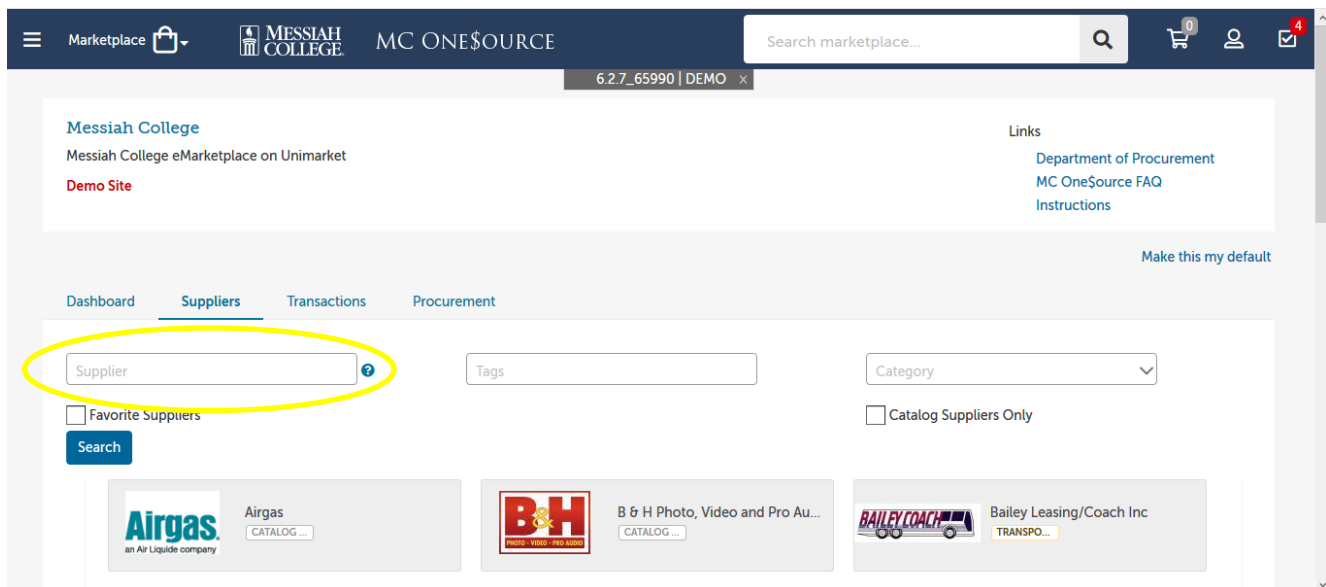


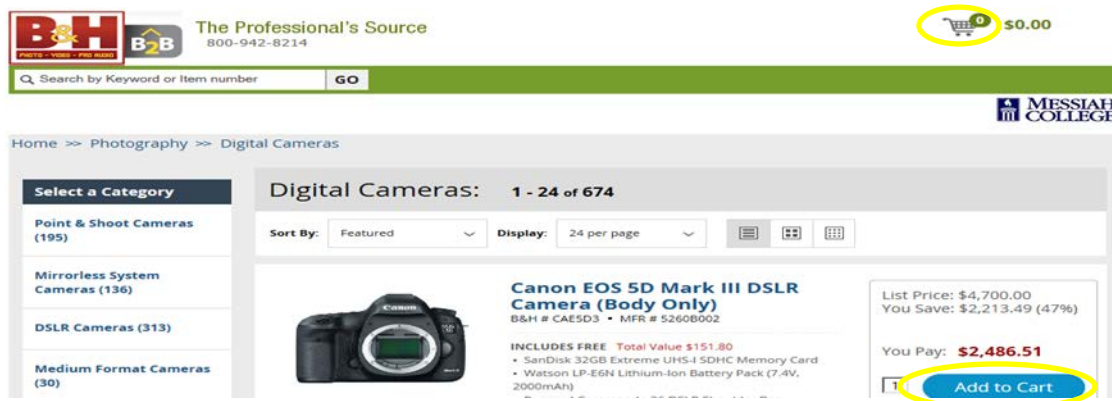
- From any **Tab (Dashboard, Suppliers or Transaction)**, click the hamburger menu and click **View Suppliers**



- Scroll through the page to view the available vendors listed to click or type one word of the supplier name in the Supplier box.



