

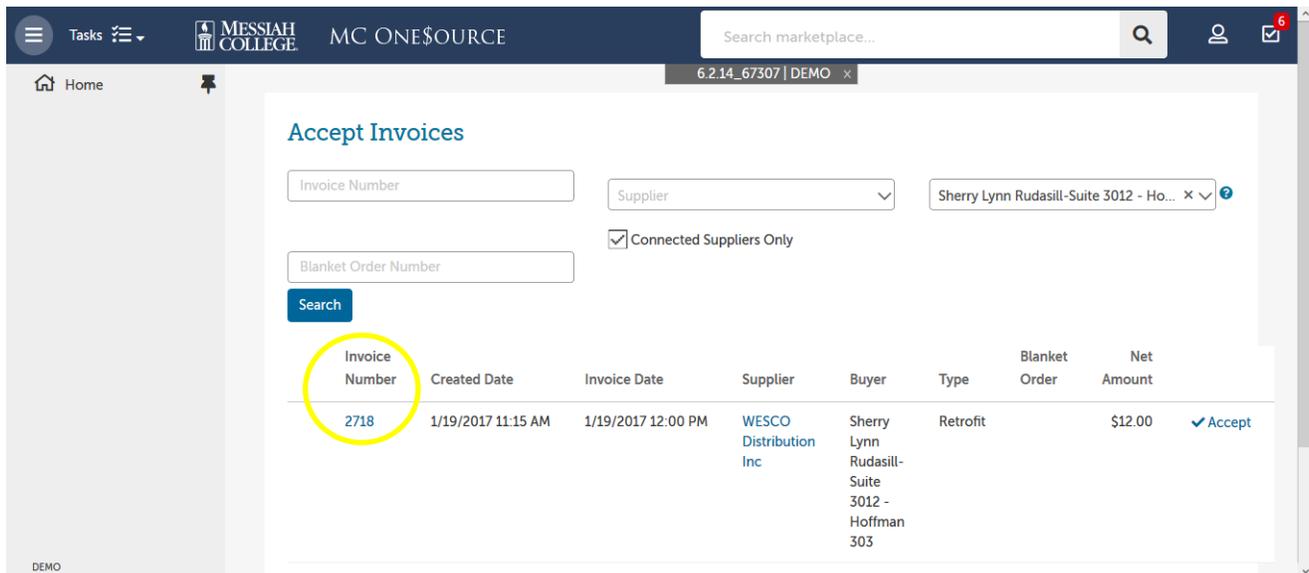
- An email from accounts payable@messiah.edu will be received when an invoice requires approval.
- Click on the link to login and review the invoice. (Alternately, login to MC OneSource, then click on tasks icon/invoices at the top of the page in the gray bar.)

Your invoice 4013975625 for the blanket order PP128527 - Art and Design Fall 2018 Towel Service has been accepted.

Click [here](#) to login and view this invoice.



- From the Accept Invoices screen, click on the **invoice number**.



MC ONE\$OURCE

Search marketplace...

6.2.14_67307 | DEMO

Accept Invoices

Invoice Number: Supplier: Connected Suppliers Only

Blanket Order Number:

Invoice Number	Created Date	Invoice Date	Supplier	Buyer	Type	Blanket Order	Net Amount	
2718	1/19/2017 11:15 AM	1/19/2017 12:00 PM	WESCO Distribution Inc	Sherry Lynn Rudasill-Suite 3012 - Hoffman 303	Retrofit		\$12.00	<input checked="" type="button" value="Accept"/>

- Note the Supplier.
- Review all Attachments by clicking on the blue link.
- Review the Description of the items listed along with the quantity, unit price and total.
- Click **Accept** at the top of the page.

WESCO Invoice 2718
Messiah College > WESCO Distribution Inc

Invoice

Invoice Number 2718 Invoice Date 1/19/2017 12:00 PM
 State Pending Initial Acceptance Created Date 1/19/2017 11:15 AM
 Payment Due Date 1/27/2017 12:00 PM

Supplier: Attn: WESCO Distribution Inc
 WESCO TREASURY ZONE - 5020
 CINCINATI, OH 45263
 United States

Customer: Messiah College Creator: Teri Rader-Suite 3012 (Messiah College)
 Buyer: Sherry Lynn Rudasill-Suite 3012 ... Order Date: 1/18/2017 12:00 PM

Attachments: Drop files to attach, or browse
 Size limit: 100M.

Comment: Apply to Coding 2740 - 6320

Line	Order	Description	State	Qty.	Price	Subtotal
1		Test for comments	Pending Initial Acceptance	1	\$12.00 / Each	\$12.00
Subtotal						\$12.00
Shipping						\$0.00
Tax						\$0.00
Total						\$12.00

- To decline the invoice, type a reason for declining in the box and then click **Reject**.
- If approving, a reason is not mandatory but may be entered. Click **Accept**.

WESCO Invoice 2718
Messiah College > WESCO Distribution Inc

Reason:

Accept Reject Cancel

01/04/2019