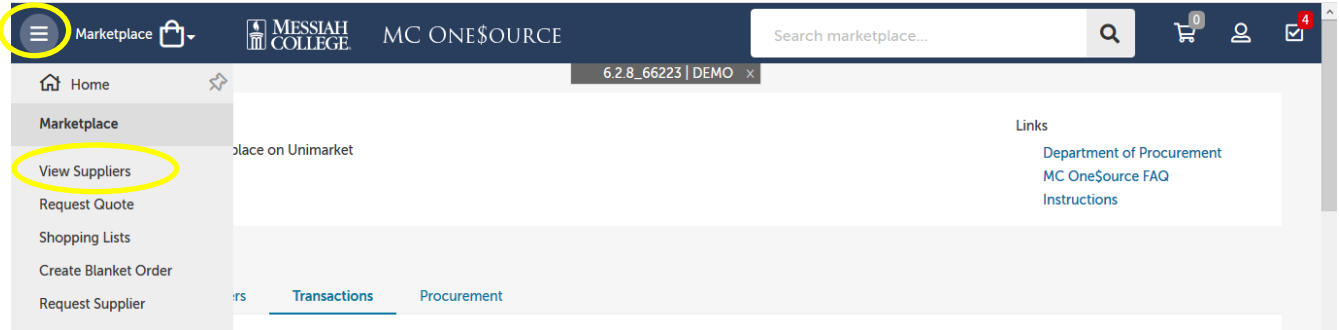
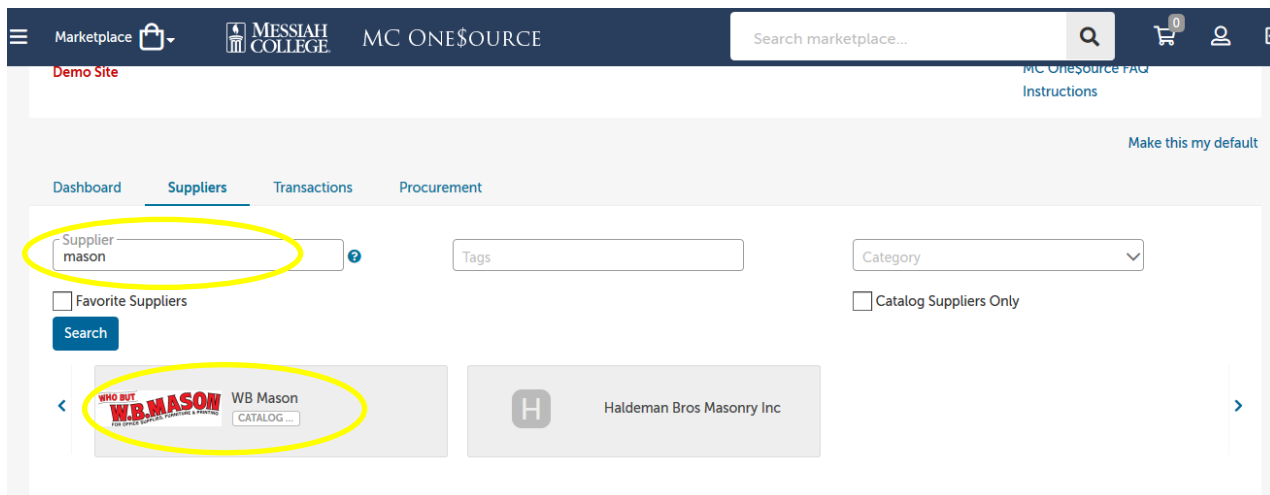


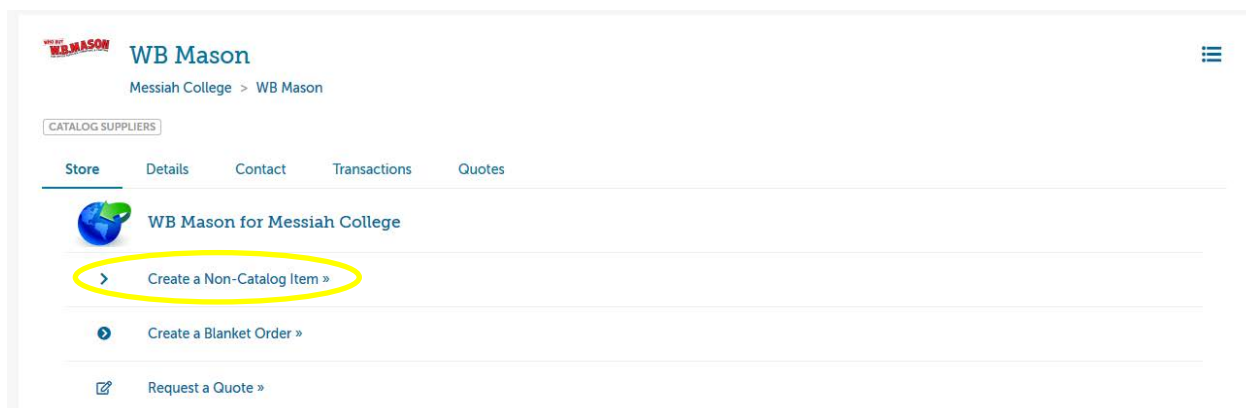
- From any Tab (Dashboard, Suppliers or Transaction), click the hamburger menu and click **View Suppliers**