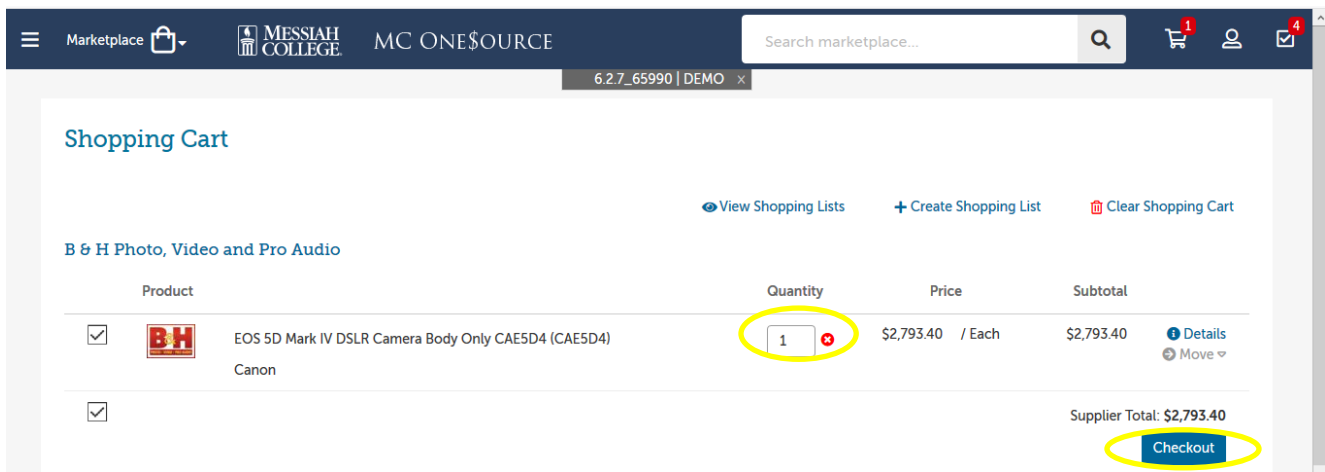
- Find desired item(s) and add them to the shopping cart.
- When all items have been added, click on the **Shopping Cart** icon to review items in cart.



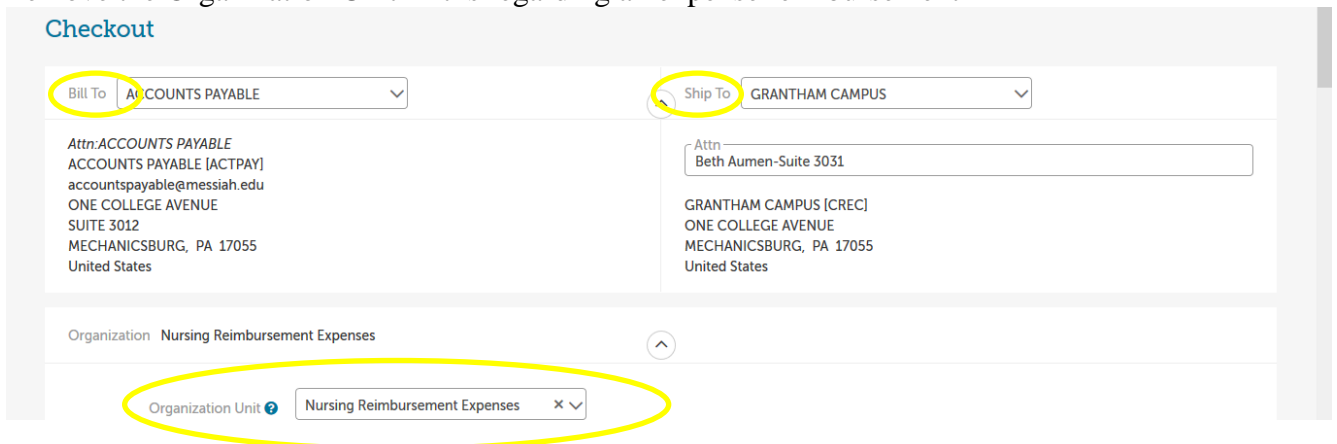
- Click on **Checkout** or **Punchout**. Purchaser will be directed back to the MC One\$ource site. When asked if you want to close this tab, click **Yes**.



- 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.
- Remove the Organization Unit if it is regarding an expense reimbursement



- 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.

