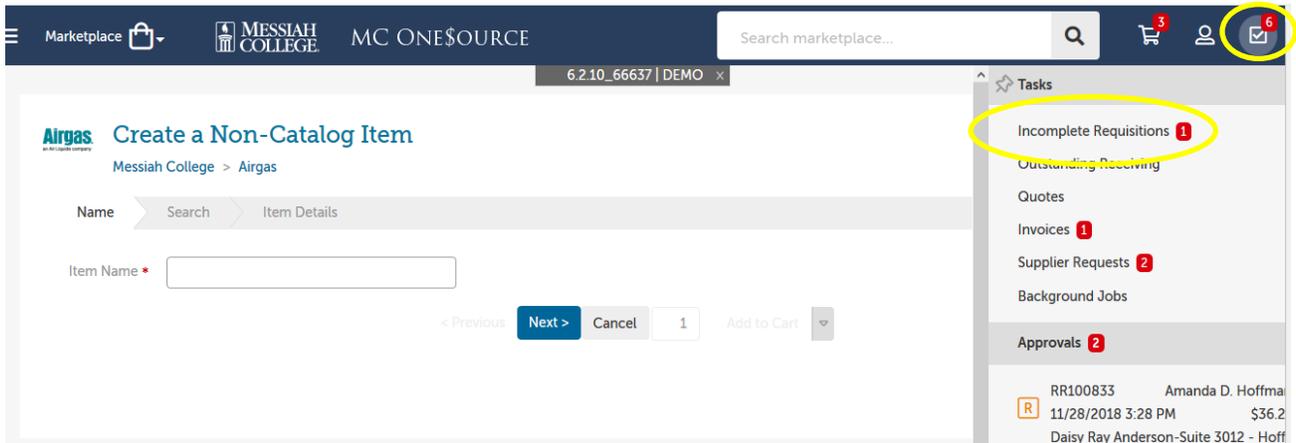
Name Search Item Details

Item Name *

✓ Added item 'Gas storage containers' to incomplete requisition RR100835.

< Previous Next > Cancel 1 Add to Cart

- Click on the **Task Icon** in the menu bar.
- Click **Incomplete Requisitions**



- Click **Checkout.**



- Verify the item has been added and proceed through the Checkout process.

12/14/18