- Type one word of the supplier name in the **Supplier** box.
- Click on the **supplier name**



- Click **Create a Non-Catalog Item**



- Type a descriptive **Item Name**. Click **Next**.

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

6.2.8\_66223 | DEMO x

**W.B. MASON** Create a Non-Catalog Item  
Messiah College > WB Mason

Name Search Item Details

Item Name \* ARTURO, Leather/Mock Leather, High Bacl

< Previous Next > Cancel 1 Add to Cart

- 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**.

**W.B. MASON** Create a Non-Catalog Item  
Messiah College > WB Mason

Name Search Item Details

Name \* ARTURO, Leather/Mock Leather, High Bacl

Unit Price \* ? \$ 206.99

Unit of Measure \* Each

Optional Details

Description Black with adjustable arms

Product Code ? WBM1992

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.

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

6.2.8\_66223 | DEMO x

**W.B. MASON** Create a Non-Catalog Item  
Messiah College > WB Mason

Name Search Item Details


Item Name \*

- 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**.

**Shopping Cart**

View Shopping Lists   + Create Shopping List   Clear Shopping Cart

WB Mason

Product	Quantity	Price	Subtotal	
<input checked="" type="checkbox"/>  ARTURO, Leather/Mock Leather, High Back (WBM1992) Black with adjustable arms	1	\$206.99 / Each	\$206.99	<a href="#">Edit</a> <a href="#">Details</a> <a href="#">Move</a>
			Supplier Total: \$206.99	<b>Checkout</b>

- 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

**Checkout**

Bill To: ACCOUNTS PAYABLE

Ship To: GRANTHAM CAMPUS

Attn: ACCOUNTS PAYABLE  
 ACCOUNTS PAYABLE [ACTPAY]  
 accountspayable@messiah.edu  
 ONE COLLEGE AVENUE  
 SUITE 3012  
 MECHANICSBURG, PA 17055  
 United States

Attn: Beth Aumen-Suite 3031  
 GRANTHAM CAMPUS [CREC]  
 ONE COLLEGE AVENUE  
 MECHANICSBURG, PA 17055  
 United States

Organization: Nursing Reimbursement Expenses


Organisation Unit: Nursing Reimbursement Expenses

This is the organization unit you are making the purchase for. It is used to group transactions by organization unit.

- 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.

WB Mason Add notes

**Warning:** This supplier has order integration enabled, and so may not see these Notes or Order Attachments.

Product	Delivery date	Unit price	Qty.	Subtotal	Tax	
<input checked="" type="checkbox"/>  ARTURO, Leather/Mock Leather, High Back (WBM1992)	Pick a delivery date	\$206.99 / Each	1	\$206.99	\$0.00	<a href="#">Copy</a> <a href="#">Remove</a> <a href="#">Edit product</a>
				Subtotal	\$206.99	

ORGN 274 | ACCT - ACTV  
 2740 - Procurement  
 2741 - Procurement Postinc

- 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, click the **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:** Click on the calendar to select an anticipated delivery date.

- 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**.

- 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.
- When all steps are completed, click on **Checkout** to process the requisition.

Justification Requested by Professor Robert William...

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

Justification  
Requested by Professor Robert Williams to replace a broken chair in the Accounting

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

Justification Type

Checkout Save Cancel

- 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.

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

6.2.8\_66223 | DEMO

Requisition RR100843  
Messiah College > WB Mason

Requisition

Requisition Number	RR100843	Order	
Buyer	Beth Aumen-Suite 3031 <a href="#">Edit</a>	Originators	
Requisition Date	12/11/2018 12:20 PM	Order Date	
State	Incomplete	Order Submission	Send Electronically
Organization Unit	<a href="#">Edit</a>	Approval Chain	

Tasks

- Incomplete Requisitions **3**
- Outstanding Receiving
- Quotes
- Invoices **1**
- Background Jobs
- Approvals **1**

280 - 123 W Main ... Jack Well  
10/4/2017 7:24 AM \$4.8  
Jack Wells

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

12/12/18