

- Approver receives an email from [purchasing@messiah.edu](mailto:purchasing@messiah.edu) when a requisition requires approval.
- **Click on the link** in the email to login and review the requisition.
- Alternately, login to MC OneSource, <https://messiah.unimarket.com>. Click the tasks icon at the top of the page click on approvals.



## Approval Required

Messiah College

Requisition RR100674 (Carolina Biological Supply Company) for Beth Aumen-Suite 3031

Description	Supplier	Account Code	Qty	Distribution	Percentage	Unit Price	Subtotal
Frogs, Living, Female, Pack of 12	Carolina Biological Supply	2740-6320-	1	\$140.18	(100.00%)	\$140.18	\$140.18
Subtotal							\$140.18
Shipping							\$0.00
<b>TOTAL</b>							<b>\$140.18</b>

### Justification

test

[Please login to approve or decline this requisition.](#)

- Requisitions requiring approval will be listed.
- Type indicates what kind of requisition needs approving. (If a blanket, see last page for additional special instructions.)
- Click on **requisition number** to view the order.

### Approvals

① You are currently available and will receive approval requests.

[Change Availability »](#)

**Requisitions 4**   Invoices   Expenses

Requisition Number:    Supplier:    Period: Last 90 Days

Search

Requisition	Buyer	Supplier	Type	Created Date	Total	
<a href="#">RR100836</a>	Sarah Crone	Educational Testing Services	Standard	11/29/2018 7:59 AM	\$1.00	<a href="#">✓ Approve / Decline</a>

- Review the items, quantity, pricing and the org-account coding. However over the eye to view the org and account coding for a description of each.
- Read required Justification by clicking on the **Justification** tab and view attachments by clicking on the blue link.
- Click the blue **Approval** in the upper right hand corner.

**Requisition RR100836** Approval ... ☰

Messiah College > Educational Testing Services

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**Requisition**

Requisition Number <b>RR100836</b>	Order
Buyer <b>Sarah Crone</b>	Originators
Requisition Date <b>11/29/2018 7:59 AM</b> Approval begun on 11/29/2018 7:59 AM	Order Date
State <b>Pending</b>	Order Submission <b>Send Electronically</b>
Organization Unit <a href="#">Edit</a>	Approval Chain
Visibility <b>Organization Unit</b> <a href="#">Edit</a>	
Payment Type <b>On Account</b>	

<b>Supplier</b>	<b>Bill To</b>	<b>Ship To</b>
Educational Testing Services	Educational Testing Services	
Address Line 1	Address Line 1	
Anytown, PA 17098	Anytown, PA 17098	
United States	United States	

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**Items** Justification Approvals Comments

**Educational Testing Services**

Product	State	Qty.	Price	Subtotal	
<b>test</b>	Pending Approval	1	\$1.00 / Each	\$1.00	<a href="#">Cancel</a> <a href="#">Details</a>
Account 2740-6320- 100.00% <a href="#">View</a>					
Approvers Daisy Ray Anderson-Suite 3012 - Hoffman Building Room 307, Don...					
				Subtotal	\$1.00
				Shipping	\$0.00
				<b>Total</b>	<b>\$1.00</b>

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

- Click **Approve** if all information is satisfactory. A reason is not mandatory but may be entered.

Approve/Decline Requisition RR100836. ✕

Reason

Approve
Decline
Cancel

- Approval has been completed and requisition will be forwarded through the remainder of the approval queue.
- The order is automatically placed with the supplier following final approval.

**Requisition RR100836** ... ☰

Messiah College > Educational Testing Services

✓ You have approved requisition RR100836.

- Click **Decline** if information is incorrect or unsatisfactory. A reason must be included when declining a requisition.
- An email notification will be sent directly to the buyer.
- If appropriate, the buyer can correct the requisition and send it through the process again.

Approve/Decline Requisition RR100836. x

Reason

Org and account number need to be changed to 2740 and 6320.

Approve **Decline** Cancel

- For **Blanket Orders**, please note that this will be a one-time only approval. All purchases/invoices applied to an approved blanket order are not separately approved by approvers.
- Review the **Limit, Valid From and Valid To** dates.
- Verify that the **Account Coding** is correct and that **Release Order Coding** is NOT ALLOWED is displayed.
- Review **Description and Justification** along with any attachments such as contracts or quotes.

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

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### Blanket Requisition RR100841

Messiah College > Wolf's Bus Lines Approval

<b>Blanket Requisition</b>		<b>Supplier</b>
Requisition Number	RR100841	Order
Buyer	Sherry Lynn Rudasill-Suite 3012 ...	Originators
State	Pending	Requisition Date
Organization Unit	<a href="#">Edit</a>	12/6/2018 1:43 PM
Valid From	12/6/2018 12:00 AM	Approval Chain
Alert Date		Valid To
Available To	Sherry Lynn Rudasill-Suite 3012 ...	3/31/2019 11:59 PM
		Alert Amount
		\$1,000.00

Attachments Drop files to attach, or browse

Size limit 50M.

Copy of Order [PP500817](#)

Visibility [Organization Unit](#) [Edit](#)

Details
Justification
Approvals
Comments

Order		Amount	Tax
<b>FY19 Dance Student Transportation</b>		\$10,000.00	No
January 2019 - March 2019 bus transportation to and from locations		(Hidden)	Tax
Account			
2740-6207-100.00%			
Release Order Coding is NOT ALLOWED.			
Subtotal		\$10,000.00	
Tax		\$0.00	
Total		\$10,000.00	

12/06/2018