B & H Photo, Video and Pro Audio Add notes

Product	Delivery date	Unit price	Qty.	Subtotal	Tax
EOS 5D Mark IV DSLR Camera Body Only CAE5D4 (CAE5D4)	Pick a delivery date	\$2,793.40 / Each	1	\$2,793.40	\$0.00 Remove
ORGN 274 CCT - ACTV					
2740 - Procurement					
2741 - Procurement Posting					
				Subtotal	\$2,793.40
				Shipping	\$0.00 \$0.00
				Tax	\$0.00
				Total	\$2,793.40

- 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, use the drop down arrow 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** can be selected by clicking the calendar.

B & H Photo, Video and Pro Audio Add notes

Product	Delivery date	Unit price	Qty.	Subtotal	Tax
EOS 5D Mark IV DSLR Camera Body Only CAE5D4 (CAE5D4)	Pick a delivery date	\$2,793.40 / Each	1	\$2,793.40	\$0.00 Remove
ORGN 2740 ACTV					
				Subtotal	\$2,793.40
				Shipping	\$0.00 \$0.00
				Tax	\$0.00
				Total	\$2,793.40

- If delivery instructions are needed, type them into the **Delivery Notes** box. This information will print on the purchase order and be seen by the supplier.
- If there is a quote/correspondence from this supplier, save the file as a pdf, click **browse** in the **Order Attachments** box, browse to find the correct file and click **Add**.
- 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**.

The screenshot shows a checkout form with three main sections highlighted by yellow circles:

- Delivery notes:** A text input field at the top left.
- Order attachments:** A section on the right containing a "Drop files to attach, or browse" button and a "Size limit 50M." note.
- Order receiving:** A dropdown menu at the bottom right currently set to "Receive Manually".

Other visible elements include a "Blanket order" dropdown menu and a "Contract" label.

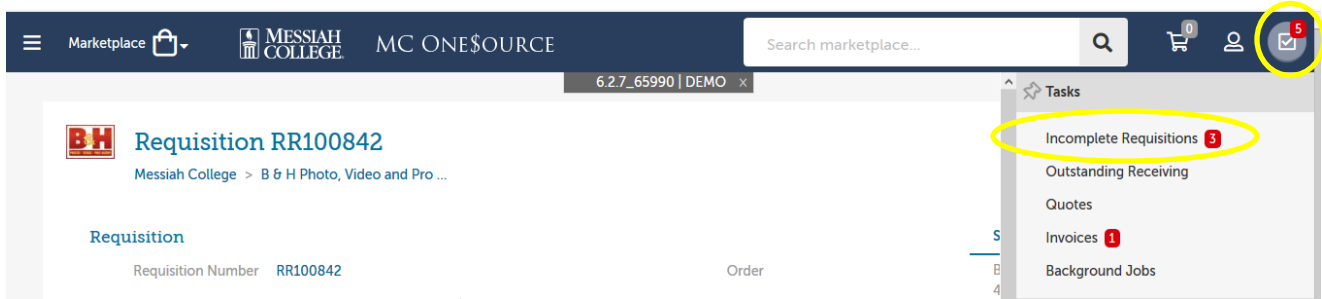
- In the **Justification** box, provide the business purpose for the purchase. This is required information, please be specific.
- If there are any internal attachments (email requests, other supplier quotes, etc.), save files as pdf's, click on **browse** link in the **Justification Attachments** box, 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.

The screenshot shows the checkout page in a browser window. The page title is "Checkout | Messiah College". The main content area includes:

- Justification:** A text input field containing "Camera requested by Professor Williams for his Fall 2019 photography class." This field is circled in yellow.
- Justification Attachments:** A section on the right with a "Drop files to attach, or browse" button and a list of attachments, including "OLR Renewal - Wiley Major Gifts Report.pdf (212.1K)". This section is circled in yellow.
- Checkout buttons:** At the bottom left, there are three buttons: "Checkout" (circled in yellow), "Save", and "Cancel".

The page footer includes the date "Thursday, December 6, 2018 2:48 PM", links for "Terms and Conditions" and "Privacy Policy", and the "unimarket" logo.

- Click **Save** if you need to stop but want to come back to complete the requisition at a later time. The requisition will be saved as an Incomplete Requisition and can be found by clicking on your Task icon in the upper right hand corner.



- Click **Cancel** to cancel the order. Items will remain in shopping cart until deleted.

12/06/